

**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:** 9/28/2023**VisitType:** EX-Monitoring**Arrival:** 2:40PM**Departure:** 3:30PM**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

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brianne.walters@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
9/28/2023	EX-Monitoring	Prevention	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
1	, Six and older	6	54	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 6

#Children Count: 54

Comments:

An on-site CAPS Monitoring Visit was completed this date.

Corrective Action Plan:Developed This Date

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:** 9/28/2023**VisitType:** EX-Monitoring**Arrival:** 2:40PM**Departure:** 3:30PM**EX-44799 EXMT-8495 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**

The after school program does not provide swimming activities.

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

The program was observed operating within the approved exemption criteria.

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

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

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.

Comment

Medication is not dispensed

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP)

Met

Comment

The program provides parents a copy of the Program's written policies and procedures.

EX-HS-.T Required Reporting (NCP)

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.E Discipline (CS)

Met

Comment

Age-appropriate discussion and/or redirection observed.

EX-HS-.R Transportation (CS)

Not Met

Finding

EX-HS-.R(6) requires written Parental authorization for routine transportation provided by or on behalf of the Program. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined that program did not have written parental authorization for routine transportation from school to the facility available for review.

POI (Plan of Improvement)

The Program will have parents of children that are transported by the facility complete the authorization forms immediately and keep the forms on file.

Correction Deadline: 9/29/2023

Finding

EX-HS-.R(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Program uses in the area where the Program is located and the telephone numbers where the Parent(s) can be reached. It was determined that the program did not have evidence of completed emergency medical forms on file for each child transported by the program from school to the facility.

POI (Plan of Improvement)

The Program will ensure that the forms are completed immediately and kept on site and on the vehicle for each child transported.

Correction Deadline: 9/29/2023

Finding

EX-HS-.R(7)(c) requires the Program to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined that the program has not been using a passenger checklist to account for children being picked up from school and transported to the facility each afternoon.

POI (Plan of Improvement)

The Program will begin using a checklist immediately to account for the loading and unloading of each child that is transported by the program from school to the facility. The program will ensure that there is documentation each trip for each child on the checklist.

Correction Deadline: 9/29/2023

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)

Not Met

Finding

EX-HS-.D(4)(d) requires a person to obtain a new Comprehensive Background Check Determination if the person leaves employment at the facility where the background check was obtained and joins employment at another facility one year or more after the background check was obtained. It was determined based on review, one of seven staff did not have a satisfactory comprehensive background check letter associated with this location when the staff member's letter had not been ported prior to working at the facility.

POI (Plan of Improvement)

The Program will ensure that staff background check letters are ported to all locations since staff are eligible to work at all organization locations. *The staff in question has since obtained a new satisfactory letter associated with this location.

Correction Deadline: 10/3/2023

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)

Met

Comment

Observed training for all staff members on this date.

Staffing and Supervision

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

Met

Comment

Adequate supervision and ratios observed on this date.