



**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.ga.gov

**(Cover Sheet)**

**Date:** 4/12/2023

**VisitType:** EX-Monitoring

**Arrival:** 2:45PM

**Departure:** 4:35PM

**EX-45417 EXMT-10779 EX-1 - Government  
DeKalb County Schools ASED - Briarlake**

3590 Lavista Road, Decatur GA 30033 DeKalb  
County  
(678) 874-2502  
marion\_hamilton@dekalbschoolsga.org

**Mailing Address**

1701 Mountain Industrial Boulevard, GA  
30083

**Regional Consultant**

Melissa McFarlin

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
4/12/2023	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 (Level1 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
Art		0	0	Y	
Cafe		0	0	Y	
Gym	PreK, Fives, Six and older	3	41	Y	
Lab		0	0	Y	
Media Center		0	0	Y	
Playground	, Six and older	2	30	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 71

Comments:

On April 12, 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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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**

**Met**

**Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

**Facility**

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

**Met**

**Comment**

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities 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)**

**Met**

**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)****Met****Comment**

Medication is not dispensed.

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**Policies and Procedures****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.

**Comment**

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

**Comment**

Observed the Program's written emergency plan on this date.

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

Observed age-appropriate discipline policies on this date.

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**EX-HS-.S Field Trips****Met****Comment**

No field trips are offered.

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**EX-HS-.R Transportation(CS)****Met****Comment**

Program does not provide routine transportation.

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**Sleeping & Resting Equipment****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: 7****Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Clay, David

Met

Date of Hire: 01/07/2020

Staff's Name [# 2]: Cummings Hamilton, Marian

Met

Date of Hire: 07/03/2006

Staff's Name [# 3]: Johnson, Merideth Met  
 Date of Hire: 08/16/2022

Staff's Name [# 4]: Lester, Annie Met  
 Date of Hire: 08/02/2021

Staff's Name [# 5]: Moore, Jacquana Met  
 Date of Hire: 08/02/2021

Staff's Name [# 6]: Nunn, Lavandra Met  
 Date of Hire: 08/17/1996

Staff's Name [# 7]: Thomas, Clishe Met  
 Date of Hire: 08/08/2022

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

**Comment**  
 Seven (7) of seven (7) Criminal record checks were observed to be complete.

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

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

**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 health and safety training was not completed by the staff members within the first 90 days of hire as required.

**POI (Plan of Improvement)**  
 The Program will ensure staff members complete health and safety training within the first 90 days of hire as required.

**Correction Deadline: 5/12/2023**

**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 administrative review that staff members did not complete annual training as required.

**POI (Plan of Improvement)**  
 The Program will ensure staff members complete annual annual training as required.

**Correction Deadline: 5/12/2023**

<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.