



**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:** 5/18/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:35PM

**Departure:** 3:30PM

**EX-43785 EXMT-6236 EX-1 - Government  
Carroll County Schools - Sand Hill Elementary**

45 Sand Hill School Road, Carrollton GA 30116  
Carroll County  
(770) 832-8541  
hannah.wilson@carrollcountyschools.com

**Mailing Address**

**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	IntermediateAction Category	Dismissal Action Category
5/18/2023	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	PreK	2	15	Y	
Gym		0	0	N	
Playground 1		0	0	N	
Playground 2		0	0	N	
Room A	, Six and older	1	14	Y	
Room B	, Six and older	0	20	Y	
Room C	, Six and older	1	9	Y	
Technology Room	, Six and older	1	8	Y	

Group Sizes Met? N

Total # Non-Care Staff Present: 1

#Staff Count: 5

#Children Count: 66

Comments:

An in-person visit was completed on May 18, 2023 for the purpose of CAPS Monitoring.

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](mailto: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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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**

**Met**

**Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

**Facility**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**N/A**

**Comment**

No diapered children are enrolled.

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**EX-HS-.H Hygiene** **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)** **N/A**

**Comment**

Medication is not dispensed

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**Policies and Procedures**

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**EX-HS-.J Operational Policies & Procedures** **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** **Met**

**Comment**

There were no incidents or injuries that required reporting.

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**Safety**

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

**Comment**

Determined age-appropriate discipline is communicated to staff on this date.

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**EX-HS-.S Field Trips** **N/A**

**Comment**

No field trips are offered

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

**Comment**

Program does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Comment**

No safe sleep policies are necessary.

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**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete. The specialist observed satisfactory comprehensive record check determinations for 20 of 20 staff members on this date.

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**EX-HS-.W First Aid & CPR** **Met**

**Comment**

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

**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 the specialist's review of records that staff members do not complete annual or ongoing training in relation to the after school program.

**POI (Plan of Improvement)**

The Program will ensure that staff members receive 10 hours of annual ongoing training each year.

**Correction Deadline: 6/17/2023**

<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.