



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.us

(Cover Sheet)

Date: 12/17/2021

VisitType: EX-Monitoring

Arrival: 7:45AM

Departure: 8:45AM

EX-48544 EXMT-13968 EX-1 - Government
Marietta Community Schools - West Side
Elementary ASP/BSP

344 Polk Street, NW, Marietta GA 30064 Cobb
County
(770) 429-3172 dwiley@marietta-city.k12.ga.us

Mailing Address

368 Wright Street, GA 30062

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.us

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Dismissal.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows for Auditorium, Cafeteria, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

This afterschool program is in a public school and this CAPS Monitoring visit was completed during the morning when children are attending regular school. The administrative review was completed 12/16/2021. Virtual visit and exit interview was completed 12/17/2021.

Corrective Action Plan: Developed This Date



Please refer the website, http://www.dec.state.ga.us/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)**

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**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)**

**Technical Assistance**

**Technical Assistance**

EX-HS-.X(1) - Provider was reminded that the Exemption Approval letter and Certificate must be posted by the program's entrance.

**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.

**EX-HS-.M Playgrounds (CS)**

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

**EX-HS-.U Diapering Areas & Practices (CS)**

**N/A**

**Comment**

No diapered children are enrolled.

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

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

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

Medication is not dispensed

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**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.

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

There was one incident or injury that required reporting. The incident happened on 12/15/21 and it was reported to the department on 12/16/2021.

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

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

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

Program does not provide routine transportation.

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

No infants are enrolled.

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**Staff Records**

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**Records Reviewed: 4****Records with Missing/Incomplete Components: 2**

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Staff # 1

Not Met

Date of Hire: 12/17/2020

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 12/17/2020

"Missing/Incomplete Components"

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

Staff # 3 Met  
Date of Hire: 07/19/2021

Staff # 4 Met  
Date of Hire: 12/17/2020

**EX-HS-.K Technical Assistance**

**Technical Assistance**

EX-HS-.K(1) - Two out of four staff did not have ten (10) hour of ongoing training on file.

**EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) Met**

**Comment**

Criminal record checks were observed to be complete.

**EX-HS-.W First Aid & CPR (NCP) Technical Assistance**

**Technical Assistance**

Observed evidence of staff training in CPR and first aid for one out of four staff members 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 documents that one two out of four staff did not complete ten (10) clock hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all supervisory and caregiver personnel complete ten (10) clock hours of training in the first year of employment and then by calendar year thereafter.

**Correction Deadline: 1/16/2022**

**Staffing and Supervision**

**EX-HS-.O Staff:Child Ratios and Supervision (CS) N/A**

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.