

**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:** 12/23/2024**VisitType:** EX-Monitoring**Arrival:** 9:15AM**Departure:** 11:00AM**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

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.al.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
12/23/2024	EX-Monitoring	Prevention	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	1	1	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 1

#Children Count: 1

Comments:

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

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 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).

**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

(Findings Report)**Date:** 12/23/2024**VisitType:** EX-Monitoring**Arrival:** 9:15AM**Departure:** 11:00AM**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

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.us

Joint with:

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)**Technical Assistance****Comment**

A variety of equipment and toys were observed throughout the Program.

Technical Assistance

Please ensure that all shelving is securely fastened to the walls to prevent tipping hazards.

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

Program does not provide swimming activities during winter break.

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 the enrollment forms did not have required information to include the following: living arrangement, ; 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; and name and telephone number of the child's primary source of health care.

POI (Plan of Improvement)

The Program will update their enrollment form before Spring Break camp to include all required information. Follow-up will take place at next visit.

Correction Deadline: 12/23/2024

Technical Assistance

EX-HS-.C(2) - Please ensure that a copy of immunization records are maintained in the records for children receiving CAPS.

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

Program has had an annual fire inspection.June 26, 2024.

Facility**EX-HS-.B****Met****Comment**

EX-HS-.B(4) - Bathrooms were observed to be supplied with hand soap, paper towels, and toilet paper on the day of the visit.

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

EX-HS-.L(3) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on the the Specialist's observations that the first bathroom had a total of three bathroom cleaning products stored on the back of the toilet. The second bathroom had an open container (no lid) of multipurpose cleaner stored on the floor and three containers of bathroom cleaners/sanitizers stored on a shelf three feet from the floor.

POI (Plan of Improvement)

The Program removed all hazardous items and placed them in an inaccessible manner at the time of the visit. Follow-up will also take place at next visit.

Correction Deadline: 12/23/2024

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

No playground provided.

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

There were no children enrolled in the program on this date. Program provided care to school age 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)**Met****Comment**

Discussed proper medication documentation and procedures. No medication present at the time of the visit.

Policies and Procedures**EX-HS-.J Operational Policies & Procedures (NCP)****Met****Comment**

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

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

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
----------	-----

Comment

No field trips are offered during Winter break camp.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Program does not provide routine transportation during Winter break. Transportation requirements must be met when transportation resumes for Summer camp,

Sleeping & Resting Equipment

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

Comment

No infants are enrolled in program. Program served school age children.

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 review of all four staff records that only one of the records contained the above required information.

POI (Plan of Improvement)

The Program will update staff records with required information. Follow-up will take place at next visit.

Correction Deadline: 12/28/2024

EX-HS-.N	Met
----------	-----

Comment

EX-HS-.N(1) - The owner of the program was present at the time of the visit.

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Met
--	-----

Comment

Criminal record checks were observed to be complete.

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 review of all four staff records that one of four staff member's did not have pediatric first aid and CPR training. The staff member was indicated on the staff form in the visit report.

POI (Plan of Improvement)

The Program will ensure the staff member completes pediatric and first aid certification within thirty days of today's visit. Follow-up will take place at the next visit.

Correction Deadline: 1/22/2025

EX-HS-.P Staff Training (NCP)

Not Met

Technical Assistance

Please ensure that all staff records include initial orientation.

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 the Specialist's review of all four staff records that three out of four staff member's did not have documentation of the completion of required health and safety training. Staff are indicated on the staff list in the visit report.

POI (Plan of Improvement)

The Program will ensure that staff complete required health and safety training within the month and document the completion of the training in their records. Follow-up will take place at the next visit.

Correction Deadline: 1/22/2025

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

Met

Comment

Adequate supervision observed on this date.