

**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:** 12/1/2021**VisitType:** EX-Monitoring**Arrival:** 4:00PM**Departure:** 4:40PM**EX-42804 EXMT-4663 EX-1 - Government
Bibb County School District - Vineville Academy**2260 Vineville Avenue, Macon GA 31204 Bibb
County
(478) 765-8660 janice.flowers@bcsdk12.net**Mailing Address**

484 Mulberry Street, Suite 230, GA 31201

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/1/2021	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 (Level 1 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
120		0	0	N	
127		0	0	N	
art	, Sixes	2	21	Y	
auditorium		0	0	N	
Cafeteria	, Sixes	2	17	Y	
Media	, Fours	2	15	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 7

#Staff Count: 6

#Children Count: 53

Comments:

The purpose of the visit was to complete a CAPS monitoring visit with the program. The visit was completed virtually via zoom.

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)

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Arrival: 4:00PM

Departure: 4:40PM

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS)

Met

Comment

Ensure children have access to adequate materials and equipment for use.

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(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on staff statements that the program's exemption notice and letter were not posted near the front entrance.

POI (Plan of Improvement)

The Program will ensure that the notice and letter are posted in view.

Correction Deadline: 12/1/2021

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

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

EX-HS-.M Playgrounds (CS)

Met

Comment

Observed the playground during a virtual visit. Discussed ensuring that mulch remains adequate and to monitor for hazards such as ants, trash, rust or chipping paint on the equipment.

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****Comment**

Discussed ensuring evidence of fire and other emergency drills are available for review.

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 the parent handbook as well as the policy and procedures submitted that the programs policies lacked the handling and appropriate disposal of bodily fluids and storage of hazardous materials as well as response to food and allergies.

POI (Plan of Improvement)

The Program will add the missing required policies and maintain on file for review.

Correction Deadline: 12/6/2021

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.

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: 7**Records with Missing/Incomplete Components: 4**

Staff # 1		Met
Date of Hire: 10/25/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 2		Met
Date of Hire: 10/11/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 3		Not Met
<u>"Missing/Incomplete Components"</u>		
EX-HS-.P(3)-Health and Safety Training, EX-HS-.P(4)-Annual Training 10 Hours		
Staff # 4		Not Met
Date of Hire: 08/01/2009		
<u>"Missing/Incomplete Components"</u>		
EX-HS-.P(3)-Health and Safety Training, EX-HS-.P(4)-Annual Training 10 Hours		
Staff # 5		Not Met
Date of Hire: 02/22/2021		
<u>"Missing/Incomplete Components"</u>		
EX-HS-.P(3)-Health and Safety Training		
Staff # 6		Met
Date of Hire: 10/25/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 7		Not Met
<u>"Missing/Incomplete Components"</u>		
EX-HS-.D-Criminal Records Check Missing		

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 review of staff records that one of seven staff did not have a satisfactory criminal records check determination associated with this location prior to employment at the program.

POI (Plan of Improvement)

The Program will ensure that staff complete records check and are associated with this site prior to beginning employment. This program admin will port this staff's record check to this facility if still applicable. If not, a new fingerprint clearance will be completed.

Correction Deadline: 12/1/2021

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

Not Met

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 a review of staff records, there was no evidence that any staff on site had cpr and first aid.

POI (Plan of Improvement)

The Program will ensure that all staff complete CPR and First Aid within the first 90 days of employment and maintain records available for review.

Correction Deadline: 12/31/2021

EX-HS-.P Staff Training (NCP)

Not Met

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 a review of records that three of three staff who should have completed health and safety training did not submit evidence of having completed the training as required.

POI (Plan of Improvement)

The Program will ensure staff complete training as required and make training evidence available for review.

Correction Deadline: 12/31/2021

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 a review of staff files that two of two staff did not have evidence of ten hours of annual training as required.

POI (Plan of Improvement)

The Program will ensure that staff complete training as required and maintain training evidence on file for review.

Correction Deadline: 12/31/2021

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.