

**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:** 4/26/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 5:35PM**EX-47005 EXMT-12758 EX-1 - Government
Marietta Community Schools - Lockheed
Elementary ASP/BSP**1205 Merritt Road, Marietta GA 30062 Cobb County
(770) 429-3196 dwiley@marietta-city.k12.ga.us**Mailing Address**

145 Dodd Street, GA 30060

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
4/26/2023	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 (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
Cafeteria		0	0	Y	
Gym	, Six and older	3	48	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 48

Comments:

A CAPS Monitoring Visit was completed on April 26, 2023. The Specialist met with the Ms. Collier-Clardy, program director. The visit report and resources were reviewed and emailed to the provider on this day.

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:** 4/26/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 5:35PM**EX-47005 EXMT-12758 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 age appropriate activities were observed throughout the Program.

EX-HS-.Q Swimming Pools & Water-related Activities(CS)**N/A****Comment**

Program does not provide swimming activities.

Facility**EX-HS-.L Physical Plant(CS)****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 not observed on this date due to inclement weather.

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

No diapered children are enrolled.

EX-HS-.H Hygiene**Met****Comment**

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

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

Medication is not dispensed.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures

Met

Comment

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

EX-HS-.T Required Reporting

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.E Discipline(CS)

Met

Comment

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

Comment

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

EX-HS-.S Field Trips

N/A

Comment

No field trips are offered

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)

Met

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 7

Staff's Name [# 1]: Appel, MarKay

Not Met

Date of Hire: 11/14/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 2]: Cirillo, Emmanuella

Not Met

Date of Hire: 02/09/2023

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

"Missing/Incomplete Components"

EX-HS-.K(1)-DOB Missing, EX-HS-.K(1)-Phone Number Missing

Staff's Name [# 3]: Collier-Clardy, Kimberly

Not Met

Date of Hire: 03/10/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-Address Missing, EX-HS-.K(1)-DOB Missing, EX-HS-.K(1)-Phone Number Missing

Staff's Name [# 4]: Hicks, John

Not Met

Date of Hire: 09/01/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training, EX-HS-.K(1)-No Record, EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 5]: Peeler, Rocky

Not Met

Date of Hire: 09/01/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 6]: Rodriguez, Viviana

Not Met

Date of Hire: 04/10/2023

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff's Name [# 7]: Walker, Montay

Not Met

Date of Hire: 01/09/2023

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record, EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing

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 two out of seven 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 staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 4/26/2023**EX-HS-.W First Aid & CPR****Technical Assistance****Technical Assistance**

EX-HS-.W(1) - TA provided to maintain copies of staff First Aide and and CPR training certificate.

EX-HS-.K Personnel Records**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 six of seven personnel file did not contained identifying information.

POI (Plan of Improvement)

The Program will maintain a personnel file on all employees that will include identifying information.

Correction Deadline: 5/1/2023

EX-HS-.P Staff Training**Not Met****Finding**

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on review of records that 6 of seven staff members did not receive an Initial Program Orientation prior to assignment to children.

POI (Plan of Improvement)

All staff members will receive an Initial Program Orientation prior to assignment to children.

Correction Deadline: 4/26/2023

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 three of seven staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

Correction Deadline: 5/26/2023

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

Adequate supervision observed on this date.