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: 9/22/2026 **VisitType:** EX-CAPS-Monitoring **Arrival:** 2:15PM **Departure:** 4:25PM

EX-54634 EXMT-18717 EX-1 - Government
Gwinnett County Board of Commissioners-Britt Elementary Afterschool Program

2503 Skyland Dr SW, Snellville GA 30078 Gwinnett County

Mailing Address

Exemption Unit Consultant

Sherri Thompson

Phone: (470) 303-7112
Fax: +1 (678) 681-9496
sherri.thompson@decal.ga.gov

Joint with:

Compliance Zone Designation		
9/22/2026	EX-CAPS-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
Britt Cafeteria	, Fives, Six and older	3	23	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 3 #Children Count: 23

Comments:
The program was in compliance with their designated exemption category on the date of the visit.

Please refer to the Exemption page of the website, https://www.decal.ga.gov/CCS/Exemptions.aspx for information regarding 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

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You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

1) Log into DECAL KOALA www.decalkoala.com with the user id for your program

2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute

3) Select the specific standard number(s) that you are refuting, add the reason for disagreement regarding the standard citation, and upload supporting documentation.

4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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(Summary Report)

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Joint with:

The following information is associated with a EX-CAPS-Monitoring:

Activities and Equipment

EX-HS-.A Activities

EX-HS-.A(1) - Activities & Teaching Methods Not Planned/Varied/Appropriate **Met**

A daily planned program of varied and developmentally appropriate activities observed with various teaching methods to accommodate different learning styles.

EX-HS-.A(2)(a-c) - Individual attention/inadequate response to child's needs **Met**

Individual attention and response to the children's needs were observed on this date.

EX-HS-.A(3) - Activities that are not detrimental **Met**

Activities observed to be appropriate and safe.

EX-HS-.F Equipment & Toys

EX-HS-.F(1)(a-b) - Equipment/Furniture/ Materials Not Safe/ Appropriate **Met**

The equipment, materials and furniture observed to be used appropriately.

EX-HS-.F(2)(a-b) - Indoor Equipment/Furniture-hazardous/not clean **Met**

The indoor equipment observed clean and free of hazards and used by the age-appropriate group on this date.

EX-HS-.F(2)(c) - Indoor Equipment Placement-Unsafe/Restrict Movement **Met**

Furniture and equipment observed to be placed to minimize risk of incident or injury on this date.

EX-HS-.F(2)(d) - Unsecured Indoor Equipment/Furniture **Met**

Equipment and furniture observed to be secure on this date.

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

EX-HS-.Q(1) - Swimming/Wading Pool Accessible To Children (CS) **Met**

Program does not participate in swimming activities.

EX-HS-.Q(2)(a-b) - Inadequate Staff: Child Ratio-Water>2 Ft/No Swim test/ No Lifeguard (CS) **Met**

Program does not participate in swimming activities.

EX-HS-.Q(3) - Inadequate Staff: Child Ratio-Water< 2Ft (CS) **Met**

Program does not participate in swimming activities.

EX-HS-.Q(4)(a-d) - No Additional Adult As Required **Met**

Program does not participate in swimming activities.

EX-HS-.Q(5) - No Local Pool Approvals **Met**

Program does not participate in swimming activities.

EX-HS-.Q(6) - No Parental Permission for Swimming **Met**

Program does not participate in swimming activities.

Children's Records

EX-HS-.C Children's Records

EX-HS-.C(1)(a-f) - Enrollment Form Incomplete **Met**

Observed complete children's files as required on this date.

EX-HS-.C(2) - Immunization Record-Incomplete **Not Met**

EX-HS-.C(2) requires the program to maintain a file for each child that includes evidence of age-appropriate immunizations on a form approved by the Department, and to allow no child to continue enrollment in the program for more than thirty (30) days without such evidence. It was determined based on a review of three children's records that all three records were missing evidence of age-appropriate immunizations or affidavit.

POI (Plan of Improvement)
The Program will have and use a plan to track immunization forms for all enrolled children and ensure the form or affidavit is obtained from the parent or guardian within 30 days of enrollment. Parents will be informed that their child cannot remain enrolled in the program without this documentation.

Correction Deadline: 9/29/2026

Exemptions

EX-HS-.W Exemption Requirements

EX-HS-.W(1) - Exemption Notice Not Posted **Met**

Observed exemption approval letter and notice to be posted in a prominent place at the program as required.

