

**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:** 12/12/2023**VisitType:** EX-Monitoring**Arrival:** 9:50AM**Departure:** 12:10PM**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

Phone: (770) 357-7038

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sherri.thompson@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/12/2023	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
Downstairs 1		0	0	N	
Downstairs 2		0	0	N	
Downstairs 3		0	0	N	
Upstairs 1		0	0	N	
Upstairs 2		0	0	N	
Upstairs 3		0	0	Y	No children in care

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

Today's visit was CAPS monitoring visit. The program was found to be in compliance with their approved exemption category.

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:** 12/12/2023**VisitType:** EX-Monitoring**Arrival:** 9:50AM**Departure:** 12:10PM**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-.A****Met****Comment**

EX-HS-.A(2)(a)-(c) - Individual attention to children was not observed and discussed with the program's Director at the time of the visit.

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)**Met****Comment**

Swimming rules discussed.

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 Specialist's review of a sample of three children's records that the program failed to ensure emergency contact information was complete for all three records.

POI (Plan of Improvement)

The Program will ensure emergency information is complete for upcoming summer camp enrollment.

Correction Deadline: 12/13/2023**Exemptions****EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(1) - Exemption approval was observed to be posted at entrance to the program.

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(5) - Bathrooms were observed to be clean and well stocked with required supplies.

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

No hazards observed accessible to children on this date.

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

No playground provided. The program utilizes trails and additional outdoor spaces for outside time.

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

No diapered children are enrolled. Program enrollment age starts at age five.

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****Comment**

Discussed proper medication documentation and procedures.

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

Observed the Program's written emergency plan on this date.

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

Discussed require reporting rules.

Safety**EX-HS-.S****Met****Comment**

EX-HS-.S(3) - Discussed requirement for staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Program uses in the area where the Program is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Program as well as taken on the trip in the possession of the adult in charge of the trip.

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

There were no children enrolled on this date. The program's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Sleeping & Resting Equipment

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

No infants are enrolled. Program enrollment begins at age five.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - Personnel records were observed to be complete with required information.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The program's Director was present at the time of the visit.

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.

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

Observed training for all staff members on this date.

Staffing and Supervision

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.