

**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.us

(Cover Sheet)**Date:** 7/9/2024**VisitType:** EX-Monitoring**Arrival:** 10:20AM **Departure:** 1:30PM**EX-42498 EXMT-4166 EX-7 - Day camp
Steiner-Branch Family Y**218 Partnership Drive, Grovetown GA 30813
Columbia County
(706) 922-9611 bsalters@thefamilyy.org**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

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sherri.thompson@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/9/2024	EX-Monitoring	Intermediate	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
Back Classroom	, Six and older	2	22	Y	
Multi	, Fives, Six and older	3	22	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 5

#Children Count: 44

Comments:

The purpose of today's visit was to conduct a CAPS monitoring visit. The program was found to be compliance with their exemption category.

Corrective Action Plan: To Be Submitted

Please refer the website, <http://www.dec.state.ga.us/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 the GACAPS 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).

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(Findings Report)**Date:** 7/9/2024**VisitType:** EX-Monitoring**Arrival:** 10:20AM **Departure:** 1:30PM**EX-42498 EXMT-4166 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(2)(a)-(c) - Individual attention to children in care was observed at the time of the visit.

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**

Program does not provide swimming activities. Program uses a splash pad once a week that is within walking distance of the building. There is no standing water or swimming activities.

Children's Records**EX-HS-.C****Not Met****Finding**

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the Specialist's request to review a sample of children's records, comprehensive records to include all of the required information were not available for review at the time of the visit.

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Correction Deadline: 7/9/2024

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

Based on the Specialist's request to review the annual fire inspection, an inspection was not available for review.

Correction Deadline: 7/10/2024

Facility

EX-HS-.B

Met

Comment

EX-HS-.B(5) - Bathrooms were observed to be clean and well stocked with required items.

EX-HS-.L Physical Plant (NCP)

Met

Comment

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds (CS)

Met

Comment

Playground observed to be clean and in good repair. The program uses a playground that was adjacent to the program and was found to be in good repair at the time of the visit.

Health and Hygiene

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

Met

Comment

No diapering of enrolled children.

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)

Technical Assistance

Technical Assistance

Discussed proper medication documentation and procedures. Please ensure that medications for campers that are no longer enrolled are returned upon disenrollment.

Policies and Procedures

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 the Specialist's request to review all required policies and procedures that are provided to parents, they were not available for review.

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Correction Deadline: 7/10/2024

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

There were no incidents or injuries that required reporting. Required reporting was discussed with the program.

Safety**EX-HS-.S****Not Met****Finding**

EX-HS-.S(1) requires Program Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined based on the Specialist's request to review written permission for field trips that the forms were not made available for review at the time of the visit.

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Correction Deadline: 7/10/2024

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

Age-appropriate discussion and/or redirection observed.

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 the Specialist's request to review the vehicles annual inspection that one was not made available for review.

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Correction Deadline: 7/14/2024

Finding

EX-HS-.R(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Program, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the Specialist's review of transportation documentation for that a first check of the bus is not being conducted. Two field trips have occurred since camp began.

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Correction Deadline: 7/10/2024

Finding

EX-HS-.R(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the Specialist's review of transportation documentation that a second check of the bus is not being conducted. Two field trips have occurred since camp began.

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Correction Deadline: 7/10/2024

Sleeping & Resting Equipment

Comment

No infants are enrolled.

Staff Records

EX-HS-.K

Not Met

Finding

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the Specialist's request to review comprehensive staff records that complete staff records were not made available during the visit.

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Correction Deadline: 7/10/2024

EX-HS-.N

Not Met

Finding

EX-HS-.N(1) requires the Program to have a Director/Administrator who is responsible for the supervision, operation and maintenance of the Program and is on the Program's premises. If the Director is absent from the Program at any time during the hours of the Program's operation, there shall be an officially designated person on the Program site to assume responsibility for the operation of the Program, and this person shall have full access to all records required to be maintained under these standards. The Department shall be notified of any changes in Director/Administrator. It was determined based on the Specialist's request to review required documents that they were not made available for review as the individual did not have access.

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Correction Deadline: 7/10/2024

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 the Specialist's review of required criminal background checks that eight staff members did not have comprehensive satisfactory criminal background checks issued by the Department.

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Correction Deadline: 7/10/2024

EX-HS-.W First Aid & CPR (NCP) **Not Met**

Finding
EX-HS-.W(1) requires Program Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Program shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on the Specialist's request to review staff records that CPR and First Aid certification were not available for review.

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Correction Deadline: 7/10/2024

EX-HS-.P Staff Training (NCP) **Not Met**

Finding
EX-HS-.P(1) requires all Employees and Provisional Employees to receive Initial Program orientation prior to assignment to children or task. It was determined based on the Specialist's request to review staff training that the records were not available during the visit.

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Correction Deadline: 7/10/2024

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.