EX-HS-.W(2) - No Parent Agreement **Met**

Observed signed parent agreements notifying of program's exempt status.

EX-HS-.W(3) - Operating outside conditions **Met**

Program observed to be operating as approved.

EX-HS-.W(4) - Required Information Not Provided **Met**

Program has provided all required information.

Facility

EX-HS-.B Bathrooms

EX-HS-.B(1) - Inadequate Number of Toilets/Sinks **Met**

Adequate number of flush Flush toilets and hand washing sinks with running water observed.

EX-HS-.B(2) - No Bathroom On Floor/Child Care Area **Met**

Bathrooms located on each floor in or adjacent to child care areas and rooms.

EX-HS-.B(3) - School Age Program-Inadequate # Facilities **Met**

Bathrooms for school age children observed adequate.

EX-HS-.B(4) - Bathroom Supplies Missing/Cloth Towels Reused Between Laundering **Met**

Observed access to bathroom supplies.

EX-HS-.B(5) - Bathrooms Not Cleaned Daily **Met**

Please ensure bathrooms are cleaned and disinfected daily or more often as needed.

EX-HS-.L Physical Plant(CS)

EX-HS-.L(1) - No Approval for Construction/Work Accessible **Met**

No construction or maintenance observed at the program.

EX-HS-.L(2) - Fire Safety No Certificate Of Occupancy **Not Met**

EX-HS-.L(2) requires the Program to be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care. It was determined based on the review of the most recent fire inspection that the report was dated October 17, 2024 and was more than a year old.

POI (Plan of Improvement)
The Program will obtain appropriate approvals, and ensure compliance with applicable laws and regulations by the state fire marshal, proper local fire marshal or state inspector, including a certificate of occupancy, are maintained and met.

Correction Deadline: 9/22/2026

EX-HS-.M Playgrounds(CS)

EX-HS-.M(1) - Not Adequately Fenced/Enclosed/ Hazardous/Gate Not Closed (CS) **Met**

The program does not use a playground.

EX-HS-.M(2) - Equipment -Lacks Variety/Age Appropriate/Obstructs Supervision/Hazardous (CS) **Met**

The program does not use a playground.

EX-HS-.M(3) - Inadequate Fall zones and surfacing (CS) **Met**

The program does not use a playground.

EX-HS-.M(4) - Unclean/Litter/Hazards On Play Area (CS) **Met**

The program does not use a playground.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices(CS)

EX-HS-.U(1) - No Hand Washing Sink Adjacent/Flush Sink Used (CS) **Met**

No diapering children enrolled at the program.

EX-HS-.U(2) - Changing Surface Porous/No Guard or Rails/Not Smooth/Not Cleaned (CS) **Met**

No diapering children enrolled at the program.

EX-HS-.U(3) - Child Unattended on Diapering Area **Met**

No diapered children are enrolled at the program.

EX-HS-.U(4) - Diapering/Food Service In Same Area (CS) **Met**

No diapering children enrolled at the program.

EX-HS-.U(5) - Hazards Within Reach (CS) **Met**

No diapering children enrolled at the program.

EX-HS-.U(6) - Soiled Diapers Accessible **Met**

No diapering children enrolled at the program.

EX-HS-.H Hygiene

EX-HS-.H(1) - Children-No Handwashing **Met**

Discussed proper handwashing procedures with staff on this date.

EX-HS-.H(2) - Staff-No Handwashing **Met**

Discussed proper handwashing procedures with staff on this date.

EX-HS-.I Medications(CS)

EX-HS-.I(1) - No/Incomplete Parental Authorization; Incorrectly Dispensed (CS) **Not Met**

EX-HS-.I(1) requires Personnel to obtain specific written authorization from the child's physician, and/or Parent, in order to dispense prescription or non-prescription medications, except for first aid or as authorized under Georgia law. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of Parent. It was determined based on the review of authorization for two medications for one child that the authorization form did not include the prescription number, dates to be given or PRN indication, and the time to be dispensed (if any). The medication was observed present and had not been dispensed.

POI (Plan of Improvement)
The Program will alter the medication authorization form to contain all required elements.

Correction Deadline: 9/29/2026

EX-HS-.I(2) - Incomplete Dispensing Record (CS) **Met**

Discussed medication documentation procedures with staff on this date.

