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: 7/25/2023 **VisitType:** EX-Monitoring **Arrival:** 9:35AM **Departure:** 1:15PM

EX-43129 EXMT-17404 EX-7 - Day camp
Ed Isakson Alpharetta Family YMCA

3655 Preston Ridge Road, Alpharetta GA 30005
Fulton County
(770) 664-1220 Kandrinl@ymcaatlanta.org

Mailing Address

Same

Regional Consultant

Keia Cole

Phone: (678) 717-5146
Fax: (770) 342-7801
keia.cole@decal.ga.gov

Joint with:

Compliance Zone Designation		
7/25/2023	EX-Monitoring	Prevention

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
Climbing Wall (ground level)		0	0	Y	
Gym - Court 1 and 2 (ground level)		0	0	Y	
Jay Levergood Center - Multipurpose (ground level)		0	0	Y	
Pavilion	, Fives, Six and older	27	114	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 27 #Children Count: 114

Comments:
In-person CAPS monitoring visit conducted with Ms. Jessica Tucker, associate executive director, on July 25, 2023. The Program is currently operating within the parameters set forth by the approval conditions under Category 7.

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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Joint with:

The following information is associated with a Exemption Monitoring:

Activities and Equipment

EX-HS-.F Equipment & Toys (CS) **Met**

Comment
A variety of activities were observed throughout the Program.

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

Comment
Lifeguard is certified and present.

Comment
Swimming rules discussed.

Comment
There are enough staff present to safely supervise.

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 review of records that the Program did not have evidence of a recent Fire Marshal inspection available for review during the visit.

POI (Plan of Improvement)
The Program will contact all appropriate municipalities to obtain adequate documentation of compliance. The Program will maintain these reports and/or documents for future inspections.

Correction Deadline: 8/5/2023

Facility

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

Comment
Observed approval from the Department, fire safety agencies and local building authorities on this date.

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

Comment
Program appeared well maintained.

EX-HS-.M Playgrounds (CS) **N/A**

Comment
No playground provided

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.

Comment
Staff were observed to remind children to wash hands.

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

Comment
Discussed proper medication documentation and procedures.

Comment
Documentation for medication dispensing observed complete.

Comment
Observed medication stored inaccessible to children

Policies and Procedures

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

Comment
Determined age-appropriate discipline is communicated to staff on this date.

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.

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 review of records that the Program did not have evidence of emergency drills.

POI (Plan of Improvement)
The Program will develop and maintain evidence of emergency drills conducted on-site.

Correction Deadline: 7/30/2023

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
Age-appropriate discussion and/or redirection observed.

Comment
Determined age-appropriate discipline is communicated to staff on this date.

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 infants are enrolled.

Comment
No safe sleep policies are necessary.

Staff Records

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

Technical Assistance
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 recommended to the director on this date to develop a binder for all staff personnel information. This binder would contain employment applications, completed training certificates, criminal background check determination letters, and copies of completed CPR and first aid certificate verification.

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 on this date that five (5) out of 40 staff members did not have evidence of the Department's completed criminal records check.

POI (Plan of Improvement)
The Program will have the staff members missing the Department's criminal records checks complete the assessment within three (3) business days, submit a separation notice for those employees, or submit a CAPS opt out form

Correction Deadline: 7/28/2023

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 review of records that 40 out of 40 staff members did not have evidence of CPR and first aid training.

POI (Plan of Improvement)
The Program will have 40 out of 40 staff members complete CPR and first aid training. Copies of all certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 8/24/2023

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 review of records that 39 out of 40 staff members were missing the completion of the Health and Safety orientation training.

POI (Plan of Improvement)
The Program will have the 39 out of 40 staff members complete the Health and Safety orientation training. All training certificates will be obtained and maintained on-site for future review by the Department.

Correction Deadline: 8/24/2023

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 review of records that 39 out of 40 staff members did not have evidence of ten (10) additional hours of child related task focused training.

POI (Plan of Improvement)
The Program will have all staff members comply with the required ten (10) additional hours of child related task focused training. The Program will maintain copies of all annually completed training certificates from all staff members for future review by the Department.

Correction Deadline: 8/24/2023

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.