

**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

(Cover Sheet)**Date:** 10/26/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:30AM**EX-44802 EXMT-8504 EX-1 - Government
Bulloch County Board of Commissioners – Mill
Creek Afterschool**239 Beasley Road, Statesboro GA 30461 Bulloch
County
(912) 764-5637 jdeal@bullochrec.com**Mailing Address**

PO Box 408, GA 30459

Regional Consultant

Brianne Walters

Phone: (912) 544-9775

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brianne.walters@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
10/26/2021	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 (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
Cafeteria		0	0	N	
Gym		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

Comments:

A virtual visit and administrative review was conducted on October 26, 2021. The purpose of the visit was to complete a CAPS monitoring visit.

Corrective Action Plan: Developed This Date

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

Director/Person-in-charge Signature_____

Printed Name_____ Date_____

Specialist Signature_____ Date_____

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(Summary Report)**Date:** 10/26/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM**Departure:** 11:30AM**EX-44802 EXMT-8504 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**

Equipment and furniture observed to be properly secured. During the virtual visit it was observed that the program had a storage unit inside and outside where equipment and supplies were kept.

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

Program does not have a pool on site and does not provide swimming activities.

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

Observed compliance with fire safety agencies and local building authorities on this date.

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

No hazards observed accessible during the virtual visit.

Comment

Observed approval from the Department, fire safety agencies and local building authorities on this date.

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

The playground was observed clean and in good repair. The program uses a large open space and a section with playground equipment for play. During the virtual visit, the equipment appeared in good condition and adequate fall zones with mulch and sand were observed. The entire school property is surrounded with a fence. Staff will provide a watchful oversight of children to ensure they remain in the designated play areas.

Health and Hygiene**EX-HS-.U Diapering Areas & Practices (CS)****Met****Comment**

There were currently no diapered children are enrolled.

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

Comment

Hand washing was not observed during the virtual visit but proper hand washing rules were discussed.

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

Comment

The director stated that medication has not been dispensed.

Policies and Procedures

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

Comment

Observed evidence of written policies and procedures and emergency plans that describe the Program's operations.

Comment

The program provides parents a copy of the written policies and procedures.

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

Comment

The director stated that there were no incidents or injuries that required reporting.

Safety

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

Comment

There were no children present during the virtual visit on this date. The program's discipline policy was reviewed and regulations regarding proper discipline were discussed.

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

Comment

Program does not provide routine transportation or field trips at this time.

Sleeping & Resting Equipment

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

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 3

Staff # 1

Not Met

Date of Hire: 08/17/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 2

Met

Date of Hire: 06/01/2021

Staff # 3

Met

Date of Hire: 11/19/2020

Staff # 4 Met
Date of Hire: 07/24/2017

Staff # 5 Not Met
Date of Hire: 07/27/2021

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 6 Met
Date of Hire: 08/31/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Not Met
Date of Hire: 10/12/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 8 Met
Date of Hire: 02/02/2021

Staff # 9 Met
Date of Hire: 08/15/2019

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 an administrative review, two (2) of nine (9) staff members did not have evidence of a satisfactory criminal records check determination letter from the department.

POI (Plan of Improvement)

The Program will ensure that the two staff members and any future staff members complete the fingerprint process prior to being present in the program. Program response: the local Gemalto fingerprinting office has been closed for several weeks and will not reopen until November 1, 2021. A Gemalto fingerprinting office in a neighboring county has a backlog through mid-November. Program stated that they do state background checks for all new staff prior to them being present in the program with children.

Correction Deadline: 10/25/2021

Finding

EX-HS-.D(4)(d) requires a person to obtain a new Comprehensive Background Check Determination if the person leaves employment at the facility where the background check was obtained and joins employment at another facility one year or more after the background check was obtained. It was determined based on an administrative review that 1 of 9 staff did not have a satisfactory comprehensive background check letter associated with this location.

POI (Plan of Improvement)

The Program will either port the staff background check letter or Staff with background check letters that are over 12 months old and are no longer portable would need to complete the fingerprinting process again, and then have letters ported to each location. The program official will ensure that all future staff complete the fingerprinting process prior to them being present in the facility and port letters to all locations. No staff will be permitted to work at a location without a determination letter associated with the location.

Correction Deadline: 10/25/2021

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)**Met****Comment**

Observed training for all required staff members on this date.

Staffing and Supervision

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

There were no children present in the program during the virtual visit on this date. Proper ratios and supervision were discussed on this date.