



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: 1/11/2023

VisitType: EX-Monitoring

Arrival: 2:00PM

Departure: 4:00PM

EX-48795 EXMT-14200 EX-1 - Government Dekalb County Schools ASEDP - Woodridge

4120 Cedar Ridge Trail, Stone Mountain GA 30083 DeKalb County (678) 874-0202 shantra\_bryan@dekalbschoolsga.org

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

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rosalyn.elder@dec.al.ga.gov

Mailing Address

5829 Memorial Drive, GA 30087

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. Row for Cafeteria - All Grades with PreK, Fives, Six and older, 2 staff, 22 children, State Ratio Met: Y.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 22

Comments:

On January 11, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Dr. Shantra Bryan. During the visit we discussed the Health and Safety Protocols, inclusive of handwashing and the importance of ensuring the staff is trained for emergency preparedness regarding Active Shooter/Dangerous Person. There are a total of 30 students that are enrolled in the program. As the students transition to the afterschool program, their hands are sanitized prior to receiving the snacks. Handwashing protocols are conducted prior to the eating and after toileting and/or playtime. 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.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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DeKalb County Schools ASEDP - Woodridge**

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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 Provider does execute a daily prescribed program of varied and developmentally appropriate activities such as arts and crafts, reading time, games and outside play that promote 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 staff ensures the tables and chairs are wiped down and sanitized prior to the children's arrival.

**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 the parent(s), cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from the parent advising they are aware the program is not licensed and is not required to be licensed.

**Exemptions**

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

**Not Met**

**Technical Assistance**

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

**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 the observation of records the Provider does not meet the standard requirement regarding building safety. A fire inspection was conducted by the Dekalb County Fire Rescue on August 2, 2022, with several violations and failed the inspection.

**POI (Plan of Improvement)**

The Program will follow-up with the Dekalb County Fire Rescue to schedule a re-inspection. Once the re-inspection has been completed, please email a copy to the Exemption Compliance Specialist.

**Correction Deadline: 2/28/2023**

	<b>Facility</b>
<b>EX-HS-.B Bathrooms</b>	<b>Met</b>

**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.

<b>EX-HS-.L Physical Plant(CS)</b>	<b>Not Met</b>
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**Finding**

EX-HS-.L(1) requires approval from the Department, local zoning authorities, fire safety agencies and local building authorities. It was determined through the observation of records the Provider does not meet the standard requirement regarding building safety. A fire inspection was conducted by the Dekalb County Fire Rescue on August 2, 2022, with several violations and failed inspection.

**POI (Plan of Improvement)**

The Program should correct all of the violations and reschedule an inspection with the Dekalb County Fire Rescue department. Once the inspection has been completed, please email a copy to the Exemption Specialist.

**Correction Deadline: 2/28/2023**

<b>EX-HS-.M Playgrounds(CS)</b>	<b>Met</b>
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**Comment**

The children do participate in outdoor activities however there is no equipment in the play area.

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

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

<b>EX-HS-.H Hygiene</b>	<b>Met</b>
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**Comment**

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

<b>EX-HS-.I Medications(CS)</b>	<b>Met</b>
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**Comment**

It was determined through discussion the provider does not administer medication.

	<b>Policies and Procedures</b>
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**Comment**

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

**Comment**

Observed evidence of written policies and procedures regarding fire/tornado drills and intruder alert protocols.

**Technical Assistance**

Technical Assistance was provided regarding the importance of ensuring emergency preparedness by establishing written policies and procedures for the Active Shooter/Dangerous Person, Evacuation, Relocation, Shelter in Place, and Reunification of families in case of a natural disaster.

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

There were no incidents or injuries that required reporting.

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

It was determined through discussion that 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)****N/A****Comment**

No safe sleep policies are necessary.

**Staff Records****Records Reviewed: 6****Records with Missing/Incomplete Components: 5**

Staff's Name [# 1]: Broughton, Vanekia

Not Met

Date of Hire: 07/30/2021

"Missing/Incomplete Components"

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

Staff's Name [# 2]: Bryan, Shantra

Not Met

Date of Hire: 08/14/2017

"Missing/Incomplete Components"

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

Staff's Name [# 3]: Holliday, Shanay

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]: Myers, RaeChelle Met

Staff's Name [# 5]: Owens, Tamara Not Met

Date of Hire: 07/21/2021

"Missing/Incomplete Components"

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

Staff's Name [# 6]: Shell-Purcell, Misty Not Met

"Missing/Incomplete Components"

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

**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.

**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 through discussion the Program has two (2) employees that have completed the training and they are in the process of scheduling CPR/First Aid training for the rest of the employees.

**POI (Plan of Improvement)**

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

**Correction Deadline: 3/31/2023**

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

**Comment**

Each 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 through discussion that all of the employees have completed the Health and Safety Orientation training. The documents are stored in the main office.

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

**Met**

**Comment**

Adequate supervision observed on this date.