



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.gov

(Cover Sheet)

Date: 9/2/2021

VisitType: EX-Monitoring

Arrival: 2:00PM

Departure: 3:00PM

EX-44804 EXMT-8514 EX-1 - Government
Bulloch County Board of Commissioners - Kids Zone

Regional Consultant

Brianne Walters

1 Max Lockwood Drive, Statesboro GA 30458
Bulloch County
(912) 489-9087 ksharpe@bullochrec.com

Phone: (912) 544-9775
Fax: (912) 544-9774
brianne.walters@dec.state.ga.gov

Mailing Address

PO Box 408, GA 30459

Joint with: Sarah Benton

Table with columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Plan of Improvement.

Staff: Child Ratios

Table with columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Rows for room 1, room 2, and room 3.

Group Sizes Met? N Total # Non-Care Staff Present: 0 #Staff Count: 0 #Children Count: 0

Comments:

Corrective Action Plan: Developed This Date

Section containing a fingerprint icon and a detailed notice regarding criminal records checks, including a list of requirements for staff members.

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 _____



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

(Summary Report)

Date: 9/2/2021

VisitType: EX-Monitoring

Arrival: 2:00PM

Departure: 3:00PM

**EX-44804 EXMT-8514 EX-1 - Government
Bulloch County Board of Commissioners - Kids
Zone**

1 Max Lockwood Drive, Statesboro GA 30458
Bulloch County
(912) 489-9087 ksharpe@bullochrec.com

Mailing Address

PO Box 408, GA 30459

Regional Consultant

Brianne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brianne.walters@dec.al.ga.gov

Joint with: Sarah Benton

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS)

Not Evaluated

Comment

Equipment and furniture for the summer camp could not be observed since the program was not in operation. Reminder to program to ensure all furniture and equipment in rooms used by the summer camp is secure.

EX-HS-.Q Swimming Pools & Water-related Activities (CS)

N/A

Comment

The program official stated that the summer camp does not provide swimming activities in water 2 feet deep or over.

Children's Records

EX-HS-.C

Technical Assistance

Technical Assistance

Discussed ensuring that all children's files are completed by the parent/guardian to their entirety so all required documentation is on file.

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.

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed during the virtual visit. Reminder to program to ensure all hazards remain inaccessible to children in care during the summer camp.

Comment

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities during the administrative review.

Comment

Playground observed to be clean and in good repair, and sand and mulch appeared adequate in the fall zones.

Technical Assistance

It was determined based on observation that the playground was not completely fenced in when it was only fenced on one side. A written supervision plan was requested. The plan will detail how staff will ensure that children are properly supervised on the playground and do not leave the area. The plan will be kept on record by the program and shared with all summer camp staff during orientation.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)****Not Evaluated****Comment**

The program stated that no diapered children were enrolled during the summer camp. Discussed that the program will have a diapering plan in the event a child with this need is enrolled.

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

Hand washing was not observed during the visit since the summer camp program was not in operation. Hand washing requirements were discussed and information related to COVID-19 precautions was shared with the program by email.

EX-HS-.I Medications (CS)**Not Met****Finding**

EX-HS-.I(1) requires Personnel to obtain specific written authorization from the child's physician or Parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. It was determined based on observation of two (2) past medication authorization forms, both forms lacked complete written authorization as required. One (1) form lacked the time and dates for the medication to be administered when "as needed" was written on the form. In addition, the name of the medication was lacking on the authorization form. One (1) form lacked specific dates for the medication to be given.

POI (Plan of Improvement)

The Program will ensure that all medication forms are completed to their entirety with all required documentation by the parent/guardian prior to the medication being dispensed.

Correction Deadline: 9/2/2021

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

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

Comment

It was discussed that the summer camp program documented monthly fire drills. Fire drill documentation should be kept on file for review.

Comment

Observed the Program's written emergency plan during the administrative review.

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

The program stated that there were no incidents or injuries that required reporting during the summer camp.

Safety

Comment

It was determined that age-appropriate discipline is communicated to staff in orientation prior to employment in the summer camp.

EX-HS-.R Transportation (CS)**Technical Assistance****Technical Assistance**

The program did not have a copy of field trip passenger checklists to submit for the administrative review. Discussed the requirement for using a passenger checklist for all field trips to account for the loading and unloading of each child at each location. The program will maintain a copy of these records so they can be reviewed by the department during the administrative review. A copy of sample passenger checklists and the CAPS Health and Safety Standards related to transportation and field trips was emailed to the program official.

Sleeping & Resting Equipment**EX-HS-.V Safe Sleeping and Resting Requirements (CS)**

N/A

Comment

The summer camp program serves children 5 years and older.

Staff Records**Records Reviewed: 11****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 06/15/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 05/01/2021	
Staff # 3	Met
Date of Hire: 05/24/2021	
Staff # 4	Met
Date of Hire: 05/01/2021	
Staff # 5	Met
Date of Hire: 05/01/2021	
Staff # 6	Met
Date of Hire: 05/12/2021	
Staff # 7	Met
Date of Hire: 05/01/2021	
Staff # 8	Met
Date of Hire: 05/10/2021	
Staff # 9	Met
Date of Hire: 05/01/2021	
Staff # 10	Met
Date of Hire: 05/10/2021	

Staff # 11

Met

Date of Hire: 05/27/2021

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

Not Met

Finding

EX-HS-.D(4)(d) requires a person to obtain a new Comprehensive Background Check Determination if the person leaves employment at the facility where the background check was obtained and joins employment at another facility one year or more after the background check was obtained. It was determined based on an administrative review that 11 of 11 staff did not have a satisfactory comprehensive background check letter associated with this location.

POI (Plan of Improvement)

The Program submitted separation and transfer notices for all 11 summer camp staff. Discussed that the program will need to port all staff that currently work for the organization to all locations, as it was stated that all staff are eligible to work at each location. Staff with background check letters that are over 12 months old and are no longer portable would need to complete the fingerprinting process again, and then have letters ported to each location. The program official will ensure that all future staff complete the fingerprinting process prior to them being present in the facility and port letters to all locations. No staff will ever be permitted to work at a location without a determination letter associated with the location.

Correction Deadline: 9/2/2021

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

Met

Comment

Observed evidence of staff training in CPR and first aid for 100% of staff during the administrative review.

EX-HS-.P Staff Training (NCP)

Met

Comment

Observed health and safety training for all staff members during the administrative review.

Staffing and Supervision

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

Met

Comment

There were no children enrolled on this date since the summer camp program was not in operation. Proper ratios and supervision were discussed with the director.