

**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:** 1/13/2022**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 3:45PM**EX-42919 EXMT-4863 EX-1 - Government
Winston Elementary (Douglas County School
ASP)**7465 Highway 78, Winston GA 30187 Douglas
County
(770) 651-4700 anita.zachery@dcssga.org**Mailing Address**

13691 Veterans Memorial Hwy , GA 30187

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>
1/13/2022	EX-Monitoring	Intermediate	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 (Level1 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
501	, Sixes	1	16	Y	Children were coloring at the time of the visit.
504	, Sixes	1	10	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 26

Comments:

An in-person visit was conducted on January 13, 2022. The visit report was completed on January 24, 2022. Program did not submit documentation for Administrative Review within five (5) business days of the visit as discussed during the in-person visit.

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.

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: 1/13/2022

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 3:45PM

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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.

Children's Records

EX-HS-.C

Not Met

Finding

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of documentation that the program did not submit the three children's records as requested.

POI (Plan of Improvement)

The Program will maintain a file for each child while the child is in care and for one year after that child is no longer enrolled and submit to the department when requested.

Correction Deadline: 1/13/2022

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on review of documentation that the program did not submit signed parent acknowledgment form as requested.

POI (Plan of Improvement)

The Program will require parents to sign an acknowledgment form when first enrolling children in the program and submit to the department when requested.

Correction Deadline: 1/13/2022

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of documentation that the program did not submit Fire and Building Certificate of Occupancy and recent fire inspection report from the fire marshal.

POI (Plan of Improvement)

The program will comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines and submit to the department when requested.

Correction Deadline: 1/13/2022

Facility

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

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS) **Not Met**

Finding

EX-HS-.M(3) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation of the playground for children in third to fifth grade that there were no resilient surfaces under the fall-zone of play equipment.

POI (Plan of Improvement)

The Program will add adequate amount of resilient surface under in the third to fifth grade playground.

Correction Deadline: 1/13/2022

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.

EX-HS-.I Medications (CS) **Not Evaluated**

Comment

Medication is not dispensed

Policies and Procedures

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 documents that the program did not submit the program's policies and procedures / parent handbook.

POI (Plan of Improvement)

The Program will establish and implement written policies and procedures that will includes (a) to (h) and submit to the department when requested.

Correction Deadline: 1/18/2022

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

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**EX-HS-.V Safe Sleeping and Resting Requirements (CS)**

N/A

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing, EX-HS-.P(3)-Health and Safety Training

Staff # 2 Not Met

"Missing/Incomplete Components"

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

Staff # 3 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 4 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 5 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

EX-HS-.K

Not Met

Finding

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the program did not

submit personnel records for review.

POI (Plan of Improvement)

The Program will maintain personnel records for all employees and submit to the department when requested.

Correction Deadline: 1/18/2022

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 It was determined on review of records that four out of five staff members did not have a DECAL Satisfactory Criminal Records Check Determination on file.

POI (Plan of Improvement)

The Program will ensure that staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination.

Correction Deadline: 1/13/2022

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 documents that five out of five staff did not have First Aid training 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 when requested.

Correction Deadline: 2/12/2022

EX-HS-.P Staff Training (NCP)**Not Met****Technical Assistance**

EX-HS-.P(1) - The Program will require that all employees complete an Initial Program orientation before assignment to work with children and submit to the department when requested.

Finding

EX-HS-.P(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of documentation that four out of five staff members did not have complete health and safety training.

POI (Plan of Improvement)

The Program will have staff member complete the health and safety training within 90 days of employment and submit to the department when requested.

Correction Deadline: 2/12/2022

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 one of five staff did not had 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hour of ongoing training annually and submit to the department when requested.

Correction Deadline: 2/12/2022

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 one teacher left the children in her classroom unattended for for short period of time.

POI (Plan of Improvement)

The Program will be physically present in the area where children are being cared for and provide supervision to the children.

Correction Deadline: 1/13/2022