

**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:** 9/27/2022**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 5:10PM**EX-42894 EXMT-4837 EX-1 - Government  
Arbor Station Elementary (Douglas County  
School ASP)**9999 Parkway South, Douglasville GA 30135  
Douglas County  
(770) 651-3000 gina.albanese@dcssga.org**Mailing Address**

P.O. BOX 1077, GA 30133

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/27/2022	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
Cafe 400	, Fives, Sixes	4	64	Y	
Gym		0	0	Y	
Playground Kindergarten through second grade		0	0	Y	
Playground third through fifth grade		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 64

**Comments:**

A CAPS Monitoring Visit completed on September 27, 2022. An administrative review of documentation and report were completed on-site. One Day Letter left at the program. Visit report and resources were emailed to provider.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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)****Date:** 9/27/2022**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 5:10PM**EX-42894 EXMT-4837 EX-1 - Government  
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**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-F Equipment & Toys (CS)****Met****Comment**

A variety of equipment was observed in the gym. Program is located inside a school.

**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**

The Exemption Approval Letter and Certificate were both observed by the program's main entrance. A fire inspection was conducted in October 6, 2021 had several deficiencies. Provider stated that no follow up was conducted.

**Facility****EX-HS-L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained.

**EX-HS-M Playgrounds (CS)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute mulch under fall zones and sliding boards in booth the kindergarten to second grade and third grade to fifth grade playground.

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

No diapered children are enrolled.

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

Hand washing was not observed during the visit but proper hand washing rules were discussed. Provider reported that staff and children wash hands at arrival, before and after snacks, and after outdoor play.

**EX-HS-.I Medications (CS)****N/A****Comment**

Medication is not dispensed

**Policies and Procedures****EX-HS-.J Operational Policies & Procedures (NCP)****Technical Assistance****Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

**Comment**

Observed the Program's written emergency plan on this date.

**Technical Assistance**

EX-HS-.J(1)(a-i) - Provider reported that fire drills are conducted once a month and tornado twice per school year. Provider also stated that no written documentation is kept by the afterschool program. Provider must maintain written records of drills and submit the department when requested.

**EX-HS-.T Required Reporting (NCP)****Met****Comment**

There were no incidents or injuries that required reporting.

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

No field trips are offered

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

Determined age-appropriate discipline is communicated to staff on this date.

**Comment**

Observed age-appropriate discipline policies on this date.

**EX-HS-.R Transportation (CS)****N/A****Comment**

Program does not provide routine transportation.

**Sleeping & Resting Equipment****EX-HS-.V Safe Sleeping and Resting Requirements (CS)****N/A****Comment**

No infants are enrolled.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 07/14/2017

"Missing/Incomplete Components"

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

Staff # 2	Met
Staff # 3	Met
Staff # 4	Not Met

"Missing/Incomplete Components"

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

Staff # 5	Not Met
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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	Met
Staff # 7	Met
Staff # 8	Not Met

"Missing/Incomplete Components"

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

Staff # 9	Met
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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 documentation that one out of nine staff did not have a DECAL Satisfactory Criminal Records Check Determination letter 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: 9/27/2022****EX-HS-.W First Aid & CPR (NCP)****Not Met****Finding**

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that 4 out of nine staff did not have first aid certification on file.

**POI (Plan of Improvement)**

The Program will have all staff members complete First Aid and CPR training, maintain evidence on file, and submit to the department for review when requested.

**Correction Deadline: 10/27/2022**

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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: 10/27/2022**

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**Staffing and Supervision****EX-HS-.O Staff:Child Ratios and Supervision (CS)****Not Met****Finding**

EX-HS-.O(3) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that children walked from playground to main office without adult supervision.

**POI (Plan of Improvement)**

The Program will ensure that children are supervised at all times.

**Correction Deadline: 9/27/2022**