

**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:** 12/13/2022**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 4:30PM**EX-54634 EXMT-18717 EX-1 - Government
Gwinnett County Board of Commissioners-Britt
Elementary Afterschool Program**2503 Skyland Dr SW, Snellville GA 30078 Gwinnett
County
(678) 277-0927 tania.ballou@gwinnettcountry.com**Mailing Address****Regional Consultant**

Sherri Thompson

Phone: (770) 357-7038

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sherri.thompson@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
12/13/2022	EX-Monitoring	Prevention	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
Britt Cafeteria	, Fives, Six and older	3	20	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 20

Comments:

An on-site CAPS monitoring visit was conducted on this date. The program was observed to be in compliance with their exemption category.

Corrective Action Plan: Developed This Date

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.

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:** 12/13/2022**VisitType:** EX-Monitoring**Arrival:** 2:50PM**Departure:** 4:30PM**EX-54634 EXMT-18717 EX-1 - Government
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(2)(a)-(c) - Individual attention to children was observed during the visit.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**

A variety of equipment and toys were observed throughout the Program.

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

Program does not participate in swim activities.

Children's Records**EX-HS-.C****Technical Assistance****Technical Assistance**

EX-HS-.C(2) - Please maintain immunization records in children's records for those receiving CAPS.

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-.B****Met****Comment**

EX-HS-.B(5) - Bathrooms were clean and well stocked with needed supplies.

EX-HS-.L Physical Plant (NCP)**Met****Comment**

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)**Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Staff were observed to remind children to wash hands.

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

Medication is not dispensed

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

Observed evidence of written policies and procedures that describe the Program's operations on this date.

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

There were no incidents or injuries that required reporting.

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

No field trips are offered

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

Determined age-appropriate discipline is communicated to staff on this date.

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

Program does not provide any transportation.

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

No infants are enrolled.

Staff Records**Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

Staff # 1

Met

Staff # 2 Not Met

Date of Hire: 04/18/2022

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff # 3 Met

Staff # 4 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 5 Met

EX-HS-.K **Met**

Comment

EX-HS-.K(1) - Staff records were observed and maintained on site.

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 the specialist's review of criminal background check for staff that one staff member had a background check that had not been ported to the current program. The staff member was present at the program on the date of the visit.

POI (Plan of Improvement)

The Program successfully ported the staff member's background check during the visit.

Correction Deadline: 12/14/2022

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

Comment

Observed evidence of staff training in CPR and first aid on this date.

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 the specialist's review of staff records, one staff member had not completed health and safety training in a timely manner. The staff member had a hire date of April 18, 2022, and had not completed the required training to date.

POI (Plan of Improvement)

The Program will ensure that the staff member completes the training within one week of today's visit.

Correction Deadline: 1/19/2023

Staffing and Supervision

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

Comment

Adequate supervision observed on this date.

