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: 6/26/2024 **VisitType:** EX-Monitoring **Arrival:** 9:20AM **Departure:** 2:35PM

EX-43138 EXMT-11639 EX-7 - Day camp
Robert D. Fowler YMCA

5600 West Jones Bridge Road, Norcross GA 30092
Gwinnett County
(770) 246-9622 javonc@ymcaatlanta.org

Mailing Address

Same

Regional Consultant

Sherri Thompson

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Joint with:

Compliance Zone Designation		
6/26/2024	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
Activity Room 2	, Six and older	2	13	Y	
Activity Room 3	, Six and older	2	12	Y	Games
AS Room	, Fives, Six and older	3	24	Y	
Gym	, Threes, Fours, Six and older	4	25	Y	Gymnastics
Library	, Six and older	1	10	Y	
Playground 1	, Fives, Six and older	2	18	Y	
Pool	, Six and older	2	10	Y	Swim

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 16 #Children Count: 112

Comments:
Today's visit was to conduct a CAPS monitoring visit. The program was found not to be in compliance with the exemption category 7 designation as children under five were observed present in the program. Due to a sysytem glitch criminal background check expiration dates had to be entered for staff members with missing criminal background checks.

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-.A **Met**

Comment
EX-HS-.A(2)(a)-(c) - Individual attention and care of children was observed on the date 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
Lifeguard is certified and present.

Children's Records

EX-HS-.C **Technical Assistance**

Technical Assistance
EX-HS-.C(1) - Please ensure children's enrollment forms are completed with all required elements as follows: 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.

Technical Assistance
EX-HS-.C(2) - Please ensure all children receiving CAPS have a copy of their immunization record maintained in their file.

Exemptions

EX-HS-.X Exemption Requirements (NCP) **Not Met**

Technical Assistance
EX-HS-.X(1) - Please ensure that the exemption approval letter and certificate are posted in a public area that is visible to parent.

Finding
EX-HS-.X(3) requires the program to meet the criteria for the exemption granted.   It was determined based on the Specialist's observations and interview with staff members that two children under the age of five years were present in the Category 7 (Day camp) on the date of the visit.

POI (Plan of Improvement)
The Program will immediately enroll the children in program's approve Category 6 (nursery school program).

Correction Deadline: 6/26/2024

Facility

EX-HS-.B **Met**

Comment
EX-HS-.B(5) - Bathrooms were observed to be clean and well stocked with required items on the date of the visit.

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

Comment
Observed annual fire inspection conducted by the local Fire Marshal's office dated May 28,2024.

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

Comment
Discussed maintenance of resilient surface. Please fluff and redistribute.

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
Staff were observed to remind children to wash hands.

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

Comment
Discussed proper medication documentation and procedures.

Policies and Procedures

EX-HS-.J Operational Policies & Procedures (NCP) **Technical Assistance**

Technical Assistance
EX-HS-.J(1)(a-i) - Polices and procedures were discussed during the time of the visit. The following polices and procedures are required to be provided to parent's of enrolled children. 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.

EX-HS-.T Required Reporting (NCP) **Technical Assistance**

Technical Assistance
EX-HS-.T(1)(c) - Required reporting was discussed as follows:requires the Director or designated person-in-charge to report or cause to be reported to the Department within 24 hours or the next work day: any death of a child while in the care of the Program; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Program; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children.

Safety

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

Finding
EX-HS-.S(3) requires Program Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Program uses in the area where the Program is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Program as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on the Specialist's review of emergency medical information that was taken on field trips that the information did not include the child's physician's name and phone number.

POI (Plan of Improvement)
The Program will have parent's of enrolled summer camp children complete an update form.

Correction Deadline: 7/26/2024

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

Comment
Age-appropriate discussion and/or redirection observed.

EX-HS-.R Transportation (CS) **Not Met**

Comment
Please include address of destinations on transportation checklist.

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 logs for summer camp, one log without a date had only one individual's signature for both first and second check of the vehicle and a log date June 20, 2024, did not have a signature of individual for a first check of a vehicle.

POI (Plan of Improvement)
The Program will use the Department's model form for transportation.

Correction Deadline: 6/27/2024

Finding
EX-HS-.R(7)(d)3. requires that if a second designated Staff person is not available to conduct a second check of the vehicle the driver will check the vehicle by physically walking through the entire vehicle; visually inspecting all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and signing the passenger transportation checklist(s), indicating all of the children have exited the vehicle, and then report by phone to the Director or designated Staff person that the check has been completed and no children remain on the vehicle. The time and verification of such telephone contact shall be immediately documented and signed on the passenger transportation checklist(s) by the driver. It was determined based on the Specialist's review of transportation logs since the start of camp that a log dated June 20, 2024, did not have the signature of the individual for the second check of the vehicle.

POