

**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:** 5/12/2020**VisitType:** EX-Monitoring**Arrival:** 10:00AM**Departure:** 12:00PM**EX-47140 EXMT-12826 EX-7 - Day camp
Thomson Family YMCA**521 Hill Street, Thomson GA 30824 McDuffie
County
(706) 595-5615 bsalters@thefamilyy.org**Mailing Address**

945 Broad Street Suite 310, GA 30901

Regional Consultant

Sarah Benton

Phone: (770) 357-5103

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sarah.benton@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
5/12/2020	EX-Monitoring	Prevention	Prevention Level 1 (P1)	Intermediate Level 1 (I1)	Dismissal (D)
5/12/2020	EX-Monitoring	Prevention	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
Room 1		0	0	Y	
Room 2		0	0	Y	
Room 3		0	0	Y	
Room 4		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

Initial administrative review completed on May 11, 2020. Virtual visit conducted on May 12, 2020. No children were currently enrolled as the program has been closed.

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.

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:** 5/12/2020**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 12:00PM**EX-47140 EXMT-12826 EX-7 - Day camp
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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A****Met****Comment**

EX-HS-.A(1) - No children currently enrolled.

EX-HS-.F Equipment & Toys (CS)**Met****Comment**Discussed ensuring adequate materials and equipment available for use. Program not currently operating.
Ensure all shelving and equipment are secure.**EX-HS-.Q Swimming Pools & Water-related Activities (CS)****Met****Comment**

Pool not in use at this time, gates observed locked via picture sent by the program.

Children's Records**EX-HS-.C****Met****Comment**

EX-HS-.C(1) - Observed enrollment form for one child currently enrolled for the upcoming summer.

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, toilet
brushes. Ensure outlets are covered.**EX-HS-.M Playgrounds (CS)****Technical Assistance****Technical Assistance**Discussed maintenance of resilient surface. Please fluff and redistribute. Based on pictures sent, it was difficult
to determine if there was sufficient. During the virtual visit, the program's internet was intermittent and the
playground could not be completely inspected.**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**

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

EX-HS-.I Medications (CS)**Met****Comment**

No children currently enrolled. Discussed medication documentation.

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 observation of emergency procedures and discussion with the director that the following was missing:

In the policy and procedure manual:

- notification of all parents when their is a reportable contagious illness
- written plan regarding food allergies
- emergency plans and procuedures

POI (Plan of Improvement)

The Program will update the policies and procedures and ensure all staff are trained.

Correction Deadline: 5/26/2020

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

There were no incidents or injuries that required reporting.

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

Discussed field trips. No children currently enrolled.

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

There were no children enrolled on this date. Program has an appropriate dicipline policy.

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

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Program not currently operating and no children enrolled.

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 8	Records with Missing/Incomplete Components: 0
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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met

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

Criminal record checks were observed to be complete. Discussed ensuring that record checks are ported to the program.

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 file review that one staff have not completed health and safety orientation as required.

POI (Plan of Improvement)

The Program will ensure that staff complete the training as required.

Correction Deadline: 6/9/2020

Staffing and Supervision

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

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