



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.al.ga.gov

(Cover Sheet)

Date: 9/29/2022

VisitType: EX-Monitoring

Arrival: 2:20PM

Departure: 4:30PM

**EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County
School ASP)**

2242 Old Lower River Road, Douglasville GA 30135
Douglas County
(770) 651-4400 kacia.thompson@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.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/29/2022	EX-Monitoring	NA	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
315		0	0	Y	
501		0	0	Y	
ASP Office/classroom		0	0	N	
Cafeteria	, Six and older	3	67	Y	
Cafeteria 2	, Fives, Six and older	0	46	N	
Gym		0	0	Y	
Playground		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 113

Comments:

A CAPS Monitoring Visit was completed on September 29, 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.us/CCS/Regulations.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.state.ga.us.

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 _____



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

(Summary Report)

Date: 9/29/2022

VisitType: EX-Monitoring

Arrival: 2:20PM

Departure: 4:30PM

**EX-42915 EXMT-4859 EX-1 - Government
New Manchester Elementary (Douglas County
School ASP)**

2242 Old Lower River Road, Douglasville GA 30135
Douglas County
(770) 651-4400 kacia.thompson@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:

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)

Met

Comment

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children. Cleaning supplies and brooms observed in cafeteria 2.

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS)

Technical Assistance

Technical Assistance

Discussed maintenance of resilient surface. Please add mulch to the playground area and under fall zones. Principal reported that mulch should be adding mulch at the end of November.

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**

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete. School nurse shared online system, Infinite Campus, used to track medication dispensed to child and paper authorization form signed by parents.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP)**Met****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

Program's parent handbook was missing a written policy regarding recognition and reporting of child abuse and neglect.

EX-HS-.T Required Reporting (NCP)**N/A****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**

Age-appropriate discussion and/or redirection observed.

Comment

Observed age-appropriate discipline policies on this date.

Comment

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

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 03/20/2019	
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 01/10/2022	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 4	Met
Date of Hire: 09/07/2021	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/11/2021	
Staff # 7	Met
Date of Hire: 09/27/2021	
Staff # 8	Met
Date of Hire: 06/10/2022	
Staff # 9	Met
Date of Hire: 09/15/2021	
Staff # 10	Met
Date of Hire: 10/14/2021	
Staff # 11	Met
Date of Hire: 09/20/2021	

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 one out of 11 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: 9/29/2022

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

Met

Comment

Observed evidence of staff training in CPR and first aid on this date. Provider reported that First Aid and CPR training was scheduled for the second week of October 2022 for staff in need of renewal.

EX-HS-P Staff Training (NCP)

Met

Comment

Observed training for all staff members on this date.

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.