



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

Fax: (770) 232-1931

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: Cafeteria - All Grades, PreK, Fives, Six and older, 2, 22, 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

Section with a fingerprint icon and text: 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. Includes a bulleted list of requirements for staff clearance.

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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**Arrival:** 2:00PM

**Departure:** 4:00PM

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DeKalb County Schools ASED - Woodridge**

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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 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>
---------------------------------

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

**Met**

**Comment**

Adequate supervision observed on this date.



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Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Row: Cafeteria - All Grades, PreK, Fives, Six and older, 2, 22, 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

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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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Joint with:

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 0**

Child's Name [# 1]: Hardeman, Dakotah	Met
Child's Name [# 2]: McDaniel, Brooklynn	Met
Child's Name [# 3]: Myers, DeAngelo	Met



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**(Staff Worksheet)**

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Joint with:

**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



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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 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>
-----------------

**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)** **Not Met**

**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**

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

**Comment**

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

<b>Health and Hygiene</b>
---------------------------

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

**Comment**

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

**EX-HS-.H Hygiene** **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 discussion the provider does not administer medication.

<b>Policies and Procedures</b>
--------------------------------

**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>
---------------------------------

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

**Met**

**Comment**

Adequate supervision observed on this date.



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**(Compliance Determination Worksheet)**

**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

**Mailing Address**

5829 Memorial Drive, GA 30087

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@decal.ga.gov

Joint with:

<b>Rule Violations</b>					
<b>Naming Number</b>	<b>Severity</b>	<b>Core Standard</b>			<b>NonCore With Points</b>
EX-HS-L(1)-Construction and Renovation-Approvals	Low				x
EX-HS-X(4)-Exemption requirements - Approval authorities	Low				x
	Low	Medium	High	Extreme	Total
Core Standard Severity Totals:	0	0	0	0	0
Non-Core Standard Severity Totals:					2
Total Points					2

<b>Violation Class (A,B,C,D)</b>	<b>Violation Level</b>			
	<b>I 0-3 Points</b>	<b>II 4-5 Points</b>	<b>III 6-10 Points</b>	<b>IV 11 + Points</b>
<b>D (10 points per indicator)</b> • Extreme Harm • Imminent Danger	<b>I3 - (D)</b>			
<b>C (6 points per indicator)</b> • High Risk	<b>I1 - I2 (CI)</b>	<b>I1 - I3 (CII)</b>	<b>I2-C (CIII)</b>	<b>I3 (CIV)</b>
<b>B (2 points per indicator)</b> • Medium Risk	<b>N/A ** (BI)</b>	<b>P2 - P3 (BII)</b>	<b>I1 - I2 (BIII)</b>	<b>I2 (BIV)</b>
<b>A (1 point per indicator)</b> • Low Risk • CCDF Non Core	<b>P1 - P2 (AI)</b>	<b>P1 - P3 (AII)</b>	<b>P2-P3 (AIII)</b>	<b>I1 - I2 (AIV)</b>

<b>Prevention Action Category</b>	<b>Intermediate Action Category</b>	<b>Dismissal Action Category</b>
<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>	

\_\_\_\_\_  
 Shantra Bryan, Program Official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Rosalyn Elder, Consultant

\_\_\_\_\_  
 Date



**BRIGHT FROM THE START**  
**Georgia Department of Early Care and Learning**  
2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, GA 30334  
(404) 656-5957

**Brian P. Kemp**  
GOVERNOR

**Amy M. Jacobs**  
COMMISSIONER

Date: 1/11/2023  
Shantra Bryan, Director

d/b/a Dekalb County Schools ASED - Woodridge  
4120 Cedar Ridge Trail  
Stone Mountain, GA, 30083

Shantra Bryan:

**Re: Notice of Failure to Comply with Health and Safety Requirements for Exempt Programs Receiving Subsidy**

In accordance with federal regulations (45 CFR Parts 98 and 99), CAPS Policy 12.4.5 requires that all staff and residents of both informal providers and license-exempt providers participating in the Childcare and Parent Services (CAPS) program comply with health and safety standards as defined by the Department of Early Care and Learning (DECAL). For more information on health and safety standards, refer to the Health and Safety Standards for Providers Receiving Subsidy Manual ([www.dec.state.ga.us/CCS](http://www.dec.state.ga.us/CCS) -> Exemptions -> Documents).

During a monitoring visit on Date: 1/11/2023, it was determined that you did not meet one or more health and safety standards.  
Refer to the monitoring checklist from that visit for details.

Immediate corrective action is expected. Failure to comply with health and safety standards may result in sanctions up to and including dismissal from the CAPS program.

If you have any questions regarding this visit, please call me at . If you have any questions regarding CAPS, please call 1-833-4GA-CAPS (1-833-442-2277).

