

**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:** 7/21/2021**VisitType:** EX-Monitoring**Arrival:** 3:00PM**Departure:** 4:00PM**EX-42812 EXMT-11088 EX-7 - Day camp
Richmond Hill YMCA**154 Thunderbird Drive, Richmond Hill GA 31326
Bryan County
(912) 756-5856 becky.lehto@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: Brianne Walters

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/21/2021	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 (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
Childwatch room		0	0	Y	
GYM	, Fives, Sixes	2	38	Y	
Small room	, Sixes	1	13	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 51

Comments:

The purpose of the visit was to complete a CAPS monitoring visit. This visit was conducted via zoom.

Corrective Action Plan: Developed This Date

Please refer the website, <http://www.dec.state.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: 7/21/2021

VisitType: EX-Monitoring

Arrival: 3:00PM

Departure: 4:00PM

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS)

Technical Assistance

Technical Assistance

EX-HS-.F(2)(d) - Discussed the stacks of chairs in the open room. Please ensure they are secure. Additionally, the hallway to the outdoor play space should be blocked off so that children do not have access to potential hazards and equipment in the storage area.

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

N/A

Comment

Program does not provide swimming activities.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

EX-HS-.X(4) requires the program to comply with local, regional, and state health department, fire marshal, fire prevention, and building/zoning guidelines. It was determined based on a review of local approvals submitted by the program that compliance was not met. The program did not have a recent fire marshal inspection within the last 12 months for review.

POI (Plan of Improvement)

The Program will obtain the information and submit to the Department.

Correction Deadline: 8/3/2021

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Ensure any hazards remain out of reach of children in care.

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 staff statements that the playground fencing was not met. The field behind the building was not enclosed with a 4 foot high fence or other barrier approved by the Department.

POI (Plan of Improvement)

The Program will fence an area with a 4 foot fence or submit a plan for another barrier to be approved by the Department.

Correction Deadline: 8/18/2021

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)**Not Evaluated****Comment**

Medication is not dispensed since the last visit.

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

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

EX-HS-.T Required Reporting (NCP)**Not Met****Finding**

EX-HS-.T(1)(c) requires the Director or designated person-in-charge to report or cause to be reported to the Department within 24 hours or the next work day: any death of a child while in the care of the Program; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Program; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children. It was determined based on staff statements that a nine-year-old child fell while in care of the program and hit their head. The children received medical attention as a result and the injury was not reported to the Department. This injury occurred in the beginning of July 2021.

POI (Plan of Improvement)

The Program will complete an incident reporting form and return within 24 hours to the Department.

Correction Deadline: 7/21/2021

Safety**EX-HS-.S****Technical Assistance****Technical Assistance**

EX-HS-.S(1) - Discussed the permission forms submitted by the program. Ensure they are complete to include date, time and location of the field trip.

Comment

Observed age-appropriate discipline policies on this date.

Finding

EX-HS-.R(1)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Program or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the annual safety check was not met when it was not available for review.

POI (Plan of Improvement)

The Program will ensure the vehicle has a annual safety check and maintain the verification on file for review.

Correction Deadline: 7/26/2021

Sleeping & Resting Equipment

Comment

No safe sleep policies are necessary.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18	Met

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS) Not Met

Finding

EX-HS-.D(4)(d) requires a person to obtain a new Comprehensive Background Check Determination if the person leaves employment at the facility where the background check was obtained and joins employment at another facility one year or more after the background check was obtained. It was determined based on a review of records that two staff did not have background checks that were obtained at the current facility and were more than year old and no longer portable.

POI (Plan of Improvement)

The Program will have staff complete new background checks and maintain on file.

Correction Deadline: 7/21/2021

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) Met

Comment

Observed training for all staff members on this date.

Staffing and Supervision

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

Comment

Adequate supervision observed on this date.