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: 7/25/2024 **VisitType:** EX-Monitoring **Arrival:** 9:45AM **Departure:** 12:45PM

EX-49676 EXMT-15019 EX-1 - Government
Gwinnett County Board of Commissioners-
Lilburn Activity Building

788 Hillcrest Road, Lilburn GA 30047 Gwinnett County
(678) 277-0927 jess.wells@gwinnettcounty.com

Mailing Address

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038
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Joint with:

Compliance Zone Designation		
7/25/2024	EX-Monitoring	Intermediate

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
Community Room	, Six and older	4	28	Y	
Dance Studio		0	0	Y	
Outside Area		0	0	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 4 #Children Count: 28

Comments:
The purpose of today's visit was to conduct a monitoring visit. The program was found to be in compliance with their exemption category.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.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@decal.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: 7/25/2024 **VisitType:** EX-Monitoring **Arrival:** 9:45AM **Departure:** 12:45PM

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A **Met**

Comment
EX-HS-.A(1) - Planned activities were observed during the time of the visit.

EX-HS-.F Equipment & Toys (CS) **Met**

Comment
A variety of equipment and toys were observed throughout the Program.

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

Comment
Swimming activities provided off site.

Comment
Swimming rules discussed.

Children's Records

EX-HS-.C **Met**

Comment
EX-HS-.C(1) - A sample of three children's records were observed to be complete.

Exemptions

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

Comment
Observed compliance with the local annual fire inspection report.

Facility

EX-HS-.B **Met**

Comment
EX-HS-.B(4) - Bathrooms were observed to be well stoked with required items at the time of the visit.

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

Comment
Please be mindful to keep items that pose a hazard inaccessible to children. Please read labels of products for any warnings and place out of reach of children in care if needed.

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

Comment
No playground provided. The camp uses an area next to the building for outdoor games and a written supervision plan is maintained on site.

Health and Hygiene

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

Comment
No diapered children are enrolled.

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

Comment
Staff were observed to remind children to wash hands.

EX-HS-.I Medications (CS) **Not Met**

Finding
EX-HS-.I(1) requires Personnel to obtain specific written authorization from the child's physician or Parent in order to dispense prescription or non-prescription medications, except for first aid. 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 Specialist's review of two medication authorization forms that the forms did not include the prescription number for both medications.

POI (Plan of Improvement)
The Program will ensure medication forms are revised to include the prescription number for medications that are prescribed by a physician. A sample medication form was provided to the program on the date of the visit.

Correction Deadline: 8/2/2024

Finding
EX-HS-.I(2) requires the Program to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on the Specialist's review of two medication logs that the logs did not include date of dispensed medication and any noticeable adverse reaction, if any. One of two medications had been dispensed.

POI (Plan of Improvement)
The Program will ensure that the medication form is updated to include required information and that medication administration is logged properly.

Correction Deadline: 8/2/2024

Policies and Procedures

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

Comment
It was determined that the program provides Parents a copy of the Program's written policies and procedures. The program is currently revising the program's required written polices to parents for the next program year.

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
EX-HS-.S(3) - Please ensure that 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. The program currently takes the child's complete record on field trips.

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

Comment
Determined age-appropriate discipline is communicated to staff on this date.

EX-HS-.R Transportation (CS) **Not Met**

Finding
EX-HS-.R(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Program, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle’s interior; sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the Specialist's review of transportation logs for the summer that a filed trip took place on July 24, 2024, that the first check of the vehicle was not documented.

POI (Plan of Improvement)
The Program will ensure that transportation required first check is completed and documented as so. An additional staff member will be responsible for reviewing transportation logs for completeness.

Correction Deadline: 8/2/2024

Finding
EX-HS-.R(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the Specialist's review of transportation logs for the summer that a filed trip took place on July 24, 2024, that the second check of the vehicle was not documented.

POI (Plan of Improvement)
The Program will ensure that transportation required first check is completed and documented as so. An additional staff member will be responsible for reviewing transportation logs for completeness.

Correction Deadline: 8/2/2024

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-.K **Technical Assistance**

Technical Assistance
EX-HS-.K(1) - Please ensure that the program's staff applications are completed with all required information as described below.
Program are to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation. Sample form for documenting staff orientaton was provided at the time of the visit.

EX-HS-.N **Met**

Comment
EX-HS-.N(1) - An individual in charge of the program was present at the time of the visit.

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

Comment
Criminal record checks were observed to be complete.

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) **Technical Assistance**

Technical Assistance
Please ensure that the previous year's staff training for all staff that have been employed for more than a year is maintained in their current record. Do not remove previous training records.

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.