



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: 2/2/2022

VisitType: EX-Monitoring

Arrival: 4:00PM

Departure: 4:40PM

EX-42905 EXMT-16728 EX-1 - Government
Factory Shoals Elementary(Douglas County ASP)

2375 Mount Vernon Road, Lithia Springs GA 30122
Douglas County
(770) 651-3900 joy.canady@dcssga.org

Mailing Address

2375 Mount Vernon Rd, GA 30122

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

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 rooms 102, 105, Cafeteria, Gym, and Playground.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 67

Comments:

On February 2, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring. Due to technical difficulties, on March 28, 2022, an administrative review was completed to review required documents.

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.

- 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

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

Comment

Program does not provide swimming activities.

Children's Records

EX-HS-.C

Not Met

Finding

EX-HS-.C(2) requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was determined based on review of records that children's immunization records were not received for two of two files requested.

POI (Plan of Improvement)

The Program will ensure to maintain and submit children's immunization records to the department when requested.

Correction Deadline: 2/12/2022

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Technical Assistance

Technical Assistance

EX-HS-.X(4) - Program submitted a failed fire inspection completed by the Fire Marshal. Program will comply with the Fire Marshal and submit a passed fire inspection to the department when requested.

Facility

EX-HS-.B

Technical Assistance

Technical Assistance

EX-HS-.B(5) - During the CAPS Monitoring Visit, paper towel was observed on all four bathrooms. Please ensure all bathrooms used by ASP children are cleaned daily.

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

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Comment

Playground observed to be clean and in good repair.

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) **Not Evaluated**

Comment

Medication is not dispensed

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.

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

Comment

There were no incidents or injuries that required reporting.

Safety

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

Comment

No field trips are offered

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

Comment

Observed age-appropriate discipline policies on this date.

Comment

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

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

Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records**Records Reviewed: 8****Records with Missing/Incomplete Components: 8**

Staff # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record	
Staff # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record	
Staff # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record	
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record	
Staff # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing,EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record	
Staff # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.K(1)-No Record	
Staff # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training,EX-HS-.D-Criminal Records Check Missing	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.K(1)-No Record,EX-HS-.P(4)-Annual Training 10 Hours	

EX-HS-.K**Technical Assistance****Technical Assistance**

EX-HS-.K(1) - The Program will maintain personnel records for all employees and submit to the department when requested.

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 three out of eight did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that 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: 2/2/2022

EX-HS-.W First Aid & CPR (NCP)**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 based on review of records that eight out of eight staff did not have First Aid training on file.

POI (Plan of Improvement)

The Program will have all staff members complete First Aid and CPR training, maintain evidence on file, and submit to the department when requested.

Correction Deadline: 3/4/2022

EX-HS-.P Staff Training (NCP)**Technical Assistance**

EX-HS-.P(2) - The Program will maintain a staff orientation form for all employees and submit to the department when requested.

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 three out of eight staff members did not complete the 10 hours health and safety training within 90 days of employment.

POI (Plan of Improvement)

The Program will have staff member complete the health and safety training within 90 days of employment and submit to the department when requested.

Correction Deadline: 3/4/2022

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 five out of eight staff did not have 10 hours of ongoing training.

POI (Plan of Improvement)

The Program will ensure that all staff members complete 10 hour of ongoing training annually.

Correction Deadline: 3/4/2022

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios.