



**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:** 6/10/2020

**VisitType:** EX-Monitoring

**Arrival:** 2:00PM

**Departure:** 3:20PM

**EX-42812 EXMT-11088 EX-7 - Day camp  
Richmond Hill YMCA**

154 Thunderbird Drive, Richmond Hill GA 31326  
Bryan County  
(912) 756-5856 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.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
6/10/2020	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
Childwatch room	, Sixes	1	10	Y	
Room 1		0	0	Y	
Room 2	, Sixes	3	17	Y	rest/ movie

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 4

#Children Count: 27

Comments:

Initial administrative review completed on June 9, 2020 and the virtual visit completed on June 10, 2020.

This visit was completed virtually via Zoom. The report was discussed and emailed to the program for a signature. Discussed the following and provided technical assistance regarding the following as per the CDC Guidance for schools and camps. Resources emailed along with the report. Program utilizing the camp checklist daily.

- 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.us/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**

Discussed equipment and materials used.

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

**N/A**

**Comment**

Program does not provide swimming activities at this time.

**Children's Records**

**EX-HS-.C**

**Met**

**Comment**

EX-HS-.C(1) - Observed three completed registration forms.

**Correction Deadline: 6/10/2020**

**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. Observed posted notices.

**Facility**

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

**Met**

**Comment**

Observed approval from the Department, local zoning authorities, fire safety agencies and local building authorities on this date.

**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 observation and discussion that the outdoor play area was not completely fenced.

**POI (Plan of Improvement)**

The Program had plans to fence in a portion of the outdoor play area. Until this is completed, the program will continue to use cones and mark off areas for use by children.

**Correction Deadline: 6/10/2020**

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

No diapered children are enrolled.

<b>EX-HS-.H Hygiene (NCP)</b>	<b>Met</b>
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**Comment**

Discussed enhanced handwashing and health hygiene in regards to Covid-19.

<b>EX-HS-.I Medications (CS)</b>	<b>Met</b>
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**Comment**

Discussed proper medication documentation and procedures.

<b>Policies and Procedures</b>
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<b>EX-HS-.J Operational Policies &amp; Procedures (NCP)</b>	<b>Met</b>
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**Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

<b>EX-HS-.T Required Reporting (NCP)</b>	<b>Met</b>
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**Comment**

There were no incidents or injuries that required reporting.

<b>Safety</b>
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<b>EX-HS-.S</b>	<b>N/A</b>
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**Comment**

No field trips are offered at this time.

<b>EX-HS-.E Discipline (CS)</b>	<b>Met</b>
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**Comment**

Observed age-appropriate discipline policies on this date.

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

Program does not provide routine transportation and is not currently completing field trips due to restrictions during Covid-19.

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

No infants are enrolled.

<b>Staff Records</b>
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**Records Reviewed: 16**

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

Staff # 1

Met

Staff # 2 Date of Hire: 05/28/2019	Met
Staff # 3	Met
Staff # 4 Date of Hire: 05/29/2020	Met
Staff # 5 Date of Hire: 05/28/2019	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8 Date of Hire: 05/29/2020	Met
Staff # 9 Date of Hire: 05/15/2020	Met
Staff # 10	Met
Staff # 11 Date of Hire: 03/11/2020	Met
Staff # 12 Date of Hire: 05/22/2020	Met
Staff # 13	Met
Staff # 14 Date of Hire: 06/03/2020	Met
Staff # 15 Date of Hire: 09/30/2019	Met
Staff # 16	Met

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<b>EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>EX-HS-.W First Aid &amp; CPR (NCP)</b>	<b>Not Met</b>
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**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 review of staff records that 4 staff who had been employed for longer than 90 days had not completed CPR and FA training as required.

**POI (Plan of Improvement)**

The Program will ensure that complete the training as required.

**Correction Deadline: 7/10/2020**

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

**Met**

**Comment**

Observed health and safety training for all staff members on this date that were required to have it.

**Staffing and Supervision**

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

**Met**

**Comment**

Adequate supervision, staffing and appropriate group sizes based on the current guidelines for Covid-19.