



**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:** 3/18/2021

**VisitType:** EX-Monitoring

**Arrival:** 1:00PM

**Departure:** 2:55PM

**EX-42481 EXMT-15257 EX-1 - Government  
Dougherty County Extended Day Program - Live  
Oak Elementary**

4529 Gillionville Road, Albany GA 31721 Dougherty  
County  
(229) 431-1280 enewman@docoschools.org

**Mailing Address**

200 Pine Avenue, GA 31701

**Regional Consultant**

Keia Cole

Phone: (678) 717-5146

Fax: (770) 342-7801

keia.cole@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
3/18/2021	EX-Monitoring	Prevention	<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 (Level1 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		0	0	Y	
Media Center		2	0	Y	Attendance

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 0

Comments:

CAPS monitoring visit conducted today, March 18, 2021. The Program is operating within set conditions.

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)**

**N/A**

**Comment**

Program does not provide swimming activities.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Not Met**

**Comment**

Observed compliance with the local zoning authorities and local building authorities on this date.

**Finding**

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on review of records that the Program did not have an updated Fire Marshal inspection for site location.

**POI (Plan of Improvement)**

The Program will schedule a Fire Marshal inspection and maintain the updated report on-site for Department to view during visits.

**Correction Deadline: 4/30/2021**

**Facility**

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

**N/A**

**Comment**

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

**Comment**

Program appears clean and well maintained.

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

**Met**

**Comment**

No playground provided due to COVID-19.

## 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.

### EX-HS-I Medications (CS)

N/A

#### Comment

Medication is not dispensed

## Policies and Procedures

### EX-HS-J Operational Policies & Procedures (NCP)

Met

#### Comment

Determined age-appropriate discipline is communicated to staff on this date.

#### 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.

### EX-HS-T Required Reporting (NCP)

Met

#### 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

Determined age-appropriate discipline is communicated to staff on this date.

#### Comment

Observed age-appropriate discipline policies on this date.

### 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)

N/A

#### Comment

No infants are enrolled.

## Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 0

Staff # 1 Met  
Date of Hire: 10/16/2019

Staff # 2 Met  
Date of Hire: 11/15/2016

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

**Comment**

Criminal record checks were observed to be complete.

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**EX-HS-.W First Aid & CPR (NCP)** Met

**Comment**

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

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**EX-HS-.P Staff Training (NCP)** Not Met

**Comment**

Observed training for all staff members on this date.

**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 records that 2 out of 2 staff members do not have the Health and Safety orientation training completed.

**POI (Plan of Improvement)**

The Program will have 2 out of 2 staff members complete the training and obtain a copy of the completion certificates. Certificates verifying completion of training will be maintained on-site for the Department to view during visits.

**Correction Deadline: 4/17/2021**

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## Staffing and Supervision

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

**Comment**

Discussed combining children of mixed ages.