

**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:** 12/1/2021**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 12:00PM**EX-44797 EXMT-8492 EX-1 - Government
Bulloch County Board of Commissioners -
Brooklet Afterschool**600 West Lane Street, Brooklet GA 30415 Bulloch
County
(912) 489-9058 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
12/1/2021	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	Y	
Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

A virtual visit and administrative review was conducted on December 1, 2021. The purpose of the visit was to complete a CAPS monitoring visit.

An afternoon meal is provided to children through Second Harvest. A typical meal consists of a sandwich, vegetable/fruit and drink.

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:** 12/1/2021**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 12:00PM**EX-44797 EXMT-8492 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)****N/A****Comment**

During the virtual visit, equipment and furniture appeared to be secured. Materials and equipment are stored in a classroom and the program has an outdoor storage unit for outside equipment.

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

Program does not provide swimming activities.

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

Observed compliance with local fire safety agencies and local building authorities during the administrative review.

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

During the virtual visit, the program appeared clean and well maintained. The director stated staff prepare for children's arrival by ensuring no hazards are present. Staff will maintain proper supervision of the hand sanitizer stations in the school.

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

During the virtual visit, the playground was observed to be clean and in good repair. The program has access to an area with picnic tables, large open space and sections with playground equipment for play. The equipment appeared in good condition and adequate fall zones with mulch and sand was observed. Discussed ensuring that staff spot check that six inches of sand and mulch is present in fall zones and redistribute as needed. The entire school property is surround with fencing. Staff will provide a watchful oversight of children when outside to ensure they remain in the designated play areas and all children can be supervised by staff.

Health and Hygiene

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

The program director stated that there are no diapered children enrolled.

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

There were no children present during the virtual visit. Proper hand washing of children and staff was discussed.

EX-HS-.I Medications (CS)**Not Evaluated****Comment**

The program director stated that medication has not been dispensed.

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

A copy of the written policies and procedures and emergency plans were reviewed as part of the administrative review.

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

The program director stated there have been no incidents or injuries that required reporting.

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

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

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

The director stated that the 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**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 09/14/2021

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

Staff # 2

Met

Date of Hire: 03/23/2021

Staff # 3

Met

Date of Hire: 10/06/2020

Staff # 4 Met

Date of Hire: 08/29/2019

Staff # 5 Met

Date of Hire: 09/07/2021

Staff # 6 Met

Date of Hire: 09/14/2021

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

Staff # 7 Met

Date of Hire: 01/04/2021

Staff # 8 Met

Date of Hire: 08/24/2021

Staff # 9 Met

Date of Hire: 12/18/2018

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)

Met

Comment

Based on an administrative review, all current staff had evidence of a comprehensive satisfactory background check letter on file.

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

Met

Comment

Observed evidence of staff training in CPR and first aid during the administrative review.

EX-HS-.P Staff Training (NCP)

Met

Comment

Proof of required health and safety orientation training for all applicable staff members was observed during the administrative review.

Staffing and Supervision

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

Met

Comment

No children were present during the virtual visit. Staff: child ratio requirements and supervision was discussed.