



**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:** 9/25/2020

**VisitType:** EX-Monitoring

**Arrival:** 10:00AM

**Departure:** 10:45AM

**EX-41974 EXMT-10198 EX-1 - Government  
Monitor Enrichment Program (MEP)**

600 South Monitor Drive, Fitzgerald GA 31750 Ben  
Hill County  
(229) 426-5060 kyoung@fitzgeraldga.org

**Mailing Address**

PO BOX 804, GA 31750

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

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sarah.benton@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/25/2020	EX-Monitoring	Prevention	<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		0	0	Y	
2		0	0	Y	
3		0	0	Y	
Snack room		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

Comments:

The administrative review was begun on September 24 2020 and the virtual visit was completed on September 24, 2020. This virtual visit was completed virtually via GoTo meeting. The report was discussed and emailed to the program for a signature.

Discussed the following regarding the following as per the CDC Guidance for schools and camps as well as the Guidance to meet the Executive Order.

- 1) Healthy Hygiene practices (hand washing, cleaning and disinfecting, ensuring water fountains and ventilation are functioning properly)
- 2) Discussed promoting social distancing
- 3) Limiting sharing of supplies and materials
- 4) Ensuring staff are trained
- 5) Checking for signs and systems and ensuring procedures are in place.

Website Resources:

<https://dph.georgia.gov/>

<http://dec.state.ga.gov/BFTS/Covid19.aspx>

<https://gov.georgia.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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**

Ensure 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 (NCP)**

**Met**

**Comment**

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

**Facility**

**EX-HS-L Physical Plant (NCP)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children such as hand sanitizer, disinfectant. etc.

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

**Not Met**

**Finding**

EX-HS-.M(1) requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observed and staff statements during a virtual visit, the gates were missing on the field fencing.

**POI (Plan of Improvement)**

The Program will replace the fencing gates or create another barrier approved by the Department to ensure children safety.

**Correction Deadline: 10/23/2020**

**Health and Hygiene**

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

No diapered children are enrolled.

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

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

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

Medication is not dispensed

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**Policies and Procedures****EX-HS-.J Operational Policies & Procedures (NCP)****Not Met****Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reportable contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on a file review, that a sample of the policy and procedure manual or parent handbook could not be located.

**POI (Plan of Improvement)**

The Program will locate and or create a policy and procedure manual that meets the standard listed above.

**Correction Deadline: 9/30/2020**

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**EX-HS-.T Required Reporting (NCP)****Met****Comment**

There were no incidents or injuries that required reporting.

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**Safety****EX-HS-.S****N/A****Comment**

No field trips are offered

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

There were no children on site during the visit.

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

Program does not provide routine transportation.

## Sleeping & Resting Equipment

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

Met

### Comment

No safe sleep policies are necessary.

## Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Date of Hire: 08/20/2019	
Staff # 2	Met
Date of Hire: 06/08/2020	
Staff # 3	Met
Date of Hire: 06/08/2020	
Staff # 4	Met
Date of Hire: 08/15/2019	
Staff # 5	Not Met
Date of Hire: 08/28/2020	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 6	Met
Date of Hire: 06/15/2020	
Staff # 7	Met
Date of Hire: 06/08/2020	
Staff # 8	Met
Date of Hire: 08/15/2019	
Staff # 9	Met
Date of Hire: 08/20/2019	
Staff # 10	Met
Date of Hire: 08/20/2019	
Staff # 11	Met
Date of Hire: 06/08/2020	
Staff # 12	Met
Date of Hire: 08/15/2019	
Staff # 13	Met
Date of Hire: 08/20/2019	

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**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 a file review that one of thirteen current staff members did not complete a satisfactory criminal records check through the Department before beginning employment.

**POI (Plan of Improvement)**

The Program will ensure that staff complete the criminal records checks as required before beginning work with children. Specialist emailed instructions to the program.

**Correction Deadline: 9/24/2020**

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**EX-HS-.W First Aid & CPR (NCP)****Not Met****Finding**

EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a file review that 9 of 12 staff required to obtain first aid and CPR had not done so within in the first 90 days of employment when there was no evidence of the training.

**POI (Plan of Improvement)**

The Program will ensure staff complete training as required and maintain the evidence.

**Correction Deadline: 10/25/2020**

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**EX-HS-.P Staff Training (NCP)****Not Met****Finding**

EX-HS-.P(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a file review that at least 7 of 12 staff eligible had not completed health and safety training as required.

**POI (Plan of Improvement)**

The Program will ensure that complete training as required. Specialist emailed a flyer for free training.

**Correction Deadline: 10/25/2020**

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

There were no children on site during the virtual visit.