



**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:** 5/11/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:00PM

**Departure:** 5:15PM

**EX-45224 EXMT-9993 EX-1 - Government  
Henry County Afterschool Enrichment Program -  
Fairview Elementary**

458 Fairview Road, Stockbridge GA 30281 Henry  
County  
(770) 474-8265 cgreene@henry.k12.ga.us

**Mailing Address**

33 N. Zack Hinton Parkway, GA 30253

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>IntermediateAction Category</u>	<u>Dismissal Action Category</u>
5/11/2023	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
1st - 2nd Grade		0	0	N	
2nd - 5th Grade		0	0	N	
Cafeteria	, Six and older	7	68	Y	
PreK - Kindergarten		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 68

Comments:

On May 11, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Junelle Hunter. During the visit we discussed Health and Safety Protocols. After the children transition to the afterschool program they place their backpacks on a table and sit down to receive their snacks. Technical assistance was provided regarding the importance of cleaning/sanitizing their hands prior to receiving the snack. 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.

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 \_\_\_\_\_



**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

**(Summary Report)**

**Date:** 5/11/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:00PM

**Departure:** 5:15PM

**EX-45224 EXMT-9993 EX-1 - Government  
Henry County Afterschool Enrichment Program -  
Fairview Elementary**

458 Fairview Road, Stockbridge GA 30281 Henry  
County  
(770) 474-8265 cgreene@henry.k12.ga.us

**Mailing Address**

33 N. Zack Hinton Parkway, GA 30253

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.gov

Joint with:

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

**Activities and Equipment**

**EX-HS-.A Activities**

**Met**

**Comment**

EX-HS-.A(1) - The Provider does ensure there is a daily prescribed program of varied and developmentally appropriate activities such as homework assistance, violin and Spanish classes, indoor and outdoor playtime and STEM 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 observed to be properly secured, as applicable. The tables and chairs 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.

**Exemptions**

**EX-HS-.X Exemption Requirements**

**Technical Assistance**

**Technical Assistance**

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption certificate. Technical assistance was provided regarding posting the approval letter adjacent to the certificate.

**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****Comment**

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 the Provider obtained a Fire Inspection on June 13, 2022 by the Henry County Fire Prevention Bureau with violations, however during the reinspection July 18, 2022 all areas had been corrected.

---

**EX-HS-.M Playgrounds(CS)****Not Met****Finding**

EX-HS-.M(1) requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined by observation that there is not a fence around the entire playground area.

**POI (Plan of Improvement)**

The Program will no longer use outdoor playground equipment due to the lack of fencing. But will discuss the safety issue with administration.

**Correction Deadline: 5/12/2023**

---

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

No diapered children are enrolled.

---

**EX-HS-.H Hygiene****Technical Assistance****Technical Assistance**

Hand washing was not observed during the visit but proper hand washing rules were discussed. Technical assistance was provided regarding ensuring the children's hand are cleaned/sanitized prior to receiving their afternoon snacks.

---

**EX-HS-.I Medications(CS)****N/A****Comment**

The Program does not dispense medications.

---

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

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

**Technical Assistance**

The Provider does ensure emergency preparedness by executing regularly scheduled fire and tornado drills. Technical assistance was provided regarding the importance of training for active shooter/lockdown drills during the afterschool program to ensure the staff and students are prepared in the case of an active shooter incident.

---

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

There were no incidents or injuries that required reporting.

**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**

No infants are enrolled.

**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 12**

Staff's Name [# 1]: Bennett, Annie

Not Met

Date of Hire: 02/24/2020

"Missing/Incomplete Components"

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

Staff's Name [# 2]: Bowers, Patricia

Not Met

Date of Hire: 08/10/2013

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Bull, Savannah

Not Met

Date of Hire: 08/25/2021

"Missing/Incomplete Components"

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

Staff's Name [# 4]: Burden, Deborah

Not Met

Date of Hire: 04/01/2015

"Missing/Incomplete Components"

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

Staff's Name [# 5]: Campbell, Channell

Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 6]: Chaney, Peggy "Missing/Incomplete Components" EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 7]: Chase-Lindie, Luanne Date of Hire: 08/01/2006 "Missing/Incomplete Components" EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 8]: Grier, Beverly Date of Hire: 08/10/2015 "Missing/Incomplete Components" EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 9]: Haynes, Judith Date of Hire: 08/10/2014 "Missing/Incomplete Components" EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 10]: Hunter, Junelle Date of Hire: 10/08/2022 "Missing/Incomplete Components" EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 11]: Moon, Carly "Missing/Incomplete Components" EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 12]: Nelams, Dominique "Missing/Incomplete Components" EX-HS-.P(3)-Health and Safety Training	Not Met

**EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)****Not Met****Finding**

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 by the observation of records, ten (10) of thirteen employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

**POI (Plan of Improvement)**

The Program will ensure all of the staff complete their Criminal Record Checks through DECAL..

**Correction Deadline: 5/16/2023**

**EX-HS-.W First Aid & CPR****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 by the observation of records, six (6) out of thirteen employees have met the standard criterion regarding the completion of CPR/First Aid training.

**POI (Plan of Improvement)**

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

**Correction Deadline: 6/10/2023**

**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****Finding**

EX-HS-P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. It was determined based on discussion that some of the employees have completed the Health and Safety Orientation training however there were no evidence of the training.

**POI (Plan of Improvement)**

The Program will ensure all of the employees complete the Health and Safety Orientation training.

**Correction Deadline: 6/30/2023**

**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 through discussion, none of the employees have completed the annual ten (10) clock hours of training.

**POI (Plan of Improvement)**

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

**Correction Deadline: 12/31/2023**

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

Adequate supervision observed on this date.