



**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:** 10/18/2022 **VisitType:** EX-Monitoring

**Arrival:** 10:00AM **Departure:** 1:20PM

**EX-43132 EXMT-5200 EX-7 - Day camp  
Northwest Family YMCA**

1700 Dennis Kemp Lane, Kennesaw GA 30152  
Cobb County  
(770) 423-9622 MackenzieD@ymcaatlanta.org

**Mailing Address**

Same

**Regional Consultant**

Nilia Lalin

Phone: (770) 405-7929

Fax: (404) 591-4949

nilia.lalin@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
10/18/2022	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
Multi-purpose Room		0	0	Y	
Playground		0	0	Y	
Swimming Pool		0	0	Y	
The Cabin		0	0	Y	
The Corner		0	0	Y	
The Hole		0	0	Y	
The Oval		0	0	Y	
The Pavillion		0	0	Y	
The Range		0	0	Y	
The Stage		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

A CAPS Monitoring Visit was completed on October 18, 2022. An administrative review of documentation and report were completed and signed on-site by the provider and Specialist. One Day Letter left at the program. Visit report and resources were emailed to provider.

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**

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

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

**Met**

**Comment**

Pool not in use at this time, gates observed locked. Current lifeguard certification observed observed on this day. Supervision of children in water and swimming test requirement discussed with provider.

**Exemptions**

**EX-HS-X Exemption Requirements (NCP)**

**Met**

**Comment**

Outdoor Day camp not currently operating. Provider reported that children's immunizations are collected during enrollment. The exemption and approval letter are posted outdoor when camp is in session.

**Facility**

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

**Met**

**Comment**

Day camp offered outdoors and was not operating during monitoring visit.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

**EX-HS-U Diapering Areas & Practices (CS)**

**Met**

**Comment**

There were no children enrolled in the program on this date.

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

Written parental authorization and documentation for medication dispensing observed.

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

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

**Comment**

Observed the Program's written emergency plan on this date.

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**EX-HS-.T Required Reporting (NCP)****N/A****Comment**

There were no incidents or injuries that required reporting.

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**Safety****EX-HS-.S****Met****Comment**

On-site field trips only.

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

There were no children enrolled on this date. Discipline policy observed on this day.

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**EX-HS-.R Transportation (CS)****Met****Comment**

There were no children enrolled on this date. Parental authorization, transportation plan, and passenger checklist observed and discussed with provider.

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

No infants are enrolled.

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**Staff Records**

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**Records Reviewed: 18****Records with Missing/Incomplete Components: 11**

Staff # 1

Not Met

Date of Hire: 03/24/2022

"Missing/Incomplete Components"

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

Staff # 2

Not Met

Date of Hire: 05/16/2022

"Missing/Incomplete Components"

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

Staff # 3 Not Met

Date of Hire: 05/27/2020

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 4 Not Met

Date of Hire: 05/12/2016

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff # 5 Met

Staff # 6 Met

Date of Hire: 05/05/2022

Staff # 7 Met

Date of Hire: 05/09/2022

Staff # 8 Not Met

Date of Hire: 04/05/2022

"Missing/Incomplete Components"

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

Staff # 9 Not Met

Date of Hire: 05/30/2022

"Missing/Incomplete Components"

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

Staff # 10 Not Met

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training, EX-HS-.D-Criminal Records Check Missing

Staff # 11 Met

Staff # 12 Not Met

"Missing/Incomplete Components"

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

Staff # 13 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 14 Met

Staff # 15 Not Met

Date of Hire: 05/01/2022

"Missing/Incomplete Components"

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

Staff # 16

Met

Staff # 17

Not Met

"Missing/Incomplete Components"

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

Staff # 18

Met

Date of Hire: 05/24/2022

**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 review of records that two out of 18 staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

**POI (Plan of Improvement)**

The Program will ensure that new staff members complete the process of obtaining a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

**Correction Deadline: 10/18/2022****EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

Observed evidence of staff training in CPR on this date. Provider reported that staff are trained in CPR and first aid.

**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 review of documentation that seven out of 18 staff members did not complete the 10 hours health and safety training within 90 days of employment.

**POI (Plan of Improvement)**

The Program will ensure that staff member complete the health and safety training within 90 days of employment and submit to the department for review when requested.

**Correction Deadline: 11/17/2022****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 review of records that two out of 18 staff did not have 10 hours of ongoing training.

**POI (Plan of Improvement)**

The Program will ensure that all staff members complete 10 hours of ongoing annual training.

**Correction Deadline: 11/17/2022**

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision (CS)**

**Not Evaluated**

**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.