



**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.decal.ga.gov

**(Cover Sheet)**

**Date:** 5/18/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:45PM

**Departure:** 4:50PM

**EX-43917 EXMT-6424 EX-1 - Government  
DeKalb County Schools ASED - Vanderlyn**

1877 Vanderlyn, Dunwoody GA 30338 DeKalb  
County  
(678) 874-9002 julia\_weiss@dekalbschoolsga.org

**Mailing Address**

5829 Memorial Drive, GA 30083

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@decal.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/18/2023	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
2/3 PG		0	0	Y	
4/5 PG		0	0	Y	
Cafe		0	0	Y	
Pre-K/ K PG		0	0	Y	
Room 103	, Six and older	2	11	Y	
Room 105	, Six and older	1	5	Y	
Room 15	, Six and older	2	13	Y	
Room 21	PreK, Fives	3	14	Y	
Room 6	, Six and older	1	8	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 9

#Children Count: 51

Comments:

On May 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: No Plan Developed



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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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) N/A**

**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.

**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.

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

**Comment**

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

**Comment**

Medication is not dispensed.

**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.

**Comment**

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

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

Met

**Comment**

There were no incidents or injuries that required reporting.

**Safety**

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

Met

**Comment**

Staff were observed to maintain an age appropriate learning environment on this date.

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

N/A

**Comment**

No field trips are offered.

**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)**

Met

**Comment**

No infants are enrolled.

**Staff Records**

**Records Reviewed: 20**

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

Staff's Name [# 1]: Bailey, Robyn

Met

Date of Hire: 07/31/2017

Staff's Name [# 2]: Brunson, Audrey

Met

Date of Hire: 07/28/2014

Staff's Name [# 3]: Butler, Rhonda

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

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Staff's Name [# 4]: Carter, Vonnell Date of Hire: 08/02/2021	Met
Staff's Name [# 5]: Catalina, Moreno-Ortega <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 6]: Colquitt, Shlonda Date of Hire: 08/05/2019	Met
Staff's Name [# 7]: Garcia, Michelle Date of Hire: 08/02/2021	Met
Staff's Name [# 8]: Gillett, Andrea Date of Hire: 10/17/2005	Met
Staff's Name [# 9]: Hargrove, Ashley <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 10]: Head, Demetreia	Met
Staff's Name [# 11]: Horton, Angelica Date of Hire: 10/30/2006	Met
Staff's Name [# 12]: Kaye, Lisa Date of Hire: 08/06/2018	Met
Staff's Name [# 13]: Klinger, Kara Date of Hire: 10/22/2018	Met
Staff's Name [# 14]: Morgan, Candice	Met
Staff's Name [# 15]: Phipps, Juliana	Met
Staff's Name [# 16]: Ross, Tanila Date of Hire: 10/12/2021	Met
Staff's Name [# 17]: Thomas, Michael Date of Hire: 08/12/2019	Met
Staff's Name [# 18]: Ward, Taylor Date of Hire: 09/15/2017	Met
Staff's Name [# 19]: Weiss, Juila Date of Hire: 08/04/2008	Met
Staff's Name [# 20]: Wortham, Christina	Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

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

**Not Met**

**Finding**

EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on administrative review that four (4) of 20 staff members did not complete a Criminal Background Check prior to providing services for children in the program.

**POI (Plan of Improvement)**

The Program will ensure each staff member has completed a Criminal Background Check prior to providing services for children in the program.

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

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**EX-HS-.W First Aid & CPR**

**Met**

**Comment**

Observed evidence of staff training in CPR and first aid on this date.

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**EX-HS-.P Staff Training**

**Met**

**Comment**

Observed training for all staff members on this date.

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**Staffing and Supervision**

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

**Met**

**Comment**

Adequate supervision observed on this date.