

**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.al.ga.gov

(Cover Sheet)**Date:** 7/19/2022**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 11:45AM**EX-44799 EXMT-8495 EX-1 - Government
Bulloch County Board of Commissioners -
Brooklet 4th & 5th Afterschool**416 North Cromley Road, Brooklet GA 30415
Bulloch County
(912) 489-9053 mjudy@bullochrec.com**Mailing Address**

Same

Regional Consultant

Brianne Walters

Phone: (912) 544-9775

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brianne.walters@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/19/2022	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
1		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On July 19, 2022, an in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit. On August 4, 2022, an administrative review was completed to review required documents.

Corrective Action Plan: No Plan Developed

Please refer the website, <http://www.dec.al.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@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:** 7/19/2022**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 11:45AM**EX-44799 EXMT-8495 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, as applicable.

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

Director stated enough staff are present to safely supervise during swimming field trips. Documentation received to show adequate lifeguards and swimming rules met.

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

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities. The program was observed to be operating within the guidelines they were initially approved.

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

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)**Technical Assistance****Technical Assistance**

The playground was not completely fenced in. A fence will be added to enclose the playground or a supervision plan will be used by the program to detail how staff will ensure that children are properly supervised on the playground and do not leave the area. The plan will be kept on record by the program and shared with all summer camp staff during orientation.

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

No diapered children are enrolled.

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) **N/A**

Comment

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S **Technical Assistance**

Technical Assistance

Field trip documentation forms were discussed with the director. For previous field trips, staff used the electronic sign in/out sheets to keep a head count of children on the field trip. The participant checklist was discussed and a copy of a blank form and sample form were shared by email. It was discussed that documentation should include clear marks for the accounting of children as they are loaded and unloaded from the bus at each location (example: clear mark when the child is loads the bus at camp, mark when child leaves the vehicle at the field trip location, mark when child loads the van to leave field trip location, and mark when the child leaves the vehicle back at the camp building). Also discussed completing the 2 staff signatures indicating a physical check of the vehicle at each location to ensure no child left behind.

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

Comment

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

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

Comment

Vehicle inspection dated 2/2/22 was reviewed as part of the administrative review. A school bus is used to provide transportation for field trips for the summer camp.

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
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Comment

During the administrative review, it was observed that 11 of 11 staff had evidence of a comprehensive satisfactory background check determination letter from the department.

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

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

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

Observed training for all staff members as required during the administrative review.

Staffing and Supervision

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

There were no children present during the visit. Staff:child ratios and supervision was discussed.