



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.us

(Cover Sheet)

Date: 9/7/2022

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 5:45PM

EX-42714 EXMT-12501 EX-1 - Government
Cobb County District ASP - Dowell Elementary School

Regional Consultant

Nilia Lalin

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Cobb County
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nilia.lalin@dec.state.ga.us

Mailing Address

P.O. Box 1088, GA 30061

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 include Cafeteria, Computer Room, Gym, Media Center, Playground 1, and Playground 2.

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 90

Comments:

A CAPS Monitoring Visit completed today, September 7, 2022. Administrative review of documentation and report were completed on-site. One Day Letter left at the program. Visit report emailed to provider by specialist while on-site.

Corrective Action Plan: Developed This Date



Please refer the website, http://www.dec.state.ga.us/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.

- 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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the Program.

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

N/A

Comment

Program does not provide swimming activities.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the program did not have the exemption approval letter and certificate posted.

POI (Plan of Improvement)

The Program will post both the Exemption Approval Letter and Certificate.

Correction Deadline: 9/7/2022

Technical Assistance

EX-HS-.X(4) - Provider reported that the fire inspection report is kept by the school secretary.

Facility

EX-HS-.B

Technical Assistance

Technical Assistance

EX-HS-.B(5) - Please remind children to flush toilets after each use.

EX-HS-.L Physical Plant (NCP)

Technical Assistance

Technical Assistance

Provider stated that the school secretary has access to the fire inspection report.

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

Playground observed to be clean and in good repair. Play are and playgrounds are not fenced in. Provider shared supervision plan with Specialist.

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

No diapered children are enrolled.

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)**N/A****Comment**

Provider reported that medication is not dispensed at the program.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on review of documentation that the program had incomplete policies and procedures in evidence that letters a, b, c, d, f, and g were not met.

POI (Plan of Improvement)

The Program will establish and implement policies and procedures that will include components in in letters a, b, c, d, f, and g .

Correction Deadline: 9/12/2022

EX-HS-.T Required Reporting (NCP)**Not Evaluated****Comment**

There were no incidents or injuries that required reporting.

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

No field trips are offered

Comment

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 16

Staff # 1 Not Met

Date of Hire: 10/14/2019

"Missing/Incomplete Components"

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

Staff # 2 Not Met

Date of Hire: 08/29/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3 Not Met

Date of Hire: 08/29/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4 Not Met

Date of Hire: 04/01/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing

Staff # 5 Not Met

Date of Hire: 09/04/2019

"Missing/Incomplete Components"

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

Staff # 6 Not Met

Date of Hire: 10/15/2020

"Missing/Incomplete Components"

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

Staff # 7

Not Met

Date of Hire: 09/02/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 8

Not Met

Date of Hire: 10/01/2018

"Missing/Incomplete Components"

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

Staff # 9

Not Met

Date of Hire: 08/01/2019

"Missing/Incomplete Components"

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

Staff # 10

Not Met

Date of Hire: 01/18/2019

"Missing/Incomplete Components"

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

Staff # 11

Not Met

Date of Hire: 08/23/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 12

Not Met

Date of Hire: 12/01/2021

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 13

Not Met

Date of Hire: 08/01/2017

"Missing/Incomplete Components"

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

Staff # 14

Not Met

Date of Hire: 05/11/2021

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing

Staff # 15

Not Met

Date of Hire: 08/08/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 16

Not Met

Date of Hire: 11/01/2000

"Missing/Incomplete Components"

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

EX-HS-.K

Technical Assistance

Technical Assistance

EX-HS-.K(1) - Provider will keep a personnel file on all staff.

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 based on review of records that eight out of 16 staff members did not have a DECAL Satisfactory Criminal Records Check Determination on file.

POI (Plan of Improvement)

The Program will ensure that new staff members initiate the process of obtaining a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 9/7/2022

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

Met

Comment

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.P Staff Training (NCP)

Not Met

Finding

EX-HS-.P(3) requires 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 based on review of documentation that one out of 16 staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure that staff member complete the health and safety training within 90 days of employment.

Correction Deadline: 10/7/2022

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 based on review of records that nine out of 16 staff did not have 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

Correction Deadline: 10/7/2022

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.