

**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:** 5/23/2022**VisitType:** EX-Monitoring**Arrival:** 4:30PM**Departure:** 4:50PM**EX-48542 EXMT-13966 EX-1 - Government  
Marietta Community Schools - Marietta Center  
for Advanced Academics ASP/BSP**311 Aviation Road, SE, Marietta GA 30060 Cobb  
County  
(770) 429-3170 dwiley@marietta-city.k12.ga.us**Mailing Address**

368 Wright Street, GA 30062

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
5/23/2022	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 (Level 1 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
Cafeteria	, Sixes	2	14	Y	
Gym		0	0	Y	
Playground		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 14

Comments:

On May 23, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Monitoring. On May 31, 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](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)**

**Date:** 5/23/2022

**VisitType:** EX-Monitoring

**Arrival:** 4:30PM

**Departure:** 4:50PM

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Joint with:

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

**Activities and Equipment**

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

**Met**

**Comment**

Program is only utilizing the cafeteria for ASP.

**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**

**Comment**

Fire inspection was conducted on December 17, 2021. No follow up needed.

**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 Exemption approval letter and certificate were not posted by the program's entrance.

**POI (Plan of Improvement)**

The Program will post the Exemption approval letter and certificate by the main entrance.

**Correction Deadline: 5/23/2022**

**Facility**

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

**Met**

**Comment**

Program appears clean and well maintained.

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

**Not Evaluated**

**Comment**

Playground not observed on this date due to inclement weather.

**Health and Hygiene**

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

No diapered children are enrolled.

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**EX-HS-.H Hygiene (NCP)****Met****Comment**

Hand washing was not observed during the visit but proper hand washing was discussed with provider. Children and staff wash hands as soon as arrival, after using the bathroom, before and after snack.

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**EX-HS-.I Medications (CS)****Not Evaluated****Comment**

Medication is not dispensed

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

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

**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 did not submit documentation of the dates and times of fire drills and tornado.

**POI (Plan of Improvement)**

The Program will conduct monthly fire drills monthly and tornado and other emergency situation drills will be conducted every six months. Documentation will be submitted for review to the department when requested.

**Correction Deadline: 5/28/2022**

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

There were no incidents or injuries that required reporting.

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

No field trips are offered

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**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. Program on-site director reported that some of the children that attend ASP come from the middle school across the street and ride the school bus from the middle school to the elementary.

**Sleeping & Resting Equipment****EX-HS-.V Safe Sleeping and Resting Requirements (CS)****N/A****Comment**

No infants are enrolled.

**Staff Records****Records Reviewed: 3****Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 07/30/2021

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

Staff # 2

Met

Date of Hire: 08/14/2012

Staff # 3

Not Met

Date of Hire: 12/17/2020

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training,EX-HS-.K(1)-No Record

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

The Program will maintain personnel records for all employees and submit to the department when requested.

**EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)****Met****Comment**

Criminal record checks were observed to be complete.

**EX-HS-.W First Aid & CPR (NCP)****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 based on review of records that one out three staff did not have first aid and CPR certification and two out of three only had CPR certification.

**POI (Plan of Improvement)**

The Program will ensure that all staff completes first aid and CPR training within 90 days of employment and will make records available to this department when requested for review.

**Correction Deadline: 6/22/2022**

**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 records that two out of three staff did not completed the health and safety training.

**POI (Plan of Improvement)**

The Program will have new staff members complete the health and safety training within 90 days of employment.

**Correction Deadline: 6/22/2022**

**Staffing and Supervision**

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

Met

**Comment**

Adequate supervision observed on this date.

**Comment**

Program observed to maintain appropriate staff: child ratios. The program operates at the public school and the only room utilized by the program is the cafeteria.