

**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:** 5/15/2024**VisitType:** EX-Monitoring**Arrival:** 3:15PM**Departure:** 4:00PM**EX-44794 EXMT-8486 EX-1 - Government  
Bulloch County Board of Commissioners - Sallie  
Zetterower Afterschool**1200 Cawana Road, Statesboro GA 30461 Bulloch  
County  
(912) 489-9053 mjudy@bullochrec.com**Mailing Address**

Same

**Regional Consultant**

Brianne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brianne.walters@dec.state.ga.us

Joint with:

| <b>Compliance Zone Designation</b> |               |            | <b>Prevention Action Category</b> | <b>Intermediate Action Category</b> | <b>Dismissal Action Category</b> |
|------------------------------------|---------------|------------|-----------------------------------|-------------------------------------|----------------------------------|
| 5/15/2024                          | EX-Monitoring | Prevention | <b>Prevention Level 1 (P1)</b>    | <b>Intermediate Level 1 (I1)</b>    | <b>Dismissal (D)</b>             |
|                                    |               |            | Technical Assistance              | Corrective Action Plan              | Dismissal                        |
|                                    |               |            |                                   | Office Conference                   | Disqualification                 |
|                                    |               |            | <b>Prevention Level 2 (P2)</b>    | <b>Intermediate Level 2 (I2)</b>    |                                  |
|                                    |               |            | Citation                          | Fine (Level 1 or 2)                 |                                  |
|                                    |               |            | Plan of Improvement               |                                     |                                  |
|                                    |               |            | <b>Prevention Level 3 (P3)</b>    | <b>Intermediate Level 3 (I3)</b>    |                                  |

**Staff: Child Ratios**

| <b>Room Description</b> | <b>Age Groups</b>      | <b>Staff Count</b> | <b>Children Count</b> | <b>State Ratio Met</b> | <b>Notes</b> |
|-------------------------|------------------------|--------------------|-----------------------|------------------------|--------------|
| Cafeteria               | , Fives, Six and older | 7                  | 65                    | Y                      |              |
| Classroom               |                        | 0                  | 0                     | Y                      |              |
| Computer lab            |                        | 0                  | 0                     | Y                      |              |
| Gym                     |                        | 0                  | 0                     | Y                      |              |

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 7

#Children Count: 65

**Comments:**

A CAPS monitoring visit was completed this date. Any violations will be followed up on the next 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 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](mailto: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:** 5/15/2024**VisitType:** EX-Monitoring**Arrival:** 3:15PM**Departure:** 4:00PM**EX-44794 EXMT-8486 EX-1 - Government  
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Joint with:

**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)****N/A****Comment**

Program does not provide swimming activities.

**Exemptions****EX-HS-.X Exemption Requirements (NCP)****Not Met****Comment**

Program was operating within the approved exemption criteria.

**Finding**

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined that the program did not have a copy of the last fire marshal report.

**POI (Plan of Improvement)**

The Program will obtain a copy of the fire report.

**Correction Deadline: 5/15/2024****Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Program appears clean and well maintained. No hazards observed.

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

Playground observed to be clean and in good repair. Staff maintain appropriate supervision to ensure children remain in the designated area.

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

No diapered children are enrolled.

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|                               |            |
|-------------------------------|------------|
| <b>EX-HS-.H Hygiene (NCP)</b> | <b>Met</b> |
|-------------------------------|------------|

**Comment**

Proper hand washing standards were discussed.

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| <b>EX-HS-.I Medications (CS)</b> | <b>Met</b> |
|----------------------------------|------------|

**Comment**

Medication is not dispensed

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|--------------------------------|
| <b>Policies and Procedures</b> |
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|-------------------------------------------------------------|------------|
| <b>EX-HS-.J Operational Policies &amp; Procedures (NCP)</b> | <b>Met</b> |
|-------------------------------------------------------------|------------|

**Comment**

Program provides parents copy of the written policies and procedures.

**Comment**

The program will ensure they keep documentation of of monthly fire drills on file for review.

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|------------------------------------------|------------|
| <b>EX-HS-.T Required Reporting (NCP)</b> | <b>Met</b> |
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**Comment**

There were no incidents or injuries that required reporting.

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|---------------|
| <b>Safety</b> |
|---------------|

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| <b>EX-HS-.E Discipline (CS)</b> | <b>Met</b> |
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**Comment**

Age-appropriate discussion and/or redirection observed.

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| <b>EX-HS-.R Transportation (CS)</b> | <b>Met</b> |
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**Comment**

Discussed the required documentation of transportation. Program utilizes documents for field trips but forms are kept at the main office. Discussed that copies of the completed forms will be kept on file at the school for viewing during monitoring visits.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

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

**Comment**

No safe sleep policies are necessary.

|                      |
|----------------------|
| <b>Staff Records</b> |
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|                                                                           |            |
|---------------------------------------------------------------------------|------------|
| <b>EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)</b> | <b>Met</b> |
|---------------------------------------------------------------------------|------------|

**Comment**

Criminal record checks were observed to be complete and on file for all nine staff.

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|-------------------------------------------|------------|
| <b>EX-HS-.W First Aid &amp; CPR (NCP)</b> | <b>Met</b> |
|-------------------------------------------|------------|

**Comment**

Observed evidence of staff training in CPR and first aid on this date.

**Comment**  
Observed training for all staff members on this date.

Staffing and Supervision

**Comment**  
Adequate supervision and ratios observed on this date.