Sincerely,

Received by:

Exemption Specialist

cc: CAPS Adverse Actions and Claims

---

Signature

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Shantra Bryan ,Director



**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.decal.ga.gov

**(History Grid)**

**Date:** 1/11/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:00PM

**Departure:** 4:00PM

**EX-48795 EXMT-14200 EX-1 - Government  
DeKalb County Schools ASED - Woodridge**

4120 Cedar Ridge Trail, Stone Mountain GA 30083  
DeKalb County  
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**Mailing Address**

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**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@decal.ga.gov

Joint with:

	<b>Visit Type:</b>	Exemption Monitoring
	<b>Date:</b>	1/11/2023
	<b>Exemption Number:</b>	EX-48795
	<b>Category Number</b>	EXMT-14200
	<b>Compliance Zone:</b>	Prevention
	<b>Points:</b>	2
	<b>Enforcement Box:</b>	A1
<b>Compliance Group</b>	<b>Rule</b>	
	EX-HS-.W(1) Training-CPR and First Aid	X
	EX-HS-.X(4) Exemption requirements - Approval authorities	X
	EX-HS-.L(1) Construction and Renovation-Approvals	X



**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:** 1/10/2023

**VisitType:** EX-Monitoring

**Arrival:** 10:00AM

**Departure:** 2:10PM

**EX-48983 EXMT-14362 EX-1 - Government  
Fort Valley State University Child Development  
Center**

1101 Carver Drive, Fort Valley GA 31030 Peach  
County  
(478) 825-6890 francine.hollis@fvsu.edu

**Mailing Address**

1005 State University Drive/ P.O. Box 4622  
FVSU, GA 31030

**Regional Consultant**

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
1/10/2023	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
1 & 2 Year Old Classroom	, Twos	1	9	Y	Naptime
3 Year Old Classroom	, Threes	1	9	Y	Naptime
Older Children's Playground		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 18

Comments:

On January 10, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Dr. Francine Hollis and Ms. Cheryl Jones. 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 24 students that are enrolled in the program. As the students are dropped off, temperature checks and a health assessment are conducted. The children's hands are sanitized prior to entering the building. No parents are allowed inside of the building. 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: To Be Submitted



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:** 1/10/2023

**VisitType:** EX-Monitoring

**Arrival:** 10:00AM **Departure:** 2:10PM

**EX-48983 EXMT-14362 EX-1 - Government  
Fort Valley State University Child Development  
Center**

1101 Carver Drive, Fort Valley GA 31030 Peach  
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(478) 825-6890 francine.hollis@fvsu.edu

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FVSU, GA 31030

**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 execute a daily prescribed program of varied and developmentally appropriate activities such as circle time, group time, center time, academic enrichment (shapes, letters, numbers, etc.) and outdoor 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 were observed to be properly secured, as applicable. All tables and chairs are wiped down and sanitized daily.

**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. The file also includes the child's birth certificate and immunization records.

**Exemptions**

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

**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 discussion; an inspection has been completed however Building Maintenance has possession of the document.

**Correction Deadline: 1/20/2023**

<b>Facility</b>
-----------------

**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**

The facility appeared to be clean and well maintained.

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

**Comment**

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
---------------------------

**EX-HS-U Diapering Areas & Practices(CS)** **Met**

**Comment**

Hand washing requirements for diapering were discussed with the Director on this date

**EX-HS-H Hygiene** **Met**

**Comment**

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

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

**Comment**

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

<b>Policies and Procedures</b>
--------------------------------

**EX-HS-J Operational Policies & Procedures** **Technical Assistance**

**Comment**

Observed evidence of written policies and procedures that describe the Program's operations on this date.

**Comment**

Observed the Program's written emergency plan in regards to evacuations, fire/tornado drills and loss of utilities/services on this date.

**Technical Assistance**

Technical Assistance was provided regarding the importance of also ensuring policies and procedures are created for Dangerous Person/Active Shooter protocols.

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

**Comment**

There were no incidents or injuries that required reporting.

**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**

It was determined by the review of records, the Program has a standard policy that follows Bright from the Start's Safe Sleep Policy. Infants are placed on his/her back for sleep, unless otherwise advised by a physician. No objects are allowed in or attached to the crib.

**Comment**

Pleasant naptime environment was observed on this day. The toddlers were resting on age-appropriately sized cots, properly spaced, with sheets and light covers.

**Staff Records**

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 6**

Staff's Name [# 1]: Davis, Yatosha Not Met

Date of Hire: 08/01/2004

"Missing/Incomplete Components"

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

Staff's Name [# 2]: Griffin, Janiya Met

Staff's Name [# 3]: Hill, Tameka Not Met

Date of Hire: 03/09/2020

"Missing/Incomplete Components"

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

Staff's Name [# 4]: Hollis, Francine Met

Date of Hire: 07/01/2019

Staff's Name [# 5]: Jones, Cheryl Not Met

Date of Hire: 11/01/1989

"Missing/Incomplete Components"

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

Staff's Name [# 6]: Lawson, Nakyla Met

Staff's Name [# 7]: Mingo, Jamison Met

Staff's Name [# 8]: Owens, Markayla	Met
Staff's Name [# 9]: Perry, Torri	Met
Staff's Name [# 10]: Rumph, Jiliaya	Met
Staff's Name [# 11]: Rumph, Ladaisha	Not Met
Date of Hire: 08/01/2016	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours	
Staff's Name [# 12]: Taylor, Michelle	Not Met
Date of Hire: 10/18/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours	
Staff's Name [# 13]: Wilder, Brianna	Not Met
<u>"Missing/Incomplete Components"</u>	
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, 13 out of 13 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) 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, four (4) out of seven (7) employees have met the standard criterion regarding the completion of 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****Not Met**

**Finding**

EX-HS-.W(1) All 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 based on review of records that four (4) out of seven (7)staff members have completed the Health and Safety Orientation training.

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

**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 one staff member has completed the annual 10 hours of training.

**Correction Deadline: 4/30/2023**

<b>Staffing and Supervision</b>
---------------------------------

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

**Met**

**Comment**

Adequate supervision observed on this date.