

**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.gov

(Cover Sheet)**Date:** 9/21/2022**VisitType:** EX-Monitoring**Arrival:** 2:30PM**Departure:** 4:30PM**EX-44628 EXMT-13204 EX-1 - Government
Camden County - St. Marys Elementary Extended
Day Program**600 Osborne Street, Saint Marys GA 31558
Camden County
(912) 882-7615 ldurbin@camden.k12.ga.us**Mailing Address**

311 South East Street, GA 31548

Regional Consultant

Brienne Walters

Phone: (912) 544-9775

Fax: (912) 544-9774

brienne.walters@dec.state.ga.gov

Joint with: Sarah Benton

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
9/21/2022	EX-Monitoring	NA	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 (Level 1 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
Cafeteria		0	0	Y	
main room	, Fours, Fives, Sixes	2	21	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 2

#Staff Count: 2

#Children Count: 21

Comments:

On September 21, 2022, an in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit. The report was reviewed and signed on site and a copy emailed to the director.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.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)

Date: 9/21/2022

VisitType: EX-Monitoring

Arrival: 2:30PM

Departure: 4:30PM

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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. A variety of age appropriate materials observed.

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

N/A

Comment

Program does not provide swimming activities. No pool on site.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

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

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date. Areas used were observed clean and in good repair.

EX-HS-.M Playgrounds (CS)

Not Met

Technical Assistance

The playground was not surrounded by a fence and was located at a public school. It was discussed that cones or other visual barriers should be used to provide boundaries of the approved play area for children.

Finding

EX-HS-.M(2) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined that there was no resilient material in the swing fall zones.

POI (Plan of Improvement)

The Program will either ensure resilient material in all fall zones is adequate each time children go outside or will not use the swings or other equipment that is not safe due to inadequate fall zones.

Correction Deadline: 10/1/2022

Health and Hygiene

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

No diapered children are enrolled.

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

Proper hand washing observed throughout the program.

EX-HS-.I Medications (CS)	N/A
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Comment

Medication has not been dispensed this school year according to the director.

Policies and Procedures

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

A copy of the written policies and procedures and emergency plans were reviewed during the visit. Monthly fire drills were observed to be documented.

EX-HS-.T Required Reporting (NCP)	N/A
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Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	N/A
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Comment

No field trips are offered by the program.

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

Age-appropriate discussion and/or redirection observed.

EX-HS-.R Transportation (CS)	N/A
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Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS)	N/A
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Comment

No safe sleep policies are necessary.

Staff Records

Staff # 1 Not Met
 Date of Hire: 09/21/2022 Reminder - Health & Safety training is required within 90 calendar days of hired
"Missing/Incomplete Components"
 EX-HS-.D-Criminal Records Check Missing

Staff # 2 Met
 Date of Hire: 07/26/2017

Staff # 3 Met
 Date of Hire: 07/28/2017

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 an administrative review that one (1) of three (3) staff did not have a satisfactory comprehensive background check letter associated with this location.

POI (Plan of Improvement)

Discussed that the program will need to port all staff that currently work for the organization to all locations, as it was stated that all staff are eligible to work at each location. Staff with background check letters that are over 12 months old and are no longer portable would need to complete the fingerprinting process again, and then have letters ported to each location. The program official will ensure that all future staff complete the fingerprinting process prior to them being present in the facility and port letters to all locations. No staff will ever be permitted to work at a location without a determination letter associated with the location.

Correction Deadline: 9/21/2022

EX-HS-.W First Aid & CPR (NCP) Met

Comment

Observed evidence of staff training in CPR and first aid as required during the visit.

EX-HS-.P Staff Training (NCP) Met

Comment

Observed training for all staff members as required during the visit.

Staffing and Supervision

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

Comment

Adequate supervision and staff:child ratios observed during the visit.