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: 2/13/2025 **VisitType:** EX-Monitoring **Arrival:** 2:30PM **Departure:** 3:45PM

EX-42448 EXMT-8507 EX-1 - Government
Bulloch County Board of Commissioners - Portal Afterschool

328 Grady Street South, Portal GA 30450 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@decal.ga.gov

Joint with:

Compliance Zone Designation		
2/13/2025	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
164/computer room	, Fives, Six and older	5	22	Y	
Cafeteria		0	0	N	
Gym		0	0	N	

Group Sizes Met? N Total # Non-Care Staff Present: 0 #Staff Count: 5 #Children Count: 22

Comments:
A CAPS monitoring visit was completed 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: 2/13/2025 **VisitType:** EX-Monitoring **Arrival:** 2:30PM **Departure:** 3:45PM

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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) **Met**

Comment
Program was observed operating within their approved exemption criteria.

Facility

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

Comment
No hazards observed.

EX-HS-.M Playgrounds (CS) **Not Evaluated**

Comment
The outside play space was not observed on this date due to inclement weather.

Health and Hygiene

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

Comment
No diapered children are enrolled

EX-HS-.H Hygiene (NCP) **Not Met**

Finding
EX-HS-.H(1) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids, and after contamination by any other means. It was determined based on observation that not all children washed their hands with soap and running water when they moved from the gym to the computer room.

POI (Plan of Improvement)
The program will train staff on required handwashing for children, and staff will ensure children's hands are washed when required. The director will monitor for compliance. All citations will be followed up to at the next visit.

Correction Deadline: 2/13/2025

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 based on staff statement that a fire drill has been conducted, but there was no documentation kept of the drill.

POI (Plan of Improvement)
The Program will ensure that fire drills are conducted monthly and other emergency drills are conducted every six months. The drills will be documented and maintained on file for review. All citations will be followed up to at the next visit.

Correction Deadline: 2/18/2025

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

Comment
There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Met**

Comment
No field trips had been conducted at the program. The program does plan to participate in field trips and had the appropriate forms. The forms were discussed with the director during the visit.

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

Comment
Age-appropriate discussion and/or redirection observed.

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

Comment
Program does not provide routine transportation.

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) **Met**

Comment
Criminal record checks were observed on file for five of five current staff.

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(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016, and staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment.
It was determined that two staff that had been employed at the program for longer than two months did not have evidence of required health and safety training.

POI (Plan of Improvement)
The program will develop and implement a plan to schedule and track this training for all employees based on their hire dates. All citations will be followed up to at the next visit.

Correction Deadline: 3/15/2025

Staffing and Supervision

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

Comment
Program observed to maintain appropriate supervision and staff: child ratios.