



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: 4/24/2023

VisitType: EX-Monitoring

Arrival: 1:35PM

Departure: 3:45PM

EX-42917 EXMT-4861 EX-1 - Government
North Douglas Elementary (Douglas County School ASP)

1630 Dorris Road, Douglasville GA 30134 Douglas County
(770) 651-4842 jami.williams@dcssga.org

Mailing Address

1630 Dorris Rd, GA 30134

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows for Cafeteria and Room A.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 29

Comments:

On April 24, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Jami Williams, Site Director. During the visit we discussed Health and Safety Protocols. After the children transition to the afterschool program, their hands are sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, after toileting and outside play. It was determined through the observation of records and through discussion, the program is operating as approved. There was a total of 29 students present.

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](mailto: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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Joint with:

**The following information is associated with a Exemption Monitoring:**

**Activities and Equipment**

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

**Met**

**Comment**

The equipment and furniture were observed to be properly secured, as applicable. The chairs and tables are sanitized and wiped down each day.

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

**Met**

**Comment**

The Program does not provide swimming activities.

**Facility**

**EX-HS-.B Bathrooms**

**Met**

**Comment**

EX-HS-.B(2) It was determined through observation; bathrooms are located adjacent to the child care areas. The Specialist was able to observe that the bathroom does contain a sink. 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**

**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 by the examination of records, no fire inspection has been completed.

**POI (Plan of Improvement)**

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

**Correction Deadline: 5/31/2023**

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

It was determined through observation that the playground is clean. It is enclosed in a fence and free of any debris and/or hazards.

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**Health and Hygiene****EX-HS-.U Diapering Areas & Practices(CS)****Met****Comment**

There are no infants enrolled, therefore the diapering process was not discussed with the Director.

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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)****Met****Comment**

Medication is not dispensed

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

It was determined that the program does provides parents a copy it's written policies and procedures.

**Comment**

It was determined through discussion and the observation of records, the Provider does execute emergency preparedness by conducting monthly Fire and Red Code (Active Shooter) drills as well as Tornado drills twice a year.

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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****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****Met****Comment**

The Program does not sponsor any field trips.

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**EX-HS-.R Transportation(CS)****Met****Comment**

The 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)****Met****Comment**

No safe sleep policies are necessary.

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**Staff Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 5**

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Staff's Name [# 1]: Brown, Margaret

Not Met

Date of Hire: 11/01/2018

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 2]: Meadows, Jessica

Not Met

Date of Hire: 08/31/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 3]: Moebs, Carolyn

Not Met

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 4]: Thelusma, Sharmaine

Not Met

Date of Hire: 01/01/2000

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 5]: Williams, Jami

Not Met

Date of Hire: 09/05/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training

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**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.

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

EX-HS-.W(1) All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, all of the employees have met the standard criterion regarding the completion of CPR/First Aid training.

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**Staffing and Supervision**

**Comment**

Adequate supervision were observed on this date.