

**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:** 7/20/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:00AM**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.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/20/2021	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
Room 1	, Sixes	1	13	Y	
Room 2		0	0	Y	
Room 3	, Fives	1	8	Y	
Room 4	, Sixes	1	17	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 3

#Children Count: 38

Comments:

The purpose of the visit was to perform a CAPS Monitoring visit with the program. This visit was completed virtually in two parts: admin review and site visit 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:** 7/20/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:00AM**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-F Equipment & Toys (CS)****Met****Comment**

Discussed adding equipment and toys to enhance variety.

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 records that local approvals were not met. The program did not have a copy of the local zoning available for review.

POI (Plan of Improvement)

The Program will obtain a copy of the zoning and submit to the Department for review.

Correction Deadline: 8/3/2021**Facility****EX-HS-L Physical Plant (NCP)****Met****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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 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 pictures submitted that playground fencing was not met. There was no 4 foot high fence or other barrier approved by the Department around the outdoor play area used by the children.

POI (Plan of Improvement)

The Program will either fence the outdoor play space or submit another plan to the Department for approval.

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. Observed soap and paper towels available for use.

EX-HS-.I Medications (CS)

N/A

Comment

Medication is not dispensed

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

Technical Assistance

Comment

Observed evidence of emergency drills.

Technical Assistance

EX-HS-.J(1)(a-i) - Please add a policy to your policies and procedures regarding the notification of all parents or guardians when a case of reportable illness occurs in the facility.

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

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

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 12/01/2017

"Missing/Incomplete Components"

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

Staff # 2

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3

Not Met

"Missing/Incomplete Components"

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

Staff # 4

Not Met

Date of Hire: 05/20/2017

"Missing/Incomplete Components"

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

Staff # 5

Not Met

"Missing/Incomplete Components"

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

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 a review of records that one of five staff did not have a satisfactory criminal records check determination on file.

POI (Plan of Improvement)

The Program will ensure that all staff will complete the records check process prior to being present in the program with children.

Correction Deadline: 7/21/2021**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 one of five staff had a record check determination that was associated with another facility and was more than a year old and could not longer be ported to this program.

POI (Plan of Improvement)

The Program will have the staff complete the criminal records check process again and ensure that the staff is ported to any and all programs that where they may be employed.

Correction Deadline: 7/20/2021**EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

Ensure staff complete CPR and First Aid within the first 90 days of employment.

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 staff training was not met. Two of four staff had not completed health and safety training within the first 90 days of employment as required.

POI (Plan of Improvement)

The Program will ensure staff complete the health and safety training within the first 90 days of employment as required by the standard. A flyer for free training was emailed to the program.

Correction Deadline: 8/19/2021

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 two of two staff eligible for annual training, did not have evidence of any annual training.

POI (Plan of Improvement)

The Program will ensure that staff obtain training as required and maintain on file for review.

Correction Deadline: 8/19/2021

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios.