

**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.al.ga.gov

(Cover Sheet)**Date:** 7/13/2023**VisitType:** EX-Monitoring**Arrival:** 9:10AM**Departure:** 12:00PM**EX-41125 EXMT-5219 EX-7 - Day camp
Cherokee Outdoor Family YMCA**201 East Bells Ferry Road, Woodstock GA 30189
Cherokee County
(770) 591-6092 robertbe@ymcaatlanta.org**Mailing Address**

Same

Regional Consultant

Nilia Lalin

Phone: (770) 405-7929

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nilia.lalin@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
7/13/2023	EX-Monitoring	NA	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
Bearren	, Six and older	3	27	Y	
Field		0	0	Y	
Lake	, Six and older	3	19	Y	Swimming activities
Pavillion	, Six and older	3	29	Y	
Playground	, Fives, Six and older	2	19	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 11

#Children Count: 94

Comments:

A CAPS Monitoring Visit was completed on July 13, 2023. A One Day letter was issued on this day. The Specialist met with Ms. Proudfoot, registrar and Katherine Day, assistant site lead.

Corrective Action Plan:Developed This Date

Please refer the website, <http://www.dec.al.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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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys(CS)****Met****Comment**

The program was an outdoor camp. A variety of equipment and activities were observed throughout the Program.

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

The pool was not in used at the time of the visit. The children swim at the lake. Lifeguard is certified and present.

Comment

There are enough staff present to safely supervise. Children are required to wear a lifevest during water activities.

Exemptions**EX-HS-.X Exemption Requirements****Met****Comment**

Observed the exemption certificate and letter posted by the program's main entrance. Children's immunization records and notice of exemption were also reviewed.

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

Program was outdoors and appeared clean and well maintained. Safety plan was also observed.

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

The playground is fenced in and in good repair.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices(CS)	N/A
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Comment

No diapered children are enrolled.

EX-HS-.H Hygiene	Met
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Comment

Staff were observed to remind children to wash hands.

EX-HS-.I Medications(CS)	Met
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Comment

Discussed proper medication documentation and procedures.

Comment

Observed medication stored inaccessible to children

Policies and Procedures

EX-HS-.J Operational Policies & Procedures	Met
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Comment

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

Comment

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

EX-HS-.T Required Reporting	Met
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Comment

There were no incidents or injuries that required reporting.

Safety

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

Observed age-appropriate discipline policies on this date.

Comment

Staff were observed to maintain an age appropriate learning environment on this date.

EX-HS-.S Field Trips	N/A
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Comment

No field trips are offered

EX-HS-.R Transportation(CS)	Met
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Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

EX-HS-.V Safe Sleeping and Resting Requirements(CS)	N/A
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Comment

No infants are enrolled.

Staff Records

Staff's Name [# 1]: Anderson, Lana "Missing/Incomplete Components" EX-HS-.D-Criminal Records Check Missing	Not Met
Staff's Name [# 2]: Bentley, Robert	Met
Staff's Name [# 3]: Bussey, Elaina Date of Hire: 01/10/2023	Met
Staff's Name [# 4]: Day, Katherine	Met
Staff's Name [# 5]: Destin, Samarah Date of Hire: 05/04/2023	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 6]: Fowler, Caleb Date of Hire: 05/23/2023	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 7]: Francis, Joshua	Met
Staff's Name [# 8]: Galasso, Nicholas Date of Hire: 05/18/2018	Met
Staff's Name [# 9]: Harvey, Sydney Date of Hire: 01/03/2023	Met
Staff's Name [# 10]: Hill, Olivia Date of Hire: 01/31/2023	Met
Staff's Name [# 11]: Little, Isabel Date of Hire: 05/01/2023	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 12]: McMahon, Brianna Date of Hire: 04/18/2023	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 13]: Milam, Colton Date of Hire: 05/25/2023	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff's Name [# 14]: Milam, Kendrick	Met
Staff's Name [# 15]: Pearson, Kathryn	Met
Staff's Name [# 16]: Proudfoot, Lori	Met
Staff's Name [# 17]: Scott, Cole	Met
Staff's Name [# 18]: Tilt, Ethan	Met

Records Reviewed: 21

Date of Hire: 04/26/2023

Staff's Name [# 19]: Tindall-Balch, Cheney

Date of Hire: 03/02/2023

Staff's Name [# 20]: Vogel, Jack

Date of Hire: 05/01/2023

Staff's Name [# 21]: Volz, Kathryn

Records with Missing/Incomplete Components: 1Reminder - Health & Safety training is required within 90 calendar days of hired

Met

Met

Reminder - Health & Safety training is required within 90 calendar days of hired

Met

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 review of records that one out of 21 staff members did not have a DECAL Satisfactory Criminal Records Check Determination while children were present for care.

POI (Plan of Improvement)

The Program will ensure that staff members obtain a DECAL Satisfactory Criminal Records Check Determination before the individual is present at the program while any child is present for care.

Correction Deadline: 7/13/2023**EX-HS-.W First Aid & CPR****Met****Comment**

Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.K Personnel Records**Technical Assistance****Technical Assistance**

EX-HS-.K(1) - TA provided to maintain a personnel files accessible on-site. The provider reported that personnel files are kept at the main office.

EX-HS-.P Staff Training**Technical Assistance****Technical Assistance**

TA provided to maintain a personnel files, including training history accessible on-site.

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

Program observed to maintain appropriate staff: child ratios.