



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: 5/19/2022

VisitType: EX-Monitoring

Arrival: 4:15PM

Departure: 4:55PM

**EX-48726 EXMT-14141 EX-1 - Government
Gordon County Schools - Sonorville Elementary**

7320 Fairmount Highway, 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.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/19/2022	EX-Monitoring	Prevention	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		0	0	Y	
Check out area	, Sixes	1	5	Y	Children were observed playing with legos.
Gym		0	0	Y	
Library		0	0	Y	
Lunch room	, Sixes	3	17	Y	
Outdoor Area	, Sixes	2	23	Y	
Playground	, Sixes	1	6	Y	
Special Education Room		0	0	Y	
Steam Room		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 51

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.us/CCS/Regulations.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.state.ga.us.

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)

Met

Comment

A fire inspection was conducted on July 30, 2021. No deficiencies found. Next fire inspection is scheduled for 6/1/2022.

Facility

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

Program appears clean and well maintained.

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

Discussed maintenance of resilient surface under all fall zones and under all the 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****Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed. Provider reported that no hand sanitizer is used in the program, only hand washing before and after snacks, at arrival, after outdoor play, and after using restroom.

EX-HS-.I Medications (CS)**N/A****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 the Program's written emergency plan on this date.

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

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 02/09/2022	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 01/04/2022	
Staff # 4	Met
Date of Hire: 08/09/2021	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 08/06/2021	
Staff # 8	Met
Date of Hire: 02/01/2022	
Staff # 9	Met
Date of Hire: 12/06/2021	
Staff # 10	Met
Staff # 11	Met

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(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of records that 11 out of 11 staff did not complete first aid an CPR training.

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 two of 11 staff did not complete the 10 hours health and safety training.

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 11 staff did not complete 10 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

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.