



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: 5/19/2022

VisitType: EX-Monitoring

Arrival: 3:15PM

Departure: 3:45PM

EX-48725 EXMT-14140 EX-1 - Government
Gordon County Schools - Red Bud Elementary

4153 Red Bud Road NE, Calhoun GA 30701
Gordon County
(706) 629-9547 sgilbert@gcbe.org

Mailing Address

P.O. Box 12001, GA 30703

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

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 Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include Cafeteria, Hospitality Room, Outdoor Area, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 86

Comments:

On May 19, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring. On May 26 2022, an administrative review was completed to review required documents.

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)

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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.

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 records that three out of three files had missing doctor's name and number.

POI (Plan of Improvement)

The Program will maintain a complete file for each child enroll in the program and submit to the department when requested.

Correction Deadline: 5/31/2022

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Comment

Fire inspection conducted on July 23, 2021. No deficiencies found. Next fire inspection is scheduled for 6/1/2022.

Finding

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the exemption approval letter and certificate were not posted near the program's entrance.

POI (Plan of Improvement)

The Program will post the Exemption Letter and Certificate near the program's front entrance.

Correction Deadline: 5/31/2022

Facility

EX-HS-.B

Technical Assistance

Technical Assistance

Toilet paper and paper towel observed on the floor of the boys bathroom.

No paper towel for use in the boys and girls bathroom.

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

Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS) Met

Technical Assistance

Discussed maintenance of resilient surface. More mulch needed under swings and fall zone.

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.

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

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 evidence of written policies and procedures that describe the Program's operations on this date.

Comment

Observed the Program's written emergency plan on this date.

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

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

N/A

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 7****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Date of Hire: 12/16/2021

Staff # 2

Not Met

Date of Hire: 10/15/2019

"Missing/Incomplete Components"

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

Staff # 3

Met

Staff # 4

Not Met

Date of Hire: 03/28/2022

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

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

Staff # 5

Met

Date of Hire: 01/25/2022

Staff # 6

Met

Date of Hire: 08/03/2021

Staff # 7

Met

Date of Hire: 08/09/2021

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

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

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)**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 records that five out seven staff were missing first aid and CPR certification.

POI (Plan of Improvement)

The Program will ensure that all staff completes first aid and CPR training within 90 days of employment and will make records available to this department when requested for review.

Correction Deadline: 6/30/2022**EX-HS-.P Staff Training (NCP)****Not Met****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 seven staff did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will have new staff members complete the health and safety training within 90 days of employment.

Correction Deadline: 6/30/2022**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 out of seven staff completed 5 and half hours of ongoing training and one out of seven had zero hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that staff complete ten hours of annual ongoing training.

Correction Deadline: 6/30/2022**Staffing and Supervision****EX-HS-.O Staff:Child Ratios and Supervision (CS)****Met**

Comment

Program observed to maintain appropriate staff: child ratios.