



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: 3/8/2021

VisitType: EX-Monitoring

Arrival: 4:00PM

Departure: 4:40PM

EX-45244 EXMT-10016 EX-1 - Government
Henry County Afterschool Enrichment Program -
Wesley Lakes Elementary

685 McDonough Parkway, McDonough GA 30253
Henry County
(770) 914-1889 cgreene@henry.k12.ga.us

Mailing Address

33 N. Zack Hinton Parkway, GA 30253

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include 3/8/2021, EX-Monitoring, Prevention, and various levels (P1, P2, P3) with corresponding actions like Technical Assistance, Citation, and Dismissal.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows for Classroom (Fives) and Gym (Sixes).

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 10

Comments:

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 03/8/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Ms. Teriyon Williams. The program was found operating as approved. Discussed Health and Safety Protocols in regards to COVID 19 - after the children transition to the afterschool program they line up with the usage of floor markings to ensure they are socially distanced. Handwashing/sanitation practices are completed before eating and after toileting. Sanitation stations are located at the entrance of the classroom(s). Parents are not allowed in the building. It was determined the program is not in compliance regarding CPR/First Aid certifications for the staff as well as the Annual 10 hours of ongoing training. A Warning Letter will be issued.

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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**The following information is associated with a Exemption Monitoring:**

**Activities and Equipment**

**EX-HS-.A**

**Met**

**Comment**

EX-HS-.A(1) - Provider does provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Each child brings their own set of crayon and gym equipment is sanitized after each usage.

**Correction Deadline: 3/8/2021**

**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)**

**Met**

**Comment**

Program does not provide swimming activities.

**Children's Records**

**EX-HS-.C**

**Met**

**Comment**

EX-HS-.C(4) - The program does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, sex, address, and names of both Parents, if applicable, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released.

**Correction Deadline: 3/8/2021**

**Exemptions**

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

**Met**

**Comment**

Program is in compliance with local zoning authorities and local building authorities.

**Facility**

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**EX-HS-.B**

**Met**

**Comment**

EX-HS-.B(5) - Bathrooms are located adjacent to the childcare areas. Supplies are within easy reach of children and equipped with soap, toilet tissue and a hand dryer

**Correction Deadline: 3/8/2021**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

No playground is being utilized due to COVID-19.

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**Health and Hygiene**

**EX-HS-.U Diapering Areas & Practices (CS)**

**Met**

**Comment**

No diapered children are enrolled.

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**EX-HS-.H Hygiene (NCP)**

**Met**

**Comment**

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

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**EX-HS-.I Medications (CS)**

**Met**

**Comment**

Medication is not dispensed.

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**Policies and Procedures**

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

**Met**

**Comment**

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

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**EX-HS-.T Required Reporting (NCP)**

**Met**

**Comment**

There were no incidents or injuries that required reporting.

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**Safety**

**EX-HS-.S**

**Met**

**Comment**

No field trips are offered.

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

**Met**

**Comment**

The program does ensure that age-appropriate discipline is communicated to staff.

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**EX-HS-.R Transportation (CS)**

**Met**

**Comment**

Program does not provide routine transportation.

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## Sleeping & Resting Equipment

**EX-HS-.V Safe Sleeping and Resting Requirements (CS)**

**Met**

**Comment**

Program does not conduct diapering for younger children.

## Staff Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 07/22/2013

Staff # 2 Met

Date of Hire: 08/01/2019

Staff # 3 Met

Staff # 4 Met

Staff # 5 Met

Date of Hire: 10/17/2019

Staff # 6 Met

Staff # 7 Met

Date of Hire: 07/01/2019

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**EX-HS-.K**

**Met**

**Comment**

EX-HS-.K(1) - The program does maintain a personnel file on all Staff for the duration of the term of employment.

**Correction Deadline: 3/13/2021**

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**EX-HS-.N**

**Met**

**Comment**

EX-HS-.N(1) - The program does have a Director/Administrator who is responsible for the supervision, operation and maintenance of the program. The Director/Administrator is on the premises and if absent from the program at any time during the hours of operation, there shall be an officially designated person on-site to assume responsibility for the operation of the program.

**Correction Deadline: 3/8/2021**

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

**Met**

**Comment**

During the Administrative Phase for the visit the Criminal Background Checks were observed to be complete.

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

**Not Met**

**Finding**

It was determined that none of the staff on site have a current CPR/First Aide Certification.

**POI (Plan of Improvement)**

Program is in the process of ensuring all of the staff completes the CPR and First Aid training.

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

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

**Not Met**

**Finding**

It was determined by records observed the Initial Health and Safety Orientation for all staff was completed, however the staff has not completed the 10 hours of annual training.

**POI (Plan of Improvement)**

Program will ensure all of the staff completes the Annual 10 Hours training.

**Correction Deadline: 4/16/2021**

<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.