



**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:** 4/27/2023

**VisitType:** EX-Monitoring

**Arrival:** 3:15PM

**Departure:** 5:40PM

**EX-43892 EXMT-6399 EX-1 - Government  
DeKalb County Schools ASED - Henderson Mill**

2408 Henderson Mill Road, NE, Atlanta GA 30345  
DeKalb County  
(678) 874-3102  
brenda\_f\_robinson@dekalbschools.ga.gov

**Mailing Address**

5829 Memorial DR, GA 30083

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/27/2023	EX-Monitoring	NA	<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
Cafe		0	0	Y	
Garden		0	0	Y	
Gym	PreK, Fives, Six and older	2	27	Y	
Lower Level PG		0	0	Y	
Media Center		0	0	Y	
Open Field		0	0	Y	
Room 120	, Six and older	1	21	N	
Room B1		0	0	Y	
Room B4		0	0	Y	
Room B8		0	0	Y	
Upper Level PG		0	0	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 48

Comments:

On April 27, 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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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)**

**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.

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

**Met**

**Comment**

Discussed maintenance of resilient surface on the lower level playground. Please fluff and redistribute on the lower level playground. The director stated that the program does not currently utilize the lower level playground.

**Health and Hygiene**

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**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**

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**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**

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

Staff were observed to maintain an age appropriate learning environment 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**

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

No infants are enrolled.

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**Staffing and Supervision**

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

Adequate supervision observed on this date.