



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: 3/8/2023

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 5:40PM

EX-43889 EXMT-6396 EX-1 - Government
DeKalb County Schools ASED - School of Arts

3131 Old Rockbridge Road, Avondale Estates GA
30002 DeKalb County
(678) 874-9302
michelle\_johnson@dekalbschoolsga.org

Mailing Address

5829 Memorial Drive, GA 30087

Regional Consultant

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include details for 3/8/2023 visit, Prevention Level 1 (P1), and Prevention Level 2 (P2).

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Lists rooms like Cafe, Gym, Playground, Room 802, Room 803, Room 804.

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 40

Comments:

On March 8, 2023, an in-person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents.

Corrective Action Plan: No Plan Developed



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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Joint with:

**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.

**Exemptions**

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

**Technical Assistance**

**Technical Assistance**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities for School years 2019, 2020 and 2021 on this date. The school advised that the new system has the Fire Inspection Report in an electronic file. The director did not have access to the Fire Inspection Report on this date. The program will ensure that a copy Fire Inspection report is accessible to the after-school program.

**Facility**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

**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** **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**

Medication is not dispensed

**Policies and Procedures**

**EX-HS-.J Operational Policies & Procedures** **Met**

**Comment**

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

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

**Comment**

There were no incidents or injuries that required reporting.

**Safety**

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

**Comment**

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

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

**Comment**

No field trips are offered

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

**Comment**

Program does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Comment**

No infants are enrolled.

**Staff Records**

**Records Reviewed: 19**

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

Staff's Name [# 1]: Baxter, Rochelle Met  
Date of Hire: 08/10/2021

Staff's Name [# 2]: Darien, Kirea Met  
Date of Hire: 07/30/2020

Staff's Name [# 3]: Ford, Lakesha Not Met  
"Missing/Incomplete Components"  
EX-HS-.D-Criminal Records Check Missing

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Staff's Name [# 4]: Fresh, Bradford <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 5]: Gerren, Mona Date of Hire: 03/09/2018	Met
Staff's Name [# 6]: Johnson, Andre Date of Hire: 08/06/2018	Met
Staff's Name [# 7]: Johnson, Michelle Date of Hire: 08/07/2017	Met
Staff's Name [# 8]: Jones, Kirsten <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 9]: Leveritte, Renee Date of Hire: 01/24/2022	Met
Staff's Name [# 10]: Matthews, LaKendra <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 11]: Melton, Sharocka Date of Hire: 08/08/2022	Met
Staff's Name [# 12]: Mulkey, Allison Date of Hire: 08/20/2019	Met
Staff's Name [# 13]: Phillips-Capers, Stephanie Date of Hire: 08/08/2018	Met
Staff's Name [# 14]: Rivers, Samantha Date of Hire: 05/24/2016	Met
Staff's Name [# 15]: Spann, Youlita Date of Hire: 08/04/2015	Met
Staff's Name [# 16]: Spears, Leah Date of Hire: 07/27/2021	Met
Staff's Name [# 17]: Thomas, Leah <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 18]: Varner, Mattie	Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff's Name [# 19]: Wimpye, Meltera

Met

Date of Hire: 08/06/2018

**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 the consultant's administrative review that six (6) of nineteen staff members did not have a Satisfactory Determination Criminal Records check prior to providing care for children in the program.

**POI (Plan of Improvement)**

The Program will ensure each staff member has a Satisfactory Determination Criminal Records Check prior to providing care for children in the program.

**Correction Deadline: 3/8/2023**

**EX-HS-.W First Aid & CPR**

**Met**

**Comment**

Observed evidence of staff training in CPR and first aid on this date. Evidence of the director's CPR and First Aid was observed on this date. Evidence of CPR and First Aid for other staff members could not be produced on this date.

**EX-HS-.P Staff Training**

**Met**

**Comment**

Observed training for all staff members on this date.

<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.