EX-HS-.I(3) - Medication Accessible To Children/Not Refrigerated (CS) **Met**

Observed proper storage of medication.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures

EX-HS-.J(1)(a-m) - Incomplete Policies and Procedures **Met**

Discussed emergency preparedness plans with program on this date.

EX-HS-.J(2) - Not Conducting Emergency Drills **Met**

Observed written evidence of drills conducted within the program on this date.

EX-HS-.J(3) - P & P Not Provided To Parents **Met**

The program has written policies and provides a copy to parents as required.

EX-HS-.T Required Reporting

EX-HS-.T(1) - Child Abuse Not Reported **Met**

Discussed required reporting standards with program on this date.

EX-HS-.T(2) - Communicable Disease Not Reported **Met**

Discussed required reporting standards with program on this date.

EX-HS-.T(3) - Serious Incident Not Reported To Department **Met**

There were no incidents or injuries that required reporting.

EX-HS-.T(3)(a) - Records Not Available **Met**

No records required for reporting purposes.

EX-HS-.T(4) - Criminal Record Not Reported **Met**

There were no changes in criminal record information that were required to be reported.

Safety

EX-HS-.E Discipline(CS)

EX-HS-.E(1) - Discipline Detrimental (CS)	Met

Discussed discipline requirements on this date.

EX-HS-.E(2)(a-m) - Inappropriate Disciplinary Actions (CS)	Met

Observed appropriate discipline on this date.

EX-HS-.S Field Trips

EX-HS-.S(1) - No/Incomplete Parental Permission	Met

Program does not conduct field trips.

EX-HS-.S(2) - Participant List Not Complete/Taken	Met

Program does not conduct field trips.

EX-HS-.S(3) - Emergency Med Info Forms Missing Info /Not At Program/Not On Trip	Met

Program does not conduct field trips.

EX-HS-.R Transportation(CS)

EX-HS-.R(1)(a) - No Annual Vehicle Safety Check	Met

Program does not provide transportation.

EX-HS-.R(1)(b) - Vehicle Interior Not Clean	Met

Program does not provide transportation.

EX-HS-.R(1)(c) - Child Passenger Restraints (CS)	Met

Program does not provide transportation.

EX-HS-.R(1)(d) - Vehicle Exceeds Seating Capacity	Met

Program does not provide transportation.

EX-HS-.R(1)(e) - Vehicle Seats Not Secured	Met

Program does not provide transportation.

EX-HS-.R(1)(f) - No Fire Extinguisher on Vehicle	Met

Program does not provide transportation.

EX-HS-.R(2) - Driver not 18 or no valid license **Met**

Program does not provide transportation.

EX-HS-.R(3) - Additional Staff Requirements (CS) **Met**

Program does not provide transportation.

EX-HS-.R(4)(a) - Staffing Requirements - more than 36 children <5 years not met **Met**

Program does not provide transportation.

EX-HS-.R(4)(b) - Staffing Requirements - more than 36 children >5 years not met (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(a) - No Program and Passenger Information (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(b) - No Emergency Medical Information (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c) - Passenger Transportation Checklist not Department approved or None (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)1. - Transportation Checklist Names Not Included (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)2. - Load/Unload Not Accounted For (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)3.(i-ii) - No Departure/Arrival Time (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)4.(i-ii) - Did Not Give Completed Transportation Checklist to Director or Director's Designee (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)5. - Transportation Checklist Not Maintained 3 Years **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)6. - Not Checking the Vehicle as Required (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)7.(i-iii) - No Responsible Person checked vehicle - 1st Check (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)7.(iv) - No Responsible Person checked vehicle - 2nd Check (CS) **Met**

Program does not provide transportation.

EX-HS-.R(6)(c)7.(v) - No Documentation of Check When Second Person Not Available (CS) **Met**

Program does not provide transportation.

EX-HS-.R(7) - Child Unattended on Vehicle (CS) **Met**

Program does not provide transportation.

EX-HS-.R(9) - No Emergency Transportation Available **Met**

Discussion took place regarding the recently added standard as follows EX-HS-.R(9) requires a program to have available at all times both a licensed driver and a vehicle that meets the safety requirements contained in these standards or must have a plan approved by the Department for alternative emergency transportation.

