

**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:** 8/31/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:00AM**EX-50145 EXMT-15355 EX-7 - Day camp**  
**Liberty County YMCA**201 Mary Lou Drive, Hinesville GA 31313 Liberty  
County  
(912) 368-9622 Becky.lehto@ymcaofcoastalga.org**Mailing Address**

6400 Habersham Street Suite A, GA 31406

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

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sarah.benton@dec.state.ga.gov

Joint with: Brianne Walters

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
8/31/2021	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
Board Room		0	0	Y	
Gym		0	0	Y	
Hallway		0	0	Y	
Racketball		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

**Comments:**

The purpose of today's visit was to complete a CAPS Monitoring visit with the program. The visit was completed virtually via zoom. The program submitted paperwork for review for an administrative review. The program did not have children on site for the category 7. Children on-site were observed to be part of a pending category 13 program.

Corrective Action Plan: Developed This Date



Please refer the website, <http://www.dec.state.ga.gov/CCS/RuleAndRegulations.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](mailto: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:** 8/31/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:00AM**EX-50145 EXMT-15355 EX-7 - Day camp  
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**The following information is associated with a Exemption Monitoring:****Activities and Equipment****EX-HS-.A****Not Evaluated****Comment**

EX-HS-.A(1) - Camp not currently in session. Activities not observed.

**EX-HS-.F Equipment & Toys (CS)****Not Evaluated****Comment**

Program not current set up for camp. Ensure equipment is secured and in good repair.

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

Staff stated that the indoor pool remains locked when not in use. Observed lifeguard certifications as well as swim test verification.

**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.

**Comment**

EX-HS-.X(3) - Program not currently operating the category 7(camp) program. Children observed on site on this date were enrolled in the pending category 13 program.

**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

Ensure that all hazards are kept out of reach when camp is in session.

**EX-HS-.M Playgrounds (CS)****Met****Comment**

During the virtual visit via zoom, it was difficult to verify adequate resilient material and hazards on the playground. Specialist requested pictures of the climbing structures and resilient material. Director sent pictures. Continue to monitor for hazards such as chipping paint, ant beds and resilient surfacing in an around the fall zone of the equipment.

**Comment**

Playground observed to be clean and in good repair.

## 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

The program did not dispense medication during the summer to any children.

## 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)

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: 17

Records with Missing/Incomplete Components: 8

Staff # 1

Met

Date of Hire: 04/29/2021

Staff # 2

Met

Date of Hire: 05/24/2017

Staff # 3	Met
Staff # 4	Not Met
Date of Hire: 04/29/2021	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 5	Not Met
Date of Hire: 10/15/2018	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training,EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 6	Met
Date of Hire: 05/17/2021	
Staff # 7	Met
Date of Hire: 04/27/2021	
Staff # 8	Not Met
Date of Hire: 05/01/2019	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 9	Not Met
Date of Hire: 01/02/2018	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	
Staff # 10	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.D-Criminal Records Check Missing	
Staff # 11	Not Met
Date of Hire: 05/08/2018	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training,EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 12	Not Met
Date of Hire: 10/20/2017	
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training,EX-HS-.P(4)-Annual Training 10 Hours	
Staff # 13	Met
Date of Hire: 05/17/2021	
Staff # 14	Not Met

Date of Hire: 03/10/2020

"Missing/Incomplete Components"

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

Staff # 15

Met

Date of Hire: 05/20/2021

Staff # 16

Met

Date of Hire: 09/17/2019

Staff # 17

Met

Date of Hire: 05/20/2020

**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 one (1) of 18 staff did not have a satisfactory criminal background check associated with this location and the previous criminal background check was no longer portable.

**POI (Plan of Improvement)**

The Program will ensure that all staff have their background check ported if applicable prior to beginning employment. If the record check is no longer portable, they will complete again.

**Correction Deadline: 8/31/2021****EX-HS-.W First Aid & CPR (NCP)****Met****Comment**

Observed evidence of staff training in CPR and first aid on this date. Ensure that staff obtain within the first 90 days of employment and maintain a record of the training on file.

**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 staff records that seven (7) of seven (7) staff eligible to have obtained health and safety training did not have evidence of having completed the training within the first 90 days of employment.

**POI (Plan of Improvement)**

The Program will ensure that staff complete health and safety training as required and maintain a record of the training.

**Correction Deadline: 9/30/2021****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 three (3) of three (3) staff eligible for annual training did not have evidence of having completed training.

**POI (Plan of Improvement)**

The Program will ensure that staff complete training as required and maintain a record of the training.

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

Met

**Comment**

There were no children enrolled on this date in the category 7( camp).