



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: 7/12/2023

VisitType: EX-Monitoring

Arrival: 10:10AM

Departure: 11:45AM

EX-47926 EXMT-13326 EX-1 - Government
Gwinnett County Board of Commissioners-Best
Friend Park

6224 Jimmy Carter Boulevard, Norcross GA 30071
Gwinnett County
(678) 277-0223
Tania.Ballou@GwinnettCounty.com

Mailing Address

75 Langley Drive, GA 30046

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

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sherri.thompson@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include details for 7/12/2023 EX-Monitoring NA visit, listing various action levels and categories like Technical Assistance, Office Conference, Dismissal, etc.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Row for Gym, Six and older, 2 staff, 12 children, State Ratio Met: Y.

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 2

#Children Count: 12

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their approved exemption category.

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 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)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.A Activities

Met

Comment

EX-HS-.A(2)(a)-(c) - Individual attention to children was 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 rules discussed at the time of the visit.

Children's Records

EX-HS-.C Children's Records

Not Met

Finding

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the Specialist's review of a sample of three children's records that child #2 did not have two required emergency contacts in the even the parent(s) cannot be reached.

POI (Plan of Improvement)

The Program will ask the parent for emergency contact information. Children's records will be audited for completeness,

Correction Deadline: 7/12/2023

Exemptions

EX-HS-.X Exemption Requirements**Met****Comment**

EX-HS-.X(1) - The exemption certificate and approval letter were observed posted in a visible manner on the date of the visit.

Facility**EX-HS-.B Bathrooms****Met****Comment**

EX-HS-.B(5) - Bathrooms used by children were viewed on the date of the visit and were clean and well stocked with needed items.

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

Observed current fire inspection dated June 1, 2023.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Program does not serve diapered children.

EX-HS-.H Hygiene**Met****Comment**

Proper hand washing observed throughout the program.

EX-HS-.I Medications(CS)**Met****Comment**

Documentation for medication dispensing observed complete.

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

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

EX-HS-.T Required Reporting**Met****Comment**

There were no incidents or injuries that required reporting.

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

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.S Field Trips**Met****Comment**

EX-HS-.S(1) - Permission for sole field trip taken this summer was viewed and determined to be complete.

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

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Program does not provide routine transportation. Documentation was viewed for the only field trip that has taken place this summer and was determined to be complete.

Sleeping & Resting Equipment**EX-HS-.V Safe Sleeping and Resting Requirements(CS)****Met****Comment**

Program does not serve infants.

Staff Records**Records Reviewed: 10****Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Ballou, Tania	Met
Staff's Name [# 2]: Barnes, Janai	Met
Staff's Name [# 3]: Burks, Janae	Met
Staff's Name [# 4]: Epps, Keondria	Met
Staff's Name [# 5]: Lindsey, Kayla	Met
Staff's Name [# 6]: Love, Asa	Met
Staff's Name [# 7]: Partridge, Yolanda	Met
Staff's Name [# 8]: Range, Jenna	Met
Staff's Name [# 9]: Simpson, Bruce	Met
Staff's Name [# 10]: Wu, Yan	Met

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**Met****Comment**

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

EX-HS-.K Personnel Records**Met****Comment**

EX-HS-.K(1) - Staff records were reviewed and are maintained on site at the program.

EX-HS-.N Staff Requirements**Met****Comment**

EX-HS-.N(1) - Program Director was present at the time of the visit.

Comment

Observed training for all staff members on this date based on the date of hire for each staff member.

Staffing and Supervision

Comment

Program observed to maintain appropriate staff: child ratios. There double the number of required staff present on the date of the visit.