



**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:** 4/18/2023

**VisitType:** EX-Monitoring

**Arrival:** 3:00PM

**Departure:** 4:30PM

**EX-43881 EXMT-6388 EX-1 - Government  
DeKalb County Schools ASED - Brockett**

1855 Brockett Road, Tucker GA 30081 DeKalb  
County  
(678) 874-2602  
sandra\_j\_drowns@dekalbschoolsga.org

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

**Mailing Address**

1701 Mountain Industrial Boulevard, GA  
30083

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/18/2023	EX-Monitoring	Intermediate	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Six and older	1	17	Y	
Gym		0	0	Y	
Media Center		0	0	Y	
Playground	, Fives	1	14	N	
Room #30	, Six and older	1	14	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 45

Comments:

On April 18, 2023, an in-person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents.

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](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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Joint with:

**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)**

**Met**

**Comment**

Program does not provide swimming activities.

**Exemptions**

**EX-HS-.X Exemption Requirements**

**Met**

**Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

**Facility**

**EX-HS-.L Physical Plant(CS)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

**Comment**

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

**Health and Hygiene**

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

**Met**

**Comment**

No diapered children are enrolled.

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

Medication is not dispensed.

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**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.

**Comment**

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

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**EX-HS-.T Required Reporting****Met****Comment**

There were no incidents or injuries that required reporting.

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

Observed age-appropriate discipline policies on this date.

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**EX-HS-.S Field Trips****Met****Comment**

No field trips are offered

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**EX-HS-.R Transportation(CS)****Met****Comment**

Program does not provide routine transportation.

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

No infants are enrolled.

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**Staff Records**

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**Records Reviewed: 11****Records with Missing/Incomplete Components: 4**

Staff's Name [# 1]: Benali, Cynthia

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 2]: Bennett, Conswella

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 3]: Demmons , Deanna Not Met  
"Missing/Incomplete Components"  
 EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 4]: Drowns, Sandra Met  
 Date of Hire: 08/06/2018

Staff's Name [# 5]: Hammond, Aryehl Not Met  
"Missing/Incomplete Components"  
 EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 6]: Jones, Bonnie Met  
 Date of Hire: 08/06/2018

Staff's Name [# 7]: Keith, Brittany Met  
 Date of Hire: 08/06/2018

Staff's Name [# 8]: Mckibbins, Keena Met  
 Date of Hire: 08/06/2018

Staff's Name [# 9]: Powell, Joshua Met  
 Date of Hire: 09/05/2019

Staff's Name [# 10]: Scott, Nalencya Met  
 Date of Hire: 08/05/2019

Staff's Name [# 11]: Zachery, Verlincia Met  
 Date of Hire: 08/06/2018

**EX-HS-.W First Aid & CPR 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 administrative review that the staff was unable to produce evidence of completion of CPR and First Aid as required.

**POI (Plan of Improvement)**  
 The Program will ensure CPR and First Aid is completed and evidence is available for review by the department.

**Correction Deadline: 5/18/2023**

**EX-HS-.P Staff Training 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 administrative review that the program could not produce evidence of completion of Health and Safety as required. Health and Safety training must be completed within 90 days of the hire date.

**POI (Plan of Improvement)**

The Program will ensure staff completes Health and Safety training within 90 days of hire and provides evidence for review by the department.

**Correction Deadline: 5/18/2023**

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision(CS)**

**Met**

**Comment**

Adequate supervision observed on this date.