

**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:** 4/21/2021**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 3:30PM**EX-44626 EXMT-13201 EX-1 - Government
Camden County - Mary Lee Clark Elementary
Extended Day Program**318 Mickler Drive, Saint Marys GA 31558 Camden
County
(912) 882-1648 Idurbin@camden.k12.ga.us**Mailing Address**

311 South East Street, GA 31548

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
4/21/2021	EX-Monitoring	NA	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	, Fours, Fives, Sixes	2	12	Y	
Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 12

Comments:

The purpose of the visit was to complete a CAPS MV with the program. The program was completed virtually via Zoom. The Administrative review and the Zoom call were completed on April 21, 2021.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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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(Summary Report)**Date:** 4/21/2021**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 3:30PM**EX-44626 EXMT-13201 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-F Equipment & Toys (CS)****Met****Comment**

A variety of equipment and toys were observed throughout the Program.

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

Program does not provide swimming activities.

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. Observed most recent Fire Marshal inspection available from 2019.

Facility**EX-HS-L Physical Plant (NCP)****Met****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children such as hand sanitizer.

EX-HS-M Playgrounds (CS)**Technical Assistance****Technical Assistance**

Playground observed via Zoom so the following was discussed with the program official.

Program staff stated that the school was fenced with a gate. Discussed adding additional protection for the children on the route to the playground by ensuring that the sidewalk was utilized. The sidewalk and the route to the playground was adjacent to a parking lot. Staff stated that by the time the after school goes to the playground, all cars are gone for the day. Discussed adding cones or other visuals for the children to ensure a safe route.

Additionally, discussed monitoring the resilient surfacing in and around the climber and the swings ensuring adequate amounts for children's safety. Program staff stated that children are not allowed to use the jungle gym. Monitor the swings for rust and open S hooks.

Playground resources emailed along with this report.

Health and Hygiene

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

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Hand washing was not observed during the visit but proper hand washing standards were discussed. In addition, program discussed procedures currently in place to support health and hygiene during the Covid-19 Pandemic.

EX-HS-.I Medications (CS)**Met****Comment**

Medication is not dispensed this school year. None to evaluate.

Policies and Procedures

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

Program provides Parents a copy of the Program's written policies and procedures. Discussed ensuring Emergency drill documentation is available for review.

EX-HS-.T Required Reporting (NCP)**Not Evaluated****Comment**

There were no incidents or injuries that required reporting.

Safety

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

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

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 safe sleep policies are necessary.

Staff Records

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Date of Hire: 12/15/2016	
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Date of Hire: 09/25/2020	
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met

Staff # 26	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31	Met
Staff # 32	Met
Staff # 33	Met
Staff # 34	Met
Staff # 35	Met
Staff # 36	Met
Staff # 37	Met
Staff # 38	Met
Staff # 39	Met
Staff # 40	Met
Staff # 41	Met
Date of Hire: 08/13/2015	

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

Criminal record checks were observed to be complete for three of three staff assigned to this school site.

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

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

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

Observed training for all staff members on this date.

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

There were no children on-site during the visit. Program had adequate staff available for enrolled children.

