

**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:** 12/1/2021**VisitType:** EX-Monitoring**Arrival:** 9:30AM**Departure:** 10:30AM**EX-44794 EXMT-8486 EX-1 - Government
Bulloch County Board of Commissioners - Sallie
Zetterower Afterschool**1200 Cawana Road, Statesboro GA 30461 Bulloch
County
(912) 489-9058 jdeal@bullochrec.com**Mailing Address**

PO Box 408, GA 30459

Regional Consultant

Brienne Walters

Phone: (912) 544-9775

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brienne.walters@dec.state.ga.gov

Joint with:

<u>Compliance Zone Designation</u>			<u>Prevention Action Category</u>	<u>Intermediate Action Category</u>	<u>Dismissal Action Category</u>
12/1/2021	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	
Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

A virtual visit and administrative review was conducted on December 1, 2021. The purpose of the visit was to complete a CAPS monitoring visit.

An afternoon meal is provided to children through Second Harvest. A typical meal consists of a sandwich, vegetable/fruit and drink.

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)

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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

During the virtual visit, equipment and furniture appeared to be secured. Materials and equipment is stored in a room on the stage, and the program has an outdoor storage unit for outside equipment.

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

N/A

Comment

Program does not provide swimming activities and there was no pool located on site.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

Observed compliance with local fire safety agencies and local building authorities during the administrative review.

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

During the virtual visit, the program appeared clean and well maintained. The director stated staff prepare for children's arrival by ensuring no hazards are present. Staff will maintain proper supervision of the hand sanitizer stations in the school.

EX-HS-.M Playgrounds (CS)

Met

Comment

During the virtual visit, the playground was observed to be clean and in good repair. The program has access to an area with picnic tables, large open space, a covered shelter and sections with playground equipment for play. The equipment appeared in good condition and adequate fall zones with mulch was observed. Discussed ensuring that staff spot check that six inches of mulch is present in fall zones and redistribute as needed. The entire school property is surround with fencing. Staff will provide a watchful oversight of children when outside to ensure they remain in the designated play areas and all children can be supervised by staff.

Health and Hygiene

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

N/A

Comment

The program director stated there are no diapered children currently enrolled. The program had a plan in the event diapering is needed.

EX-HS-.H Hygiene (NCP)

Met

Comment

No children were present during the virtual visit. Proper hand washing rules were discussed.

EX-HS-.I Medications (CS)

Met

Comment

The program director stated that medication has not been dispensed..

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

Met

Comment

A copy of the written policies and procedures and emergency plans were reviewed as part of the administrative review.

EX-HS-.T Required Reporting (NCP)

Met

Comment

The program director stated there have been no incidents or injuries requiring medical attention or reporting.

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

Met

Comment

There were no children present during the virtual visit. The program's discipline policy was reviewed and regulations regarding proper discipline were discussed.

EX-HS-.R Transportation (CS)

N/A

Comment

The program stated routine transportation or field trips are not conducted at this time.

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

Met

Comment

No safe sleep policies are necessary.

Staff Records**Records Reviewed: 8****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Staff # 2

Not Met

Date of Hire: 10/19/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 01/04/2021

Staff # 4 Met
 Date of Hire: 05/10/2021

Staff # 5 Met
 Date of Hire: 10/26/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Met
 Date of Hire: 07/27/2021

Staff # 7 Met
 Date of Hire: 09/28/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 8 Met
 Date of Hire: 08/09/2021

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) Not Met

Finding

EX-HS-.D(1) requires every staff member with direct care responsibilities must have a Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care. It was determined based on an administrative review, one (1) of eight (8) staff did not have evidence of a satisfactory comprehensive background check letter from the department.

POI (Plan of Improvement)

The Program will ensure that the staff member and any future staff members complete the fingerprint process prior to being present in the program. The program stated that the staff member had completed the process but received a letter from the department stating her prints were not readable and she must redo the process. Program stated that they do state background checks for all new staff prior to them being present in the program with children.

Correction Deadline: 12/1/2021

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

Comment

Observed evidence of staff training in CPR and first aid during the administrative review.

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

Comment

Proof of required health and safety orientation training for all applicable staff members was observed during the administrative review.

Staffing and Supervision

EX-HS-.O Staff:Child Ratios and Supervision (CS) Not Evaluated

Comment

No children were present during the virtual visit. Staff: child ratio requirements and supervision was discussed.