Sleeping & Resting Equipment

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

EX-HS-.V(1) - Crib does not meet safety standards (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(2) - Crib mattress not firm/2" (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(3) - Crib Sheet not tight-fitting/changed (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(4) - Crib Construction not safe (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(5) - Infant not placed on back to sleep / Swaddling used (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(6) - Objects in/on Cribs (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(7) - Wedge/Positioning Device Used (CS) **Met**

Program does not provide care for infants.

EX-HS-.V(8) - Infant Sleeping Not in Crib (CS) **Met**

Program does not provide care for infants.

Staff Records

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

EX-HS-.D(1)(a)1. - No Application/ Fingerprints Submitted **Met**

Evidence of Criminal Records Checks observed on file on this date.

EX-HS-.D(10) - Recheck Not Obtained as Required **Met**

Program observed to obtain criminal record rechecks as required.

EX-HS-.D(2) - Director/Employee No CRC (CS) **Met**

Observed evidence of satisfactory Comprehensive Records Check Determination letters on this date.

EX-HS-.D(3)(a) - Provisional Employee No CRC (CS) **Not Applicable**

No provisional staff.

EX-HS-.D(4) - Person with Unsat Present (CS) **Met**

All staff on premises have satisfactory records check determinations.

EX-HS-.D(5) - Valid Evidence Fingerprint Check Not Maintained **Met**

Valid evidence of fingerprint checks maintained on file and observed this date.

EX-HS-.D(6) - Valid Evidence Comprehensive Check Not Maintained **Met**

Valid evidence of comprehensive checks maintained on file and observed this date.

EX-HS-.D(7) - Failure to Request Out of State Information **Met**

Program observed to obtain records checks as required and documentation of records checks observed on file this date.

EX-HS-.D(8) - Employee - Satisfactory Comprehensive Records Check Determination Not Ported **Met**

Program ported staff Comprehensive Records Checks as required.

EX-HS-.D(9) - Student-in-Training Records Check Not Ported **Not Applicable**

No students-in-training.

EX-HS-.G First Aid & CPR(CS)

EX-HS-.G(1)(a-b) - CPR/First Aid Training Not Obtained — **Met**

Observed evidence of staff training in pediatric CPR and pediatric first aid on this date.

EX-HS-.G(2)(a-d) - Staff certification — **Met**

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.G(2)(b) - Staffing Requirements - No one in classroom FA/CPR trained (CS) — **Met**

At least one person was observed in each classroom with valid and current pediatric CPR and pediatric first aid training.

EX-HS-.G(2)(c) - Staffing Requirements - No Person FA/CPR Trained for Transportation/Field Trip — **Met**

No field trips or transportation provided by program.

EX-HS-.G(2)(d) - Staffing Requirements - Director Not Trained FA/CPR — **Met**

Director observed to have current pediatric first aid and pediatric CPR training.

EX-HS-.G(3) - Missing First Aid Supplies — **Met**

Discussed first aid kit requirements with program on this date.

EX-HS-.K Personnel Records

EX-HS-.K(1)(a-c) - Personnel Records Not Complete — **Met**

Observed personnel records to be complete and maintained on this date.

EX-HS-.N Staff Requirements(CS)

EX-HS-.N(1) - No Program Director/Person in Charge — **Met**

Observed a director or person responsible for overall supervision of the program present on this date.

EX-HS-.P Staff Training

EX-HS-.P(1) - Employee Orientation-None — **Met**

Program orientation observed complete.

EX-HS-.P(2)(a-n) - Employee Orientation-Incomplete — **Met**

Observed initial orientation subjects complete.

EX-HS-.P(3)(a-k) - Staff Health/Safety Training-none/not timely/incomplete — **Met**

Observed completed health and safety orientation training as required on this date.

EX-HS-.P(4)(a)-(b)1.-3. - Annual Ongoing Training - Incomplete — **Met**

Completed annual training observed on this date.

EX-HS-.P(5) - Documentation of Training	Met

Observed documentation of training on this date.

Staffing and Supervision

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

EX-HS-.O(1) - Inadequate Ratios/Maximum Group Size Exceeded (CS)	Met

Appropriate staff child ratios observed on this date.

EX-HS-.O(2) - Inadequate Ratio-Mixed Age Grouping (CS)	Not Applicable

No mixed age groups in program.