

**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:** 5/6/2021**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 12:00PM**EX-42809 EXMT-4673 EX-7 - Day camp  
West Chatham YMCA**165 Isaac G. LaRoche Boulevard, Pooler GA 31322  
Chatham County  
(912) 748-9622 ginac@ymcaofcoastalga.org**Mailing Address**

6400 Habersham Street, Suite A, GA 31405

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
5/6/2021	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 (Level1 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
Youth Gym	, Fives, Sixes	4	40	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 4

#Children Count: 40

**Comments:**

The purpose of the visit was to complete a CAPS MV. The admin review was begun on May 5, 2021 and the virtual visit conducted via Zoom on May 6, 2021.

Corrective Action Plan:Developed This Date



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](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\_\_\_\_\_

**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

**(Summary Report)****Date:** 5/6/2021**VisitType:** EX-Monitoring**Arrival:** 11:00AM **Departure:** 12:00PM**EX-42809 EXMT-4673 EX-7 - Day camp  
West Chatham YMCA**165 Isaac G. LaRoche Boulevard, Pooler GA 31322  
Chatham County  
(912) 748-9622 ginac@ymcaofcoastalga.org**Mailing Address**

6400 Habersham Street, Suite A, GA 31405

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-F Equipment & Toys (CS)****Met****Comment**

Tables and chairs used during the virtual learning program appears to be in good repair.

**EX-HS-Q Swimming Pools & Water-related Activities (CS)****N/A****Comment**

Program does not provide swimming activities due to the Covid-19 pandemic.

**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**

No hazards observed accessible to children on this date.

**EX-HS-M Playgrounds (CS)****Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. Discussed the use of the carpet at the end of the large slide.

**Finding**

EX-HS-M(1) requires that playgrounds be protected from traffic or other hazards by a 4 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 observation and staff statements, that the program uses a space for outdoor play that was not fenced by a 4 foot fence. The program utilizes a field behind the building.

**POI (Plan of Improvement)**

The Program will either fence the play area or submit a plan to the Department for review to ensure children to not leave the play area.

**Correction Deadline: 5/6/2021**

**Technical Assistance**

EX-HS-.M(2) - Discussed a small section of the rubber coating that was missing on steps of one of the climbers. It exposed the metal beneath.

**Correction Deadline: 5/16/2021**

**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)**

**Met**

**Comment**

Medication is not dispensed

**Policies and Procedures**

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

**Technical Assistance**

**Technical Assistance**

EX-HS-.J(1)(a-i) - Discussed missing blood borne and bodily fluid policy. Program staff complete training but no written policy was observed. Program will add a policy.

**Correction Deadline: 5/11/2021**

**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 due to the Covid-19 pandemic.

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

**Met**

**Comment**

Observed age-appropriate discipline policies on this date.

**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)**

**N/A**

**Comment**

No safe sleep policies are necessary.

**Staff Records**

Staff # 1	Not Met
Date of Hire: 05/13/2019	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 2	Not Met
Date of Hire: 01/01/2019	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 3	Met
Date of Hire: 05/03/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 11/03/2020	
Staff # 5	Met
Date of Hire: 05/03/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 05/03/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Not Met
Date of Hire: 01/01/2017	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 8	Met
Date of Hire: 05/03/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9	Not Met
Date of Hire: 03/01/2020	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 10	Met
Date of Hire: 05/03/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)****Technical Assistance****Technical Assistance**

Criminal record checks were observed to be complete for staff. Discussed ensuring that staff are ported to the EX record rather than through the CCLC on site.

**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 a review of records that one of four staff required to have obtained health and safety training within the first 90 days of employment had not completed the training.

**POI (Plan of Improvement)**

The Program will ensure that all staff complete the training as required and maintain a record on file for review.

**Correction Deadline: 6/5/2021**

**Finding**

EX-HS-.P(4) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that three of three staff eligible for annual on-going training had not completed ten (10) clock hours of annual training in the last year as required.

**POI (Plan of Improvement)**

The Program will ensure that staff complete training as required and will maintain a record in staff files for review.

**Correction Deadline: 6/5/2021**

---

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

Program observed to maintain appropriate staff: child ratios.