



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: 7/31/2020

VisitType: EX-Monitoring

Arrival: 10:45AM **Departure:** 12:00PM

**EX-51865 EXMT-16724 EX-1 - Government
Bryan County - Lanier Primary Before and After
School Program**

6024 Highway 280 East, Pembroke GA 31321
Bryan County
(912) 459-5208 mgriffin@bryan.k12.ga.us

Mailing Address

120 Constitution Way, GA 31324

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
7/31/2020	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
112		0	0	Y	
301		0	0	Y	
501		0	0	Y	
503		0	0	Y	
505		0	0	Y	
507		0	0	Y	
media center		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

The administrative review was begun on July 30, 2020 and the virtual visit was completed on July 31, 2020.

This virtual visit was completed virtually via GoTo meeting. The report was discussed and emailed to the program for a signature.

Discussed the following and provided technical assistance regarding the following as per the CDC Guidance for schools and camps.

- 1) Healthy Hygiene practices (hand washing, cleaning and disinfecting, ensuring water fountains and ventilation are functioning properly)
- 2) Discussed promoting social distancing
- 3) Limiting sharing of supplies and materials
- 4) Ensuring staff are trained
- 5) Checking for signs and systems and ensuring procedures are in place.

Website Resources:

<https://dph.georgia.gov/>

<http://dec.state.ga.us/BFTS/Covid19.aspx>

<https://gov.georgia.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

Corrective Action Plan: Developed This Date



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.

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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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Comment

Program has not started yet and equipment and materials are not completely set up.

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

Comment

Program does not provide swimming activities.

Children's Records

EX-HS-.C Met

Comment

EX-HS-.C(1) - Observed complete enrollment for three children.

Correction Deadline: 7/31/2020

Exemptions

EX-HS-X Exemption Requirements (NCP) Met

Comment

Observed compliance with the local zoning authorities.

Facility

EX-HS-.B Met

Comment

EX-HS-.B(5) - Program official stated that the bathrooms will be cleaned frequently throughout the day.

Correction Deadline: 7/31/2020

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

Comment

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

Technical Assistance

Discussed maintenance of resilient surface. Please fluff and redistribute. During the virtual visit, it was noted that grass was growing in the sand surrounding at least one climber. The administrator stated that the maintenance had ordered additional material. Specialist will email playground resources to the program.

Comment

EX-HS-.M(1) - Playground is not enclosed with a fence however this is a public school.

Correction Deadline: 7/31/2020

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)**

N/A

Comment

No diapered children are enrolled.

EX-HS-.H Hygiene (NCP)

Met

Comment

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

EX-HS-.I Medications (CS)

Met

Comment

Discussed proper medication documentation and procedures. Observed form that the program will use for the coming school year.

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

Not Met

Finding

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on a review of both the parent handbook and the instructor handbook for staff that several items were not included in either document. Specifically, items C-G.

POI (Plan of Improvement)

The Program will ensure that the parent and staff manuals contain the required information should the program continue in the CAPS program.

Correction Deadline: 8/5/2020

EX-HS-.T Required Reporting (NCP)

Met

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 in the policy manuals. No children on site.

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 infants are enrolled.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 9

Staff # 1 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 5 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 6 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 7 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 8 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 9

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

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 information submitted by the administrator that no staff had completed a criminal background check through Department prior to beginning work as required by the Health and Safety standards.

POI (Plan of Improvement)

The Program will ensure staff complete the criminal record check through the Department as required if they opt back in to receiving CAPS funding.

Correction Deadline: 7/31/2020

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

Not Met

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 based on the information submitted that there was no evidence that staff had completed CPR and First AID within 90 days of employment.

POI (Plan of Improvement)

The Program will ensure staff complete the FA and CPR within 90 days of employment if they opt back into receiving CAPS.

Correction Deadline: 8/30/2020

EX-HS-.P Staff Training (NCP)

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 the information submitted that no staff have completed the health and safety orientation as required by the health and safety standards.

POI (Plan of Improvement)

The Program will ensure that staff complete the training within 90 days of employment should they opt back in to receiving CAPS funding.

Correction Deadline: 8/30/2020

Staffing and Supervision

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

Met

Comment

There were no children on site on this date as school has not begun. Proper ratios and classroom capacities were discussed with the director on this date.