

**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

(Cover Sheet)**Date:** 11/25/2024**VisitType:** EX-Monitoring**Arrival:** 9:45AM**Departure:** 12:15PM**EX-47691 EXMT-13146 EX-1 - Government
Gwinnett County Board of Commissioners-
Bogan Park**2723 North Bogan Road, Buford GA 30519
Gwinnett County
(678) 277-0927
logan.johnson@GwinnettCounty.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
11/25/2024	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 (Level1 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
Art		0	0	N	
Gym		0	0	N	
Multi Purpose		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

The purpose of today's visit was to conduct a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category.

Corrective Action Plan:Developed This Date

Please refer the website, <http://www.dec.al.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 the GACAPS 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).

**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

(Findings Report)**Date:** 11/25/2024**VisitType:** EX-Monitoring**Arrival:** 9:45AM**Departure:** 12:15PM**EX-47691 EXMT-13146 EX-1 - Government
Gwinnett County Board of Commissioners-
Bogan Park**2723 North Bogan Road, Buford GA 30519
Gwinnett County
(678) 277-0927
logan.johnson@GwinnettCounty.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.us

Joint with:

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

EX-HS-.A(2)(a)-(c) - Individual attention to children in care was observed at the time of the visit.

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)**Met****Comment**

Program does not provide swimming activities during holiday camp.

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

EX-HS-.C(4) - Arrival and departure records were observed to be completed at the time of the visit.

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

Observed annual fire inspection at the time of the visit.

Comment

EX-HS-.X(1) - Required posted notices were observed at the time of the visit.

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(5) - Bathrooms were observed to be clean at the time of the visit.

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

No hazards observed accessible to children on this date.

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Comment

There were no children enrolled in the program on this date that required diapering. Program serves school age children.

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

Comment

Proper hand washing observed throughout the program.

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

Comment

Discussed proper medication documentation and procedures. No medication dispensed at the time of the visit.

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

Observed the Program's written emergency plan on this date.

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

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
-----------------	------------

Comment

No field trips are offered during holiday camp.

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

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

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

Comment

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. The program does not offer transportation during holiday camp.

Sleeping & Resting Equipment

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

Comment

No safe sleep policies are necessary. Program serves school age children.

Staff Records

EX-HS-.K **Met**

Comment

EX-HS-.K(1) - Please ensure a copy of each staff member's application is maintained in their record.

EX-HS-.N **Met**

Comment

EX-HS-.N(1) - Individual in charge of the program was present at the time of the visit.

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

Comment

Criminal record checks were observed to be complete.

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) **Not Met**

Finding

EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on the Specialist's review of staff records that there was no documentation of initial orientation prior to staff assignment.

POI (Plan of Improvement)

The Program will ensure that an initial orientation or re-orientation is conducted and documented in each staff members record.

Correction Deadline: 12/13/2024

Staffing and Supervision

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

Comment

Adequate supervision observed on this date.

Comment

Program observed to maintain appropriate staff: child ratios.