



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: 7/19/2022

VisitType: EX-Monitoring

Arrival: 11:00AM Departure: 11:45AM

EX-44799 EXMT-8495 EX-1 - Government
Bulloch County Board of Commissioners -
Brooklet 4th & 5th Afterschool

416 North Cromley Road, Brooklet GA 30415
Bulloch County
(912) 489-9053 mjudy@bullochrec.com

Mailing Address

PO Box 408, GA 30459

Regional Consultant

Brianne Walters

Phone: (912) 544-9775

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brianne.walters@dec.al.ga.gov

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Row 1 shows 0 staff and 0 children for room 1.

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

Comments:

On July 19, 2022, an in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit. On August 4, 2022, an administrative review was completed to review required documents.

Corrective Action Plan: No Plan Developed



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-.F Equipment & Toys (CS)

Met

Comment

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

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

Met

Comment

Director stated enough staff are present to safely supervise during swimming field trips. Documentation received to show adequate lifeguards and swimming rules met.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Met

Comment

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities. 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.

EX-HS-.M Playgrounds (CS)

Technical Assistance

Technical Assistance

The playground was not completely fenced in. A fence will be added to enclose the playground or 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. The plan will be kept on record by the program and shared with all summer camp staff during orientation.

Health and Hygiene

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

No diapered children are enrolled.

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

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

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

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**

There were no incidents or injuries that required reporting.

Safety**EX-HS-.S****Technical Assistance****Technical Assistance**

Field trip documentation forms were discussed with the director. For previous field trips, staff used the electronic sign in/out sheets to keep a head count of children on the field trip. The participant checklist was discussed and a copy of a blank form and sample form were shared by email. It was discussed that documentation should include clear marks for the accounting of children as they are loaded and unloaded from the bus at each location (example: clear mark when the child is loads the bus at camp, mark when child leaves the vehicle at the field trip location, mark when child loads the van to leave field trip location, and mark when the child leaves the vehicle back at the camp building). Also discussed completing the 2 staff signatures indicating a physical check of the vehicle at each location to ensure no child left behind.

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

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

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

Vehicle inspection dated 2/2/22 was reviewed as part of the administrative review. A school bus is used to provide transportation for field trips for the summer camp.

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

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 06/22/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Date of Hire: 07/07/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 06/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 06/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 04/12/2022	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 07/12/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Date of Hire: 05/18/2021	
Staff # 9	Met
Date of Hire: 10/19/2021	
Staff # 10	Met
Date of Hire: 06/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met

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

Comment

During the administrative review, it was observed that 11 of 11 staff had evidence of a comprehensive satisfactory background check determination letter from the department.

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

Comment

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

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

Comment

Observed training for all staff members as required during the administrative review.

Comment

There were no children present during the visit. Staff:child ratios and supervision was discussed.