



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: 9/8/2022

VisitType: EX-Monitoring

Arrival: 10:00AM **Departure:** 12:45PM

**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
9/8/2022	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	The children were outside on the playground.
Classroom - 3 Year Old		0	0	Y	The children were outside on the playground.
Larger Playground	, Threes	2	15	Y	
Playground	, Twos	2	9	Y	
PreK	PreK	2	21	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 6

#Children Count: 45

Comments:

On September 8, 2022, an (in-person) visit was conducted today at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. KenBreanna Bowens. During the visit we discussed the Health and Safety Protocols. As the students are dropped off, temperature checks are conducted the children and their parent(s). If the parent or child(ren) has a temperature the student is not allowed to enter the building. The children's hands are sanitized prior to entering their prospective classrooms. Other handwashing/sanitation practices are completed, after eating, toileting and outside play. 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.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

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(3) - The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as music and movement, circle time, center time, arts and crafts, special theme of the week and outside play that promotes the social, emotional, 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 was observed to be properly secured, as applicable. The chairs, tables, and equipment are wiped down and sanitized daily, as well as throughout the day when the children are not in the classroom.

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

N/A

Comment

It was determined through discussion the program does not provide swimming activities.

Children's Records

EX-HS-.C

Met

Comment

EX-HS-.C(4) - 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, sex, 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 contains the immunization record as well as a signature from each parent advising they are aware the program is not licensed and is not required to be licensed.

Exemptions

EX-HS-.X Exemption Requirements (NCP)**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 by the report provided on this day the last Fire Inspection was conducted in 2020.

POI (Plan of Improvement)

Fire inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the local/state fire marshal office. Once the inspection has been completed, please email a copy to the Exemption Specialist.

Correction Deadline: 9/30/2022

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(5) - 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 (NCP)**Not Met****Finding**

Fire Safety - A program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined through discussion the last Fire Inspection was conducted in 2020.

POI (Plan of Improvement)

Fire inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the local/state fire marshal office. Once the inspection has been completed, please email a copy to the Exemption Specialist.

Correction Deadline: 10/31/2022

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

The playgrounds were observed to be clean and in good repair. They 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**

The Program does not conduct diapering for younger children.

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)**Met****Comment**

Medications are administered after receiving the authorization and permission from the parent. The medications are stored behind the receptionist desk and are inaccessible to the children.

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.

Comment

Observed the Program's written emergency plan which includes shelter in place protocols for fire, tornado, hurricane, man-made disasters on this date. Also discussed the importance of ensuring there is an active shooter protocol/policy to ensure additional safety measures.

EX-HS-.T Required Reporting (NCP)

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

N/A

Comment

The Program does not sponsor field trips.

EX-HS-.E Discipline (CS)

Met

Comment

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

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

EX-HS-.V(1) - The Specialist was able to observe quiet time and napping which was conducted appropriately.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Date of Hire: 10/13/2014

Staff # 2

Met

Date of Hire: 09/17/2018

Staff # 3

Not Met

Date of Hire: 01/25/2016

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4

Met

Date of Hire: 04/29/2022

Staff # 5 Met

Date of Hire: 08/19/2021

Staff # 6 Met

Date of Hire: 02/06/2012

Staff # 7 Met

Date of Hire: 01/04/2022

Staff # 8 Met

Date of Hire: 02/04/2019

Staff # 9 Met

EX-HS-.K 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 Met

Comment

EX-HS-.N(1) - The Director/Administrator 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 is an officially designated person on-site to assume responsibility for the operation of the program.

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

Comment

It was 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 review of records that ten (10) out of ten (10) staff members did not have the Department's completed criminal records check.

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 that five (5) out of ten (10) employees have met the standard of compliance regarding the successful completion of CPR/First Aide training.

POI (Plan of Improvement)

The Program will ensure all of the staff members are CPR/First Aid certified.

Correction Deadline: 10/31/2022

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

Comment

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 by the observation of records, five (5) of the employees have met the standard for the annual ten (10) clock hours of training. The program has new hires and therefore will have the opportunity to ensure completion of the annual training for this calendar year.

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

Met

Comment

Adequate supervision observed on this date.