

**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.ga.gov

**(Cover Sheet)****Date:** 5/17/2023**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 4:30PM**EX-45421 EXMT-10783 EX-1 - Government  
DeKalb County Schools ASED - Snapfinger**1365 Snapfinger Road, Decatur GA 30032 DeKalb  
County  
(678) 874-1802  
audriea\_davis@dekalbschoolsga.org**Mailing Address**1701 Mountain Industrial Boulevard, GA  
30083**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.ga.gov

Joint with:

<b>Compliance Zone Designation</b>			<b>Prevention Action Category</b>	<b>Intermediate Action Category</b>	<b>Dismissal Action Category</b>
5/17/2023	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**

<b>Room Description</b>	<b>Age Groups</b>	<b>Staff Count</b>	<b>Children Count</b>	<b>State Ratio Met</b>	<b>Notes</b>
Cafe	PreK, Fives, Six and older	3	24	Y	
Gym		0	0	Y	
Room 125		0	0	Y	
Room 126		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 24

**Comments:**

On May 17, 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.dec.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)****Date:** 5/17/2023**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 4:30PM**EX-45421 EXMT-10783 EX-1 - Government  
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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.

**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)****N/A****Comment**

No playground provided

**Health and Hygiene****EX-HS-.U Diapering Areas & Practices(CS)****N/A****Comment**

No diapered children are enrolled.

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<b>EX-HS-.H Hygiene</b>	<b>Met</b>
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**Comment**

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

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<b>EX-HS-.I Medications(CS)</b>	<b>N/A</b>
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**Comment**

Medication is not dispensed.

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<b>Policies and Procedures</b>
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<b>EX-HS-.J Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

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

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<b>EX-HS-.T Required Reporting</b>	<b>Met</b>
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**Comment**

There were no incidents or injuries that required reporting.

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<b>Safety</b>
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<b>EX-HS-.E Discipline(CS)</b>	<b>Met</b>
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**Comment**

Observed age-appropriate discipline policies on this date.

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<b>EX-HS-.S Field Trips</b>	<b>N/A</b>
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**Comment**

No field trips are offered.

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<b>EX-HS-.R Transportation(CS)</b>	<b>N/A</b>
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**Comment**

Program does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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<b>EX-HS-.V Safe Sleeping and Resting Requirements(CS)</b>	<b>Met</b>
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**Comment**

No infants are enrolled.

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<b>Staff Records</b>
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<b>Records Reviewed: 7</b>	<b>Records with Missing/Incomplete Components: 6</b>
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Staff's Name [# 1]: Bates, Meredith	Met
Date of Hire: 01/14/2019	

Staff's Name [# 2]: Davis , Audriea	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	

Staff's Name [# 3]: Franklin, Sheron	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	

Staff's Name [# 4]: Irby, Courtney <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 5]: Osgood , Hakim <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 6]: Romany, Samantha <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 7]: Wittingham, Teresa <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met

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<b>EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)</b>	<b>Not Met</b>
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**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 six (6) of seven (7) staff members did not complete a criminal records check prior to providing services to children in the program.

**POI (Plan of Improvement)**

The Program will ensure the criminal records check are completed prior to providing services to children in the program as required.

**Correction Deadline: 5/17/2023**

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<b>EX-HS-.W First Aid &amp; CPR</b>	<b>Not Met</b>
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**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 administrative review that the director and staff members in the program did not complete CPR and First Aid Training as required.

**POI (Plan of Improvement)**

The Program will ensure CPR and First Aid is completed as required.

**Correction Deadline: 6/16/2023**

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<b>EX-HS-.P Staff Training</b>	<b>Not Met</b>
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**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 six staff members, including the director could not provide evidence of Health and Safety training.

**POI (Plan of Improvement)**

The Program will ensure Health and Safety Training is completed and evidence is on file for review by the department.

<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.