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: 7/12/2022 **VisitType:** EX-Monitoring **Arrival:** 9:30AM **Departure:** 11:00AM

EX-47714 EXMT-13162 EX-1 - Government
Gwinnett County Board of Commissioners-George Pierce Park

55 Buford Highway, Suwanee GA 30024 Gwinnett County
(678) 277-0912 Tania.Ballou@gwinnettcounty.com

Mailing Address

Same

Regional Consultant

Sherri Thompson

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Joint with:

Compliance Zone Designation		
7/12/2022	EX-Monitoring	Prevention

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
Room 1	, Fives, Six and older	3	16	Y	
Room 2	, Six and older	2	20	Y	
Room 3	, Six and older	2	17	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 7 #Children Count: 53

Comments:
An on-site visit was conducted on July 12, 2022. An administartive review was completed on July 25, 2022 and the visit was issued to the provider on this date.

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)

Date: 7/12/2022 **VisitType:** EX-Monitoring **Arrival:** 9:30AM **Departure:** 11:00AM

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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.

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

Comment
Swimming rules discussed. Swimming activities take place off-site.

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 children's records that the following items were missing form the program's enrollment form: living arrangement and area to indicate parent address if different from 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) - 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. This standard is required for CAPS participants.

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 on the consultant's review of attendance documentation that ten children were not signed out with time and/or parent signature for weeks four and five of camp.

POI (Plan of Improvement)
The Program will ensure a staff member reviews attendance logs. Parents will also be reminded to sign out their child(ren) as required.

Correction Deadline: 7/26/2022

Exemptions

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

Comment
Required posted notices were observed.

Facility

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

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 an administrative review of required documents that the program did not have evidence of annual approval/inspection from the fire safety agency responsible for a state or local inspection.

POI (Plan of Improvement)
The Program has contacted the Fire Marshal's office and an inspection was scheduled to take place on July 26, 2022.

Correction Deadline: 7/26/2022

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

Technical Assistance
EX-HS-.M(1) - The playground observed for the younger children was not enclosed in any manner. The playground is not located near a road, body of water, or other hazardous condition. Discussion took place regarding active supervision by staff when children are on the playground. A written supervision plan is needed for the playground due to lack of fence/enclosure. The supervision plan shall be housed on-site and made available for review during visits. Additionally, the supervision plan shall be part of the staff orientation.

Health and Hygiene

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

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) **Met**

Comment
Observed medication stored inaccessible to children. Medication was observed to be stored in a locked location in the Director's office

Policies and Procedures

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

Comment
Observed the Program's written emergency plan was reviewed during the administrative review.

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

Comment
The current visit was initiated due to the center's recent submission of a required report as a result of an incident that occurred at the facility.

Safety

EX-HS-.S **Met**

Comment
Occasion field trips for swimming take place. Permissions for children were observed.

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) **Not Met**

Finding
EX-HS-.R(7)(c) requires the Program to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on an administrative review of required documents that the program was not using a passenger transportation checklists, in a format approved by the Department, to account for each child during transportation

POI (Plan of Improvement)
The Program will use the sample form for transportation from the Department for the transportation of children.

Correction Deadline: 7/26/2022

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 the administrative review of of required transportation documentation that there was no written 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 program stated that field trips have occurred.

POI (Plan of Improvement)
The Program will use the model form from the Department for transportation of children.

Correction Deadline: 7/26/2022

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS) **Met**

Comment
No infants are enrolled.

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 criminal background checks for staff that one staff member did not have a satisfactory criminal background check that was ported to the current program. The staff member was not observed on-site on the date of the visit. The staff member was a regional manger that visits the site on occasion.

POI (Plan of Improvement)
The Program will not allow the staff member on-site until a Satisfactory Criminal Records Check Determination is obtained from the Department.

Correction Deadline: 7/26/2022

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

Comment
Observed evidence of staff training in CPR and first aid on this date for staff employed for more than 90 days.

EX-HS-.P Staff Training (NCP) **Met**

Comment
Observed training for all staff members on this date.

Staffing and Supervision

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

Comment
Program observed to maintain appropriate staff: child ratios.