

**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:** 3/10/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-42692 EXMT-12485 EX-1 - Government
Cobb County District ASP - Addison Elementary
School**3055 Ebenezer Road, Marietta GA 30066 Cobb
County
(770) 578-2700 tara.perry@cobbk12.org**Mailing Address**

P.O. Box 1088, GA 30061

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
3/10/2023	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria		0	0	Y	
Gym	, Six and older	8	90	Y	
Media Center		0	0	Y	
Playground 1		0	0	Y	
Playground 2		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 90

Comments:

A CAPS Monitoring Visit was completed on March 10, 2023. A One Day Letter was issued. The visit report and resources were reviewed and emailed to the provider.

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.

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:** 3/10/2023**VisitType:** EX-Monitoring**Arrival:** 2:00PM**Departure:** 4:20PM**EX-42692 EXMT-12485 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**

A variety of activities were observed throughout the Program.

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****Technical Assistance**

Only the exemption certificate was observed posted. TA provided to post both the exemption approval letter and certificate.

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 report from the director that the fire inspection was canceled by the school principal and it has not been rescheduled.

POI (Plan of Improvement)

The Program will comply with the Fire Marshal guideline and and submit the fire inspection report to Bright from the Start when requested.

Correction Deadline: 3/10/2023**Facility****EX-HS-L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained.

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
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Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Hand washing was not observed during the visit but proper hand washing rules were discussed. Provider reported that children and staff wash their hands at arrival and before and after snacks. They use hand sanitizers after outdoor place.

EX-HS-.I Medications (CS)	N/A
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Comment

Medication is not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP)	Met
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Comment

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

EX-HS-.T Required Reporting (NCP)	Met
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Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS)	N/A
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Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	N/A
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Comment

No infants are enrolled.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 16

Staff # 1

Not Met

Date of Hire: 01/17/2023

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.K(1)-No Record

Staff # 2 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 3 Not Met

Date of Hire: 08/22/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 4 Not Met

Date of Hire: 08/19/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 5 Not Met

Date of Hire: 08/23/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 6 Not Met

Date of Hire: 08/01/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 7 Not Met

Date of Hire: 10/18/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training

Staff # 8 Not Met

Date of Hire: 09/02/2027

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 9 Not Met

Date of Hire: 08/02/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 10 Not Met

Date of Hire: 09/06/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record,EX-HS-.D-Criminal Records Check Missing

Staff # 11

Not Met

Date of Hire: 02/08/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 12

Not Met

Date of Hire: 11/02/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 13

Not Met

Date of Hire: 03/12/2019

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record

Staff # 14

Not Met

Date of Hire: 01/23/2023

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record

Staff # 15

Not Met

Date of Hire: 08/18/2022

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 16

Not Met

Date of Hire: 09/18/2013

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record

EX-HS-.K

Not Met

Finding

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of records that the program did not maintain a personnel file that contained identifying information on all employees.

POI (Plan of Improvement)

The Program will maintain a personnel file on all employees that will include identifying information.

Correction Deadline: 3/15/2023

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 review of records that six out of 16 staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 3/10/2023

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

Met

Comment

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

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on review of records that 15 out of 16 staff members did not receive an Initial Program Orientation prior to assignment to children.

POI (Plan of Improvement)

The Program will provide an Initial Program orientation to all staff members prior to assignment to children.

Correction Deadline: 3/10/2023

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 documentation that 12 of 16 staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff members complete the health and safety training within 90 days of employment and submit to the department for review when requested.

Correction Deadline: 4/9/2023

Finding

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that three out of 16 staff did not complete 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

Correction Deadline: 4/9/2023

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.