

**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.us

(Cover Sheet)**Date:** 4/13/2022**VisitType:** EX-Monitoring**Arrival:** 1:45PM**Departure:** 3:15PM**EX-45237 EXMT-10009 EX-1 - Government
Henry County Afterschool Enrichment Program -
Rocky Creek Elementary**803 Hampton-Locust Grove Road, Hampton GA
30228 Henry County
(770) 707-1469 cgreene@henry.k12.ga.us**Mailing Address**

33 N. Zack Hinton Parkway, GA 30253

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/13/2022	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			Prevention Level 2 (P2)	Intermediate Level 2 (I2)	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			Prevention Level 3 (P3)	Intermediate Level 3 (I3)	

Staff: Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	Fives, Sixes	4	60	Y	Children were in line for restroom break - they then transitioned to the Gym
Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 60

Comments:

On April 13, 2022, an in-person visit was conducted at the facility for the purpose of CAPS Health and Safety Monitoring with Ms. April Martinez. On April 25, 2022, an administrative review was completed to review required documents. During the visit we discussed the Health and Safety Protocols regarding COVID 19. After the children transition to the afterschool program, they receive a restroom break and their hands are sanitized prior to the distribution of snacks. Other handwashing/sanitation practices are completed, after toileting and outside play. It was determined through the observation of records and through discussion, the program is operating as approved. A copy of the One Day letter was sent electronically.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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.

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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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(3) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as STEM, Reading, Crafts, Zumba, and outside play that promotes the social, emotional, physical, cognitive, language and literacy development of each child.

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

The equipment and furniture was observed to be properly secured, as applicable. The chairs, tables, and equipment are wiped down and sanitized daily.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)**N/A****Comment**

It was determined through discussion the Program does not provide swimming activities.

Children's Records**EX-HS-.C****Met****Comment**

EX-HS-.C(4) - The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, sex, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed. Each file also contains a copy of the child's immunization records.

Exemptions**EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area.

Facility

Comment

EX-HS-.B(5) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

EX-HS-.L Physical Plant (NCP)	Not Met
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Finding

Fire Safety - A Program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined by the examination of records the Provider obtained a Fire Inspection on June 23, 2022 by a third party agency.

POI (Plan of Improvement)

Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Exemption Specialist.

Correction Deadline: 5/26/2022

EX-HS-.M Playgrounds (CS)	Met
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Comment

It was determined through observation that the playground is clean. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene

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

The Program does not conduct diapering for younger children.

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

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

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

It was determined through discussion the provider does not administer medication.

Policies and Procedures

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

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

EX-HS-.T Required Reporting (NCP)	Met
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Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

The Program does not sponsor field trips.

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

Determined age-appropriate discipline is communicated to staff on this date.

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

The Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	Met
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Comment

The Program does not care for infants therefore safe sleep policies are not necessary.

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 1

Staff # 1	Met
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Staff # 2	Met
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Date of Hire: 10/02/2020

Staff # 3	Not Met
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"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4	Met
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Staff # 5	Met
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Staff # 6	Met
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Date of Hire: 09/01/2021

Staff # 7	Met
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Staff # 8	Met
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Staff # 9	Met
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Staff # 10	Met
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Staff # 11	Met
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Staff # 12	Met
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Date of Hire: 02/11/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13	Met
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Staff # 14	Met
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Staff # 15

Met

Date of Hire: 11/19/2021

EX-HS-.K**Met****Comment**

EX-HS-.K(1) - It was determined by the observation of records the Program does maintain a personnel file on all Staff.

EX-HS-.N**Met****Comment**

EX-HS-.N(1) - The Site Coordinator is responsible for the supervision, operation and maintenance of the program. The Site Coordinator is on the premises and if absent from the program at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)**Not Met****Finding**

Every staff member must have a Satisfactory Background Check Determination before the individual is present at the program while any child is present for care. It was determined by the observation of records, 15 out of 16 employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

POI (Plan of Improvement)

The Program was issued a One Day Letter for one (1) employee. The employee did complete the Criminal Record Check and received a Comprehensive Satisfactory Determination through DECAL.

Correction Deadline: 4/19/2022

EX-HS-.W First Aid & CPR (NCP)**Met****Comment**

All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, 15 out of 16 employees have met the standard criterion regarding the completion of CPR/First Aid training. The one (1) staff member that has not completed the training is still within the first 90 days of employment.

EX-HS-.P Staff Training (NCP)**Met****Comment**

All staff members 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 16 out of 16 staff members are in compliance and have completed the Health and Safety Orientation training.

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

Adequate supervision observed on this date.