

**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:** 7/20/2022**VisitType:** EX-Monitoring**Arrival:** 9:00AM**Departure:** 10:30AM**EX-55097 EXMT-20252 EX-7 - Day camp  
Tokens of Love**3555 Mercer University Dr , Macon GA 31204 Bibb  
County  
(470) 661-4729 tokensoflovellc@gmail.com**Mailing Address****Regional Consultant**

Brienne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brienne.walters@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/20/2022	EX-Monitoring	NA	<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
Back		0	0	Y	
Front	, Fives, Sixes	2	6	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 3

#Staff Count: 2

#Children Count: 6

**Comments:**

On July 20, 2022, an in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit. On July 22, 2022, an administrative review was completed to review required documents.

Corrective Action Plan: Developed This Date

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)**

**Date:** 7/20/2022

**VisitType:** EX-Monitoring

**Arrival:** 9:00AM

**Departure:** 10:30AM

**EX-55097 EXMT-20252 EX-7 - Day camp  
Tokens of Love**

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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 in water over 2 feet.

**Children's Records**

**EX-HS-.C**

**Technical Assistance**

**Technical Assistance**

Discussed with the director that upon enrollment or within at least 30 days of enrollment, immunization records should be obtained and maintained on file for each child.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Met**

**Comment**

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date. The program was observed to be operating within the guidelines they were initially approved.

**Facility**

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

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**N/A**

**Comment**

The exempt program does not have a playground.

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

Discussed monthly fire drills and emailed a copy of a sample form.

**Comment**

It was determined that the program provides parents a copy of the program's written policies and procedures. A copy was reviewed.

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**EX-HS-.T Required Reporting (NCP)****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 and techniques used on this date.

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**EX-HS-.R Transportation (CS)****Not Met****Technical Assistance**

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation was discussed with the director. Discussed completing the all-in-one field trip form so that parent signatures and checks for accounting for children at each location are clear on one form. Discussed the walk through of the vehicle at the completion of each trip by two staff members and documentation required. Discussed the requirement for a fire extinguisher and first aid kit in the vehicle. Program director stated that they use charter buses, vans and an SUV for transportation. Specialist emailed director a copy of the vehicle safety fact sheets for each.

**Finding**

EX-HS-.R(1)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Program or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined that the vehicle used for transporting children for field trips did not have a completed annual vehicle inspection report.

**POI (Plan of Improvement)**

The Program will have the vehicle(s) used for field trips inspected annually and will maintain the inspection report on file for review.

**Correction Deadline: 7/25/2022**

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**Sleeping & Resting Equipment**

**Comment**

No safe sleep policies are necessary.

**Staff Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 5**

Staff # 1 Date of Hire: 05/31/2022  <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met  <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 2 Date of Hire: 05/31/2022  <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met  <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 3 Date of Hire: 05/31/2022  <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met  <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4 Date of Hire: 05/31/2022  <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met  <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 05/31/2022  <u>"Missing/Incomplete Components"</u> EX-HS-.D-Criminal Records Check Missing	Not Met  <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**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 review of staff records that five (5) of five (5) staff members did not have a satisfactory comprehensive records check determination.

**POI (Plan of Improvement)**

The Program will ensure that staff complete the fingerprinting process immediately. For any staff that do not obtain a satisfactory background check, a termination notice will be completed and the staff will no longer be allowed on the premises while children are in care. Management will ensure that future staff complete the fingerprint process and have a copy of their satisfactory determination on file prior to being present while children are in care.

**Correction Deadline: 7/20/2022**

**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 that there was not a staff with current CPR/First Aid training present.

**POI (Plan of Improvement)**

The Program will ensure that at least one staff is present with the training and that all staff obtain training within 90 days of date of hire.

**Correction Deadline: 8/31/2022**

**Comment**

Discussed the requirement for health and safety orientation with the director and emailed information on obtaining the training. All staff are required to take the training within 90 days of date of hire. Discussed ongoing training and emailed information on finding training. All staff shall attend ten (10) clock hours of training in ECE /Child development on an annual basis by an approved source.

**Finding**

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on observation that five (5) of five (5) staff did not have evidence of program orientation on file.

**POI (Plan of Improvement)**

The Program will ensure staff complete orientation and that the form is in each employee file. A sample form was emailed to the director.

**Correction Deadline: 7/20/2022**

**Staffing and Supervision**

**Technical Assistance**

Discussed ensuring that children are supervised at all times and that a staff member is present in each room children are present in.