

**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.state.ga.gov

(Cover Sheet)**Date:** 9/27/2022**VisitType:** EX-Monitoring**Arrival:** 2:40PM**Departure:** 4:30PM**EX-42913 EXMT-4856 EX-1 - Government
Mirror Lake Elementary (Douglas County School
ASP)**2613 Tyson Road, Villa Rica GA 30180 Douglas
County
(770) 651-4300 kacia.thompson@dcssga.org**Mailing Address**

2613 Tyson Rd, GA 30180

Regional Consultant

Jessica Bailey

Phone: (678) 891-4934

Fax: (770) 357-3233

jessica.bailey@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/27/2022	EX-Monitoring	NA	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
Art Room		0	0	N	
Cafeteria	, Sixes	4	63	N	
Computer Room		0	0	N	
Gym		0	0	N	
Playground A		0	0	N	
Playground B (patio)		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 4

#Staff Count: 4

#Children Count: 63

Comments:

On September 27th, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.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: 2:40PM

Departure: 4:30PM

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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

A variety of equipment and toys were observed throughout the Program.

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

Finding

The program did not have a current fire inspection on file on this date.

POI (Plan of Improvement)

The program will maintain a current fire inspection.

Correction Deadline: 10/31/2022

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)

Technical Assistance

Technical Assistance

Discussed maintenance of resilient surface. The school principal stated that a shipment of new mulch was scheduled to be delivered in October 2022. Please fluff and redistribute.

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

Staff were observed to remind children to wash hands.

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

Comment

Medication is not dispensed

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.

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

Age-appropriate discussion and/or redirection observed.

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) **Met**

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 9

Staff # 1

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 2

Not Met

Date of Hire: 08/06/2019

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 3

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 4

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 5

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 6

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 7

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

Staff # 8

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing,EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff # 9

Not Met

"Missing/Incomplete Components"

EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training

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 the specialist's review of records that the program did not have staff files for any of the nine current employees.

POI (Plan of Improvement)

The Program will maintain staff records including, but not limited to, training, orientation, and employee applications.

Correction Deadline: 10/2/2022

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 the specialist's review of records that eight of nine staff members present on this date did not have a satisfactory comprehensive record check determination.

POI (Plan of Improvement)

The Program will have all staff members complete a comprehensive record check before being present with children in the program.

Correction Deadline: 9/27/2022

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 the specialist's review of records that nine of nine staff members did not possess a current CPR or First Aid certification.

POI (Plan of Improvement)

The Program will ensure that all staff members receive and maintain current CPR and First Aid certifications.

Correction Deadline: 10/27/2022

EX-HS-.P Staff Training (NCP)

Not Met

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 that nine of nine staff members were missing all ten hours of required annual training on this date.

POI (Plan of Improvement)

The Program will ensure that all staff members obtain ten hours of annual training.

Correction Deadline: 10/27/2022

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.