



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: 5/24/2023

VisitType: EX-Monitoring

Arrival: 10:15AM **Departure:** 1:00PM

**EX-42595 EXMT-4336 EX-1 - Government
Albany State University Early Learning Center**

504 College Drive, Albany GA 31705 Dougherty
County
(229) 500-2017 kimberly.barney@asurams.edu

Mailing Address

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/24/2023	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
Classroom - 2 Year Old		0	0	Y	No children present
Classroom - 3 Year Old		0	0	Y	No children present
Larger Playground		0	0	Y	
Playground		0	0	Y	
PreK		0	0	Y	No children present

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On May 24, 2023, an (in-person) visit was conducted today at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Shambricca Williams and Ms. Kimberly Barney via phone call. During the visit we discussed the Health and Safety Protocols. As the students are dropped off, they are ushered by the staff into their classrooms. The children's hands are sanitized prior to entering the classrooms. Other handwashing/sanitation practices are completed, prior to eating, in between activities, after toileting and outside play. On this day there were no children present. Classes will reconvene on May 31, 2023. There are currently 53 students enrolled. This visit was conducted after receiving a self-mandated report from the Program, due to the alleged misconduct of former staff members. After discussion and the review of the documents, the Program is operating as approved.

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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A Activities

Met

Comment

EX-HS-.A(1) - The Program does ensure there is a daily prescribed schedule of varied and developmentally appropriate activities such as center and circle times, art and crafts, small and large group participation and indoor/outdoor playtime that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

Met

Comment

The equipment and furniture were observed to be properly secured, as applicable. All chairs and tables are wiped down and sanitized on a daily basis.

EX-HS-.Q Swimming Pools & Water-related Activities(CS)

N/A

Comment

The Program does not provide swimming activities.

Children's Records

EX-HS-.C Children's Records

Met

Comment

EX-HS-.C(1) – The Provider 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, gender, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also includes a copy of the child's immunization record and birth certificate.

Exemptions

EX-HS-.X Exemption Requirements

Not Met

Comment

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area in the main lobby.

Finding

EX-HS-X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined through conversation with the Director, a fire inspection conducted however the last copy of the report received was in 2021.

POI (Plan of Improvement)

The Program will contact the proper local authorities to obtain a copy of the most current fire inspection report. The Program will send a copy of the report to the Specialist.

Correction Deadline: 5/29/2023

Facility
EX-HS-.B Bathrooms Met

Comment

EX-HS-.B(2) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

EX-HS-.L Physical Plant(CS) Met
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Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds(CS) Met

Comment

The large and small playgrounds were observed to be clean and in good repair. Both are enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene
EX-HS-.U Diapering Areas & Practices(CS) N/A

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene Met

Comment

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

EX-HS-.I Medications(CS) Met

Comment

Proper medication documentation and procedures is part of the policy and procedures guidelines. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. The program shall maintain a record of all medications dispensed to children by Personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication. It was determined by observation, the Program does ensure documentation is completed per guidelines and authorization is obtained by the parent/representative. Also all medications are stored in a locked cabinet and is inaccessible from the children.

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

Comment

It was determined that the Program does provide parents a copy of it's written policies and procedures.

EX-HS-.T Required Reporting**Met****Comment**

The center self-reported, that on May 15, 2023, the two-year-old Assistant Teacher was arrested at the day care and charged with five-counts of Simple Battery for five; two-year-olds that were in their care. There was no report of any marks or bruises. Also the center self-reported that on April 27, 2023, a staff member forcefully pulled two-year-old children by their arms and feet, then forcefully sat them down in a chair and on the carpet. A CAPS Health and Safety Monitoring visit is being completed on this date because of the aforementioned incidents.

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

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

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

The Program does not sponsor field trips.

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

The Program does not provide routine transportation.

Sleeping & Resting Equipment**EX-HS-.V Safe Sleeping and Resting Requirements(CS)****Met****Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records**Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Barney, Kimberly	Met
Staff's Name [# 2]: Brooks, Shiala	Met
Staff's Name [# 3]: Butler, Japonica	Met
Staff's Name [# 4]: Daniels, Adrian	Met
Staff's Name [# 5]: Luke, Delois	Met
Staff's Name [# 6]: Wells, Halie	Met
Staff's Name [# 7]: Williams, Shambricca	Met

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

15.3.2.1 The comprehensive records check must be processed by DECAL, and the comprehensive records check determination letter must be issued by DECAL. Any other fingerprint or records check, including those conducted by other state or federal agencies, will not satisfy the CAPS requirement. It was determined by the observation of records, all of the employees are compliant regarding the completion of the Criminal Record Checks through DECAL

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 review of records two (2) out of seven (7) employees are compliant and have completed First Aid/CPR training.

POI (Plan of Improvement)

The Program will ensure all of the employees complete the CPR/First Aid training.

Correction Deadline: 7/31/2023

EX-HS-.K Personnel Records**Met****Comment**

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all staff.

EX-HS-.N Staff Requirements**Met****Comment**

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation, and maintenance of the program. The Site Coordinator is generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

EX-HS-.P Staff Training**Not Met****Comment**

EX-HS-.W(1) All 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 review of records that six (6) out of (7) seven staff members have completed the Health and Safety Orientation training. One of the staff members are part of the kitchen staff.

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 review of records, three (3) of the seven (7) employees have met the standard annual ten (10) hours of training.

POI (Plan of Improvement)

The Program will ensure all of the staff members complete the annual ten (10) hours of training.

Correction Deadline: 12/29/2023

Staffing and Supervision

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

Adequate supervision observed on this date.
