



**Bright from the Start - Georgia Department of Early Care and Learning**

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404)657-5562 www.dec.state.ga.gov

**(Cover Sheet)**

**Date:** 9/23/2022

**VisitType:** EX-Monitoring

**Arrival:** 2:30PM

**Departure:** 4:55PM

**EX-42742 EXMT-12563 EX-1 - Government  
Cobb County District ASP - Sanders Elementary  
School**

1550 Anderson Mill Road, Austell GA 30106 Cobb  
County  
(770) 891-2568 janice.walters@cobbk12.org

**Mailing Address**

P.O. Box 1088, GA

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
9/23/2022	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
1251		0	0	N	
1268		0	0	Y	
AU		0	0	Y	
Cafeteria	, Fives, Sixes	5	62	Y	
Gym		0	0	N	
Outdoor Area		0	0	Y	
Playground		0	0	Y	
Playground PK to 2nd		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 62

Comments:

A CAPS Monitoring Visit was completed on September 23, 2022. Administrative review of documentation and report were completed on-site. One Day Letters were left at the program. The visit report and resources were emailed to the provider during the onsite visit.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

By signing this report I acknowledge that the report was discussed with me and if there are any missing requirements I am responsible for submitting them as outlined to Maximus or the CAPS program.

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to [CCSRefutations@decal.ga.gov](mailto:CCSRefutations@decal.ga.gov).

1. Facility name, program number and visit date
2. Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
3. Specific standard(s) that you are refuting, along with your concerns or questions regarding the citation
4. Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date of the visit to the facility.
5. Your refutation will be forwarded to the CCS Exemptions Unit manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 770-293-5977.

Any violation which subjects a child to injury or life threatening situation or continued non-compliance may jeopardize participation in the CAPS program for eligible license-exempt program (government-owned facilities and day camps).

Director/Person-in-charge Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_



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**(Summary Report)**

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Joint with:

**The following information is associated with a Exemption Monitoring:**

**Activities and Equipment**

**EX-HS-.F Equipment & Toys (CS)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**EX-HS-.Q Swimming Pools & Water-related Activities (CS)**

**N/A**

**Comment**

Program does not provide swimming activities.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Technical Assistance**

**Technical Assistance**

EX-HS-.X(1) - Provider reported that the fire inspection was kept in the school main office.

**Facility**

**EX-HS-.L Physical Plant (NCP)**

**Met**

**Technical Assistance**

Please be mindful to keep items that pose a hazard inaccessible to children. Broom and dusting pan observed in the cafeteria.

**Comment**

Program appears clean and well maintained.

**EX-HS-.M Playgrounds (CS)**

**Technical Assistance**

**Technical Assistance**

Playground for children third to fifth grade observed to be clean and in good repair. Tears were observed on the rubber resilient surface in the playground for children pre-kindergarten to second grade. Provider shared supervision and safety plan for the open outdoor area. Provider stated that teachers positioned themselves to be able to supervise all children and use traffic cones to prevent children from leaving the designated play area.

**Health and Hygiene**

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**EX-HS-.U Diapering Areas & Practices (CS)****N/A****Comment**

No diapered children are enrolled.

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**EX-HS-.H Hygiene (NCP)****Met****Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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**EX-HS-.I Medications (CS)****Met****Comment**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documentation that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

**POI (Plan of Improvement)**

The Program will establish and implement policies and procedures that will include components in in letters a, b, c, d, f, and g.

**Correction Deadline: 9/28/2022**

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**EX-HS-.T Required Reporting (NCP)****Not Evaluated****Comment**

There were no incidents or injuries that required reporting.

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**Safety**

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**EX-HS-.S****N/A****Comment**

No field trips are offered

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**EX-HS-.E Discipline (CS)****Met****Comment**

Observed age-appropriate discipline policies on this date.

**Comment**

Staff were observed to maintain an age appropriate learning environment on this date.

**Comment**

Program does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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EX-HS-.V Safe Sleeping and Resting Requirements (CS)

N/A

**Comment**

No infants are enrolled.

<b>Staff Records</b>
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**Records Reviewed: 9****Records with Missing/Incomplete Components: 9**

Staff # 1

Not Met

Date of Hire: 08/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 3

Not Met

Date of Hire: 08/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 09/27/2017

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5

Not Met

Date of Hire: 08/08/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 6

Not Met

Date of Hire: 08/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 7

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 8

Not Met

Date of Hire: 08/01/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 9

Not Met

Date of Hire: 08/13/2012

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

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**EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)**

**Not Met**

**Finding**

EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on review of records that six out of nine staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

**POI (Plan of Improvement)**

The Program will ensure that new staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

**Correction Deadline: 9/23/2022**

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**EX-HS-.W First Aid & CPR (NCP)**

**Met**

**Comment**

Provider reported that First Aid and CPR training is scheduled for October 15, 2022.

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**EX-HS-.P Staff Training (NCP)**

**Not Met**

**Finding**

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that three out of nine staff did not have 10 hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

**Correction Deadline: 10/23/2022**

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**Staffing and Supervision**

**EX-HS-.O Staff:Child Ratios and Supervision (CS)**

**Met**

**Comment**

Adequate supervision observed on this date.

**Comment**

Program observed to maintain appropriate staff: child ratios.

