



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: 5/10/2023

VisitType: EX-Monitoring

Arrival: 2:50PM

Departure: 4:50PM

EX-43911 EXMT-6418 EX-1 - Government
DeKalb County Schools ASED P - Rock Chapel

1130 Rock Chapel Road, Lithonia GA 30058
DeKalb County
(678) 676-3802
carol\_melton@DeKalbschoolsga.org

Regional Consultant

Melissa McFarlin

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melissa.mcfarlin@dec.al.ga.gov

Mailing Address

1701 Mountain Industrial Boulevard, GA
30058

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include 5/10/2023, EX-Monitoring, Prevention, and various levels (P1, P2, P3) and actions (Technical Assistance, Citation, Plan of Improvement).

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows include C.H.A.M.P.S Room, Cafeteria, and Playground.

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 3 #Children Count: 34

Comments:

On May 10, 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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**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**

**Not Met**

**Finding**

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on administrative review that the program could not produce evidence that parents were advised, acknowledged and signed the document stating that the program is not licensed.

**POI (Plan of Improvement)**

The Program will ensure parents are advised and acknowledge that it is not a licensed program.

**Correction Deadline: 5/10/2023**

**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. The program only uses the black top and open field, no equipment.

**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****Met****Comment**

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

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

Medication is not dispensed.

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**Policies and Procedures**

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

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

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

There were no incidents or injuries that required reporting.

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**Safety**

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

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

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

No field trips are offered

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

Program does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

No infants are enrolled.

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**Staff Records**

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**Records Reviewed: 3****Records with Missing/Incomplete Components: 0**

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Staff's Name [# 1]: Foster, Patrice

Met

Date of Hire: 08/02/2021

Staff's Name [# 2]: LAWRENCE-FORDYCE, GRACE

Met

Staff's Name [# 3]: Melton, Carol

Met

Date of Hire: 11/01/2021

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

**Met**

**Comment**

Three of three Criminal record checks were observed to be complete.

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

**Not Met**

**Finding**

EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on administrative review that the staff could not produce evidence of CPR and First Aid as required.

**POI (Plan of Improvement)**

The Program will ensure evidence of CPR and First Aid is available for review by the department.

**Correction Deadline: 6/9/2023**

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

**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 administrative review that staff could not produce evidence of the completion of Health and Safety training as required.

**POI (Plan of Improvement)**

The Program will ensure evidence of Health and Safety is available for review by the department.

**Correction Deadline: 6/9/2023**

**Staffing and Supervision**

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

**Met**

**Comment**

Adequate supervision observed on this date.