

**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.state.ga.us

**(Cover Sheet)****Date:** 5/11/2023**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 3:35PM**EX-44626 EXMT-13201 EX-1 - Government  
Camden County - Mary Lee Clark Elementary  
Extended Day Program**318 Mickler Drive, Saint Marys GA 31558 Camden  
County  
(912) 882-1648 Idurbin@camden.k12.ga.us**Mailing Address**

311 South East Street, GA 31548

**Regional Consultant**

Brianne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brianne.walters@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
5/11/2023	EX-Monitoring	NA	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

**Staff: Child Ratios**

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Cafeteria	, Fives, Six and older	2	13	Y	Arrival
Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 13

**Comments:**

An in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit.

Corrective Action Plan: No Plan Developed

Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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](mailto: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)****Date:** 5/11/2023**VisitType:** EX-Monitoring**Arrival:** 2:45PM**Departure:** 3:35PM**EX-44626 EXMT-13201 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**

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

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**EX-HS-Q Swimming Pools & Water-related Activities(CS)****N/A****Comment**

Program does not provide swimming activities.

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

The program was observed to be operating within the guidelines they were initially approved.

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

No hazards observed accessible to children on this date.

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

A grassy area outside of the cafeteria is used if children go outside during the before/aftercare program. 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 that is not fenced in. The school playground is not used by the program.

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

No diapered children are enrolled.

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<b>EX-HS-.H Hygiene</b>	<b>Met</b>
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**Comment**

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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<b>EX-HS-.I Medications(CS)</b>	<b>Met</b>
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**Comment**

Medication has not been dispensed.

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<b>Policies and Procedures</b>
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<b>EX-HS-.J Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Observed evidence of written policies and procedures, and monthly fire and emergency drills.

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<b>EX-HS-.T Required Reporting</b>	<b>Met</b>
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**Comment**

There were no incidents or injuries that required reporting.

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<b>Safety</b>
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<b>EX-HS-.E Discipline(CS)</b>	<b>Met</b>
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**Comment**

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

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<b>EX-HS-.R Transportation(CS)</b>	<b>N/A</b>
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**Comment**

Program does not provide routine transportation.

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<b>Sleeping &amp; Resting Equipment</b>
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<b>EX-HS-.V Safe Sleeping and Resting Requirements(CS)</b>	<b>N/A</b>
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**Comment**

No safe sleep policies are necessary.

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<b>Staff Records</b>
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<b>Records Reviewed: 3</b>	<b>Records with Missing/Incomplete Components: 0</b>
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Staff's Name [# 1]: Barnard, James	Met
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Date of Hire: 10/06/2021

Staff's Name [# 2]: Timm, Jennetta	Met
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Date of Hire: 08/15/2022

Staff's Name [# 3]: Wright, Candace	Met
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Date of Hire: 08/13/2015

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<b>EX-HS-.D Criminal Records and Comprehensive Background Checks(CS)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed for three (3) of three (3) staff.

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**EX-HS-.W First Aid & CPR****Met****Comment**

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

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**EX-HS-.P Staff Training****Met****Comment**

Observed training for all staff members on this date.

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision(CS)****Met****Comment**

Adequate supervision and ratios observed on this date.