

**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:** 7/20/2022**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 11:00AM**EX-43686 EXMT-11041 EX-7 - Day camp  
Jimmie Lee Smith Community Center, Inc.**5883 Highway 155 North, Stockbridge GA 30281  
Henry County  
(678) 565-7099 jlscc@outlook.com**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
7/20/2022	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 (Level 1 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
Classroom 1		0	0	Y	
Classroom 2		0	0	Y	
Gymnasium	, Fives, Sixes	3	15	Y	Playing basketball and small group games

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 15

**Comments:**

An (in-person) visit was conducted today at the facility for the purpose of the CAPS Health and Safety Monitoring with Mr. Stephen Butterfield, Director. During the visit we discussed the Health and Safety Protocols regarding COVID 19. After the children are dropped off, temperature checks are conducted, and their hands are sanitized prior to entering the gym. Other handwashing/sanitation practices are completed, after eating, toileting and outside play. The Administrative Review document was explained, and signatures were obtained to acknowledge the documents are to be submitted within five (5) business days. It was determined by the observation of records and through discussion, the program is operating as approved. The Administrative Review was completed August 8, 2022.

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](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-.A**

**Met**

**Comment**

EX-HS-.A(3) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as basketball, volleyball, board games, and dodge ball, that promotes the social, emotional, physical, cognitive, language and literacy development of each child. The activities allow the children to grow socially, personally and academically. 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, games, and equipment are wiped down and sanitized daily.

**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 child's immunization records 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)**

**Technical Assistance**

**Technical Assistance**

EX-HS-.X(1) - Technical Assistance was provided regarding the posting of the exemption certificate to be adjacent to the approval letter in the main lobby.

**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 hand dryer.

**EX-HS-L Physical Plant (NCP)****Met****Comment**

It was determined through the observation of records the provider is in compliance with the local fire safety agencies and building authorities on this date. Compliance with the fire safety agency and building authorities have been established. The last fire inspection was completed by the Henry County Fire Prevention Bureau on October 21, 2021.

**EX-HS-M Playgrounds (CS)****N/A****Comment**

There is no playground provided. The program has a significant number of physical activities for the children's engagement.

**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**

It was determined through observation, the medication is stored inaccessible to 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**

It was determined through discussion and the observation of records, the Provider does execute emergency preparedness by conducting monthly fire drills as well as tornado drills twice a year. The Provider also has established emergency preparedness through written procedures for evacuation, active shooter, lock down, shelter-n-place, and carbon monoxide poisoning, loss of water/electricity and lightning protocols.

**EX-HS-T Required Reporting (NCP)****Met****Comment**

There were no incidents or injuries that required reporting.

**Safety**

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

It was determined through discussion, currently the Program does not sponsor field trips.

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

It was determined through discussion that age-appropriate discipline is communicated to staff on this date.

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

The Program does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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**EX-HS-.V Safe Sleeping and Resting Requirements (CS)****N/A****Comment**

The Program does not care for infants therefore safe sleep policies are not necessary.

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<b>Staff Records</b>
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**Records Reviewed: 3****Records with Missing/Incomplete Components: 3**

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Staff # 1

Not Met

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 06/15/2015

"Missing/Incomplete Components"

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

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**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.

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

EX-HS-.N(1) - The Director is responsible for the supervision, operation and maintenance of the program. The Director 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.

**Comment**

Every staff member must have a Satisfactory Background Check Determination before the individual is present at the program while any child is present for care. It was determined by the observation of records, three (3) out of three (3) employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

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

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, three (3) out of three (3) employees have met the standard criterion regarding the completion of CPR/First Aid training.

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**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 by the observation of records, none of the employees have completed the annual ten (10) clock hours of training.

**POI (Plan of Improvement)**

The Provider will work towards ensuring the completion of the annual ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to their job assignment(s).

**Correction Deadline: 12/30/2022**

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<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision (CS)****Met****Comment**

Adequate supervision was observed on this date. There were a total of two (adults), one (teen) supervising fifteen children.