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.decal.ga.gov

(Cover Sheet)

Date: 12/27/2023 **VisitType:** EX-Monitoring **Arrival:** 10:20AM **Departure:** 12:50PM

EX-49280 EXMT-14691 EX-7 - Day camp
Universal Karate & Fitness

7130 Buford Hwy NE, Atlanta GA 30340 Gwinnett County
(770) 559-9488 keithoneal90@gmail.com

Mailing Address

Same

Regional Consultant

Sherri Thompson

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sherri.thompson@decal.ga.gov

Joint with:

Compliance Zone Designation		
12/27/2023	EX-Monitoring	NA

Prevention Action Category	IntermediateAction Category	Dismissal Action Category
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 (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
Multipurpose Room	, Six and older	2	10	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 2 #Children Count: 10

Comments:
Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category.

Corrective Action Plan:Developed This Date

Please refer the website, http://www.decal.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 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@decal.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)

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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 to be adequate 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.

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 review of a sample of three children's records that all three records were missing complete emergeny contact information as required by the rule.

POI (Plan of Improvement)
The Program will complete an audit of all children's records and ensure that they have two complete emergency contacts.

Correction Deadline: 1/3/2024

Technical Assistance
EX-HS-.C(2) - Please maintain a copy of immunization records for all children receiving CAPS subsidy.

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Met**

Comment
An annual fire inspection was observed during the time of the visit.

Comment
EX-HS-.X(1) - Posted exemption approval was observed posted at the time of the visit.

Facility

EX-HS-.B **Met**

Comment
EX-HS-.B(4) - Bathrooms were observed to be clean and well stocked with paper towels, toilet paper, and hand soap.

EX-HS-.L Physical Plant (NCP) **Not Met**

Finding
It was determined based on the Specialist's observations during the time of the visit that there was an opened metal cabinet with twenty plus various cleaning products on a shelf two feet from the floor. Additionally, in one of the children's bathrooms there was a gallon sized cleaning product on an open shelf, approximately two feet from the floor. All products state multiple warnings on their labels.

POI (Plan of Improvement)
The provider stated that a locking mechanism has been ordered for the metal cabinet and will arrive on Friday. All cleaning products will be stored in the locked cabinet at that time.

Correction Deadline: 12/29/2023

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

Comment
No playground provided

Health and Hygiene

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

Comment
No diapering takes place for the program. Enrollment age of children is five years of age for Category 7 exempt programs.

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) **Met**

Comment
Medication is not dispensed. Provider stated that medication was not dispensed per policy of the program.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP) **Not Met**

Finding
It was determined based on the request to review the program's emergency preparedness plan that the requested plan was not produced for the Specialist during the time of the visit.

POI (Plan of Improvement)
The program will use the provided emergency plan resource form to complete such a plan.

Correction Deadline: 12/29/2023

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

Comment
There were no incidents or injuries that required reporting. Required reporting discussed with the provider at the time of the visit.

Safety

EX-HS-.S **Met**

Comment
No field trips are offered during the winter break camp per the provider.

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

Comment
Age-appropriate discussion and/or redirection observed.

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. Winter camp does not provide transportation per the provider. Resource forms for transportation for permissions, checklists, medical were provided.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements (CS) **Met**

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 that based on the Specialist's request to review staff records that the program did not have staff records for all four staff members.

POI (Plan of Improvement)
The Program will create and maintain staff records for all staff.

Correction Deadline: 1/3/2024

EX-HS-.N **Met**

Comment
EX-HS-.N(1) - The owner of the program was present during the visit and was the individual in charge.

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 Satisfactory Criminal Background Checks issued by the Department, that the program failed to ensure that three out of four staff had completed background checks. Staff are indicated on the staff list in the visit report.

POI (Plan of Improvement)
The Program will begin the application process and fingerprinting process by the end of the program day. The program was issued a One-Day letter regarding staff who cannot be present until the Satisfactory Criminal Background Checks have been completed.

Correction Deadline: 12/27/2023

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) **Technical Assistance**

Technical Assistance
EX-HS-.P(3) - 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. Due to incomplete staff records, the dates of hire for staff were not able to be determined. Please ensure all staff have completed Health and Safety training within their first ninety days of employment.

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.