

**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:** 9/1/2022**VisitType:** EX-Monitoring**Arrival:** 2:25PM**Departure:** 4:30PM**EX-42976 EXMT-4956 EX-1 - Government
South Douglas Elementary**8299 Highway 166, Douglasville GA 30135 Douglas
County
(770) 651-4500 lori.jacks@dcssga.org**Mailing Address**

8299 Hwy 166, GA 30135

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
9/1/2022	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
Cafeteria	, Fives	3	65	Y	
Classroom A		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 65

Comments:

A CAPS Monitoring Visit completed today. Administrative review of documentation and report were completed on-site. One Day Letter left at the program. Visit report emailed to provider by specialist while on-site.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.al.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:** 9/1/2022**VisitType:** EX-Monitoring**Arrival:** 2:25PM**Departure:** 4:30PM**EX-42976 EXMT-4956 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**

Program is located in an elementary 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**

EX-HS-X(4) - Fire inspection was conducted by Douglas County Fire Marshal in June 2022. Deficiencies were noted on the report, however, the ASP director was not sure if a follow up inspection was conducted.

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

No hazards observed accessible to children on this date.

Comment

Program appears clean and well maintained.

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

Playground is fenced in and was observed to be clean and in good repair.

Comment

Please fluff and redistribute under fall zone and swings.

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

No diapered children are enrolled.

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

Proper hand washing observed throughout the program.

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

Medication is not dispensed

Policies and Procedures

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

EX-HS-.J(1)(a-i) - Based on review of the program's parent handbook, the handbook was missing a policy regarding recognition and reporting of child abuse and neglect.

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

No field trips are offered

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

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

Records Reviewed: 7	Records with Missing/Incomplete Components: 7
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Staff # 1	Not Met
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"Missing/Incomplete Components"

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

Staff # 2	Not Met
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Date of Hire: 11/12/2018

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 08/01/2008

"Missing/Incomplete Components"

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

Staff # 4

Not Met

"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: 08/11/2021

"Missing/Incomplete Components"

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

Staff # 7

Not Met

Date of Hire: 01/01/2018

"Missing/Incomplete Components"

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

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 seven 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: 9/1/2022**EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

Observed evidence of staff training in CPR and first aid on this date.

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 six out of seven 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 and provide to the department for review when requested.

Correction Deadline: 10/1/2022

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.