

**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:** 7/19/2022**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 10:40AM**EX-44805 EXMT-8516 EX-1 - Government  
Bulloch Co. Board of Commissioners-Day  
Camp**121 Martin Luther King Drive, Statesboro GA 30458  
Bulloch County  
(912) 489-9058 jdeal@bullochrec.com**Mailing Address**

PO Box 408, GA 30459

**Regional Consultant**

Brianne Walters

Phone: (912) 544-9775

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brianne.walters@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/19/2022	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
1	, Fives, Sixes	4	24	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 4

#Staff Count: 4

#Children Count: 24

**Comments:**

On July 19, 2022, an in-person visit was conducted at the facility for the purpose of a CAPS Monitoring visit. On July 22, 2022, an administrative review was completed to review required documents.

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:** 7/19/2022**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 10:40AM**EX-44805 EXMT-8516 EX-1 - Government  
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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 at a public pool on site and on 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 fire safety agency. 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 during the visit. The physical plant was observed clean and in good repair.

**EX-HS-M Playgrounds (CS)****Technical Assistance****Technical Assistance**

The playground on site did not have a fence to provide protection from the surrounding roads and parking lot. The Program will either add fencing 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**

Proper hand washing rules were discussed.

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

Discussed proper medication documentation and procedures.

**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)****N/A****Comment**

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

Age-appropriate discussion and/or redirection observed.

**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: 7****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

**Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

Date of Hire: 07/05/2022

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

Staff # 2

Met

Date of Hire: 05/14/2022

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

Staff # 3

Met

Date of Hire: 06/10/2022

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

Staff # 4

Met

Date of Hire: 04/25/2022

Staff # 5

Met

Date of Hire: 02/08/2022

Staff # 6

Met

Date of Hire: 06/10/2022

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

Staff # 7

Met

Date of Hire: 05/14/2022

Reminder - Health & Safety training is required within 90 calendar days of hired**EX-HS-D Criminal Records and Comprehensive Background Checks (CS)****Met****Comment**

During the administrative review, it was observed that all seven (7) of seven (7) 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 staff training in CPR and first aid during the administrative review.

**EX-HS-P Staff Training (NCP)****Met****Comment**

Observed evidence of training in CPR, first aid, and health and safety orientation for all staff members during the administrative review.

**Staffing and Supervision****EX-HS-O Staff:Child Ratios and Supervision (CS)****Met****Comment**

Adequate supervision and staff:child ratios observed on this date.