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: 9/24/2020 **VisitType:** EX-Monitoring **Arrival:** 10:30AM **Departure:** 11:15AM

EX-44699 EXMT-8075 EX-1 - Government
Lakeview Primary

372 Blandy Road, Milledgeville GA 31061 Baldwin County
(478) 457-3301 tracy.clark@baldwin.k12.ga.us

Mailing Address

100 ABC Street, GA 31061

Regional Consultant

Sarah Benton

Phone: (770) 357-5103
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sarah.benton@decal.ga.gov

Joint with:

Compliance Zone Designation		
9/24/2020	EX-Monitoring	Prevention
9/24/2020	EX-Monitoring	Prevention

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 1 #Staff Count: 0 #Children Count: 0

Comments:
The administrative review was begun on September 23, 2020 and the virtual visit was completed on September 24, 2020. This virtual visit was completed virtually via GoTo meeting. The report was discussed and emailed to the program for a signature.
Discussed the following and provided technical assistance regarding the following as per the CDC Guidance for schools and camps.
1) Healthy Hygiene practices (hand washing, cleaning and disinfecting, ensuring water fountains and ventilation are functioning properly)
2) Discussed promoting social distancing
3) Limiting sharing of supplies and materials
4) Ensuring staff are trained
5) Checking for signs and systems and ensuring procedures are in place.
Website Resources:
https://dph.georgia.gov/
http://decal.ga.gov/BFTS/Covid19.aspx
https://gov.georgia.gov/
https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html

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.

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
Did not observe equipment that needed to be secured.

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**

Finding
EX-HS-.X(3) requires the program to meet the criteria for the exemption granted. It was determined based on information provided by the program official. The program was operating outside their approved guidelines of government owned and operating when the employees of the after school program were not employees of the government entity but of a private company.

POI (Plan of Improvement)
The Program will will hire the staff as employees and submit documentation or the private company will apply for a childcare license.

Correction Deadline: 9/24/2020

Facility

EX-HS-.L Physical Plant (NCP) **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 based on a virtual visit. Continue to monitor the playground for hazards and equipment issues and repair as needed.

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) **Not Met**

Finding
EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on a review of both the school and after school program's policies, the following were missing: notification of all parents when a reportable illness is present in the facility, prevention of and response to food and allergic reactions and the handling and appropriate disposal of bodily fluids and hazardous materials.

POI (Plan of Improvement)
The Program will update their policy and procedures to include the required items.

Correction Deadline: 9/29/2020

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
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 safe sleep policies are necessary.

Staff Records

Records Reviewed: 3 **Records with Missing/Incomplete Components: 2**

Staff # 1 Not Met

Date of Hire: 08/24/2020

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2 Not Met

Date of Hire: 08/24/2020

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3 Met

Date of Hire: 08/24/2020

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 a file review that three of three staff had not have a satisfactory criminal records check determination through the Department as required prior to beginning work in the program on August 24, 2020.

POI (Plan of Improvement)
The Program will ensure that staff complete the required fingerprinting prior to beginning work with children.

Correction Deadline: 9/24/2020

EX-HS-.W First Aid & CPR (NCP) **Not Met**

Finding
EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that no staff had current CPR and FA training.

POI (Plan of Improvement)
The Program will ensure that at least one staff person on site have current CPR and FA. All staff will obtain training within the first 90 days of employment.

Correction Deadline: 10/24/2020

EX-HS-.P Staff Training (NCP) **Met**

Comment
Three of three staff have only been employed for 30 days and have not completed Health and Safety Orientation. Information provided regarding obtaining training.

Staffing and Supervision

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

Comment
There were no children during the visit.   Proper ratios and classroom capacities were discussed with the director on this date.