

**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:** 7/13/2022**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:30AM**EX-47717 EXMT-13165 EX-1 - Government
Gwinnett County Board of Commissioners-
Environmental and Heritage Center**2020 Clean Water Drive, Buford GA 30519 Gwinnett
County
(678) 277-0927
Tania.Ballou@GwinnettCounty.com**Mailing Address**

Same

Regional Consultant

Sherri Thompson

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Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/13/2022	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
Downstairs 1	, Six and older	2	20	Y	
Downstairs 2	, Six and older	3	20	Y	
Downstairs 3	, Six and older	3	20	Y	
Upstairs 1	, Six and older	4	20	Y	
Upstairs 2	, Fives, Six and older	2	20	Y	
Upstairs 3	, Fives, Six and older	2	20	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 16

#Children Count: 120

Comments:

An in person CAPS monitoring visit was conducted on July 13, 2022. An administrative review was completed on July 25, 2022. All areas of the building used by children were observed during the visit.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.us/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).

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(Findings Report)**Date:** 7/13/2022**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:30AM**EX-47717 EXMT-13165 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

A variety of equipment and toys were observed throughout the Program. A variety of activities including art, theater, and exploration lab were observed by the consultant at the time of the visit.

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

Swimming requirements were reviewed to include swim test requirements and supervision.

Children's Records**EX-HS-.C****Not Met****Finding**

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the review of a sample of three children's records that the following items were missing from the program's enrollment form: living arrangement and area to indicate parent address if different from the child's primary residence, parent's work address (if applicable), area to indicate the address for emergency contact(s), and name and telephone number of the child's primary source of health care.

POI (Plan of Improvement)

The Program will revise the current enrollment form to include all required information.

Correction Deadline: 7/26/2022**Comment**

EX-HS-.C(2) - Requirement for maintaining immunizations records for enrolled children was discussed.

Finding

EX-HS-.C(4) requires the Program to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based the administrative review of submitted attendance records for camp weeks five and six, time of child sign in and out were not documented and did not include parent signature.

POI (Plan of Improvement)

The Program will ensure child's daily arrival, departure, and parent signature are obtained as required by the standard.

Correction Deadline: 7/26/2022

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

EX-HS-.X(1) - Required exemption postings were observed during the visit.

Facility

EX-HS-.L Physical Plant (NCP)

Not Met

Comment

No hazards observed accessible to children on this date.

Finding

EX-HS-.L(1) requires approval from the Department, local zoning authorities, fire safety agencies and local building authorities for any structural changes to an existing Program or for construction of a new Program. Construction and maintenance work shall take place only in areas that are not accessible to the children. It was determined based on administrative review of required documents that the program did not provide evidence of annual approval/inspection from the fire safety agency responsible for a state or local inspection.

POI (Plan of Improvement)

The Program will schedule a fire inspection for the site.

Correction Deadline: 7/29/2022

EX-HS-.M Playgrounds (CS)

Met

Comment

No playground provided. The camp uses trails and outdoor areas for outside time.

Health and Hygiene

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

N/A

Comment

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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
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Comment

Medication is not dispensed. Medication was not present on the date of the visit. Medication requirements were discussed if and when they are dispensed.

Policies and Procedures

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

Observed evidence of written policies and procedures that describe the Program's operations on this date.

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

The program has complied with required report of serious incidents or injuries.

Safety

EX-HS-.S	Met
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Comment

Completed parental permission for field trips was observed.

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

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

EX-HS-.R Transportation (CS)	Met
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Comment

Program does not provide routine transportation. Transportation is not provided on a routine basis and takes place for the occasional field trip only. The vehicles used for occasional transportation were not on-site at the time of the visit and were not viewed. Required documentation for the transportation of children was reviewed with the provider.

Sleeping & Resting Equipment

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

No safe sleep policies are necessary.

Staff Records

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

Criminal record checks were observed to be complete.

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

Observed evidence of staff training in CPR and first aid on this date for staff that have completed their first 90 days of employment.

Comment
Observed training for all staff members on this date.

Staffing and Supervision

Comment
Adequate supervision observed on this date.