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.decal.ga.gov

(Cover Sheet)

Date: 7/18/2024 **VisitType:** EX-Monitoring **Arrival:** 9:45AM **Departure:** 1:30PM

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

1 Max Lockwood Drive, Statesboro GA 30458
Bulloch County
(912) 489-9053 justin.smith@bullochrec.com

Mailing Address

Same

Regional Consultant

Brianne Walters

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Joint with: Sarah Benton

Compliance Zone Designation		
7/18/2024	EX-Monitoring	Dismissal

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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
Playground	, Fives, Six and older	5	41	Y	
room 1		0	0	N	
room 2		0	0	N	
room 3		0	0	N	

Group Sizes Met? N Total # Non-Care Staff Present: 0 #Staff Count: 5 #Children Count: 41

Comments:
A CAPS monitoring visit was completed this day. Any citations will be followed up to at the next visit.

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 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@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).

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(Findings 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
Equipment and furniture observed to be properly secured, as applicable.

EX-HS-.Q Swimming Pools & Water-related Activities (CS) **Not Met**

Technical Assistance
Discussed obtaining a memo from all swim facilities stating they provide certified lifeguards.

Finding
EX-HS-.Q(2) requires the Program to maintain Staff: child ratios as follows to provide proper supervision of children engaged in swimming and other water-related activities in water over two feet deep: Under 2 1/2 years = 1:2, 2 1/2 to 4 years = 1:5, 4 years and older who cannot swim a distance of 15 yards unassisted = 1:6, 4 years and older who can swim a distance of 15 yards unassisted as determined by a swimming test = 1:15. At least one qualified lifeguard must be present. Copies of certificates from a recognized water-safety class may be accepted in lieu of requiring each child to take a swimming test to determine if the child can swim 15 yards unassisted. It was determined that the program had not conducted swimming tests on children to determine swimming abilities.

POI (Plan of Improvement)
The Program will perform swimming tests on children to determine swimming abilities or obtain swim lesson certificates. In lieu of the swim tests, program will maintain the lower swim ratios and have documentation of proof of these ratios. Any citations will be followed up to at the next visit.

Correction Deadline: 7/18/2024

Children's Records

EX-HS-.C **Not Met**

Finding
EX-HS-.C(2) requires Program Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the Program on a form approved by the Department, and to allow no child to continue enrollment in the Program for more than thirty (30) days without such evidence. It was determined the program did not obtain immunization records for children in care.

POI (Plan of Improvement)
The Program will obtain immunization records and maintain on file for each child. Any citations will be followed up to at the next visit.

Correction Deadline: 7/28/2024

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Technical Assistance**

Technical Assistance
It was discussed that parent's sign an exemption acknowledgement form when completing the online registration for the program. It was discussed that this will be kept in children's files for review during all CAPS monitoring visits.

Comment
The program was observed to be operating within their approved exemption criteria.

Facility

EX-HS-.L Physical Plant (NCP) **Not Met**

Finding
EX-HS-.L(3) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed in the main lobby area of the program: First aid kit, cleaners, sunscreen.

POI (Plan of Improvement)
The Program will ensure that hazards are maintained out of reach of children at all times. Any citations will be followed up to at the next visit.

Correction Deadline: 7/18/2024

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

Technical Assistance
Discussed the following:
-Monitor temperature of metal equipment to prevent burn hazards
-Monitor equipment for chipping paint and rust and repair as needed
-Follow the program's supervision plan to ensure children remain on playground since there is no fence surrounding the area.

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
Proper hand washing observed throughout the program.

EX-HS-.I Medications (CS) **N/A**

Comment
Medication is not dispensed

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 that the handbook lacked a plan for handling and appropriate disposal of bodily fluids and the prevention of and response to food and allergic reactions.

POI (Plan of Improvement)

The Program will revise the handbook and emergency plans. Program will ensure that emergency drills documentation is kept on site for review. Any citations will be followed up to at the next visit.

Correction Deadline: 7/23/2024

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

Comment

There were no incidents or injuries that required reporting.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

EX-HS-.R Transportation (CS) **Not Met**

Technical Assistance

Discussed car seat/booster seat laws and rules in detail with the director. Information was emailed to the director regarding car seat/booster seat laws in Georgia related to each vehicle type.

Finding

EX-HS-.R(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Program.

It was determined based on observation that the program has not been using a transportation checklist to account for the loading and unloading of children at each location for field trips taken during the camp. During the visit, it was observed that children arrived back at the facility from a field trip and a checklist was not used to document as children exited the vehicle.

POI (Plan of Improvement)

The Program will begin using the sample transportation checklist for each field trip taken to account for children. Management will review forms for accuracy. Any citations will be followed up to at the next visit.

Correction Deadline: 7/19/2024

Finding

EX-HS-.R(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Program, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person.

It was determined based on review that the program has not been keeping a transportation checklist for field trips and a first check of the vehicle has not been documented. During the visit, it was observed that children arrived back at the facility from a field trip and a checklist was not used to document a first check of the vehicle.

POI (Plan of Improvement)

The Program will ensure that the sample checklist is used and a first check of the vehicle is documented. Any citations will be followed up to at the next visit.

Correction Deadline: 7/19/2024

Finding

EX-HS-.R(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check.

It was determined based on review that the program has not been keeping a transportation checklist for field trips and a second check of the vehicle has not been documented. During the visit, it was observed that children arrived back at the facility from a field trip and a checklist was not used to document a second check of the vehicle.

POI (Plan of Improvement)

The Program will begin using the transportation checklist immediately and will document a second check of the vehicle. Any citations will be followed up to at the next visit.

Correction Deadline: 7/19/2024

Sleeping & Resting Equipment

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

Comment

No safe sleep policies are necessary.

Staff Records

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 a review of staff records, twelve current staff did not have evidence of a comprehensive satisfactory criminal records check determination associated with this location.

POI (Plan of Improvement)

The Program will obtain background checks for all current staff and will ensure staff have a satisfactory check prior to working with children. Any citations will be followed up to at the next visit.

Correction Deadline: 7/18/2024

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(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of files that two staff hired in 2022 did not have evidence of ongoing training.

POI (Plan of Improvement)
The Program will ensure that staff obtain ten hours of ongoing training each year. Any citations will be followed up to at the next visit.

Correction Deadline: 8/17/2024

Staffing and Supervision

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

Comment
Adequate supervision and ratios observed on this date.