

**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:** 6/18/2020**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:30AM**EX-51843 EXMT-16700 EX-1 - Government
Bryan County - Community Education Before &
After School Program**120 Constitution Way, Richmond Hill GA 31324
Bryan County
(912) 458-5116 mgriffin@bryan.k12.ga.us**Mailing Address**

Same

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

Staff:Child Ratios

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
#17	Sixes	1	5	Y	
#18	Sixes	1	4	Y	
#19	Fives	2	6	Y	
#20		0	0	Y	
#21		0	0	Y	
#22	Sixes	1	10	Y	
#23	Sixes	1	8	Y	
#24		0	0	Y	
Gym Camp 1	Sixes	4	19	Y	
Gym Camp 2	Sixes	3	18	Y	
P13		0	0	Y	
Room 10	Sixes	1	14	Y	
Room 5	Fives	1	14	Y	science

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 15

#Children Count: 98

Comments:

The administrative review was begun on June 17, 2020 and the virtual visit was completed on June 18, 2020. This virtual visit was completed virtually via Zoom. 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. Resources emailed along with the report. Program utilizing the camp checklist daily.

- 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.gov/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, provider 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 jepordize 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.state.ga.gov

(Summary Report)

Date: 6/18/2020

VisitType: EX-Monitoring

Arrival: 10:00AM **Departure:** 11:30AM

**EX-51843 EXMT-16700 EX-1 - Government
Bryan County - Community Education Before &
After School Program**

120 Constitution Way, Richmond Hill GA 31324
Bryan County
(912) 458-5116 mgriffin@bryan.k12.ga.us

Mailing Address

Same

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Comment

Program stated that they were disinfecting equipment twice a day.

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

Comment

Program does not provide swimming activities.

Facility

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

Comment

Program appears clean and well maintained.

EX-HS-.M Playgrounds (CS) Met

Technical Assistance

Discussed maintenance of resilient surface. The resilient surfacing in the the area of the large yellow slide climber appeared to have large amounts of grass growing throughout the mulch which makes the material not as resilient.

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. Observed soap, paper towels and reminders to staff and children to wash hands. Discussed healthy hygiene practices that the program has put into place.

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

Discussed proper medication documentation and procedures. Observed documentation. Emailed sample form.

Policies and Procedures**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 due to Covid-19.

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 due to Covid-19.

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

No safe sleep policies are necessary.

Staff Records**Records Reviewed: 25****Records with Missing/Incomplete Components: 25**

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
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 11	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 12	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 13	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 14	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 15	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 16	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 17	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	

Staff # 18	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 19	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 20	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 21	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 22	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 23	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 24	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 25	Not Met
<u>"Missing/Incomplete Components"</u>	
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 staff do not complete criminal background checks through the Department prior to beginning employment as required by the standards.

POI (Plan of Improvement)

The Program will ensure that staff complete the criminal background checks immediately or will opt out of CAPS funding.

Correction Deadline: 6/18/2020

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 information submitted from the administrator that there was no evidence that any staff on site had current CPR and FA.

POI (Plan of Improvement)

The Program will ensure that staff who are currently trained and are on site during operation hours. Additionally, within 90 days of employee, all staff will complete training.

Correction Deadline: 7/18/2020

EX-HS-.P Staff Training (NCP)

Met

Comment

EX-HS-.P(3) - No staff employed for more than 90 days so Health and Safety Orientation not yet required. Provided information to the administrator regarding this requirement.

Correction Deadline: 7/18/2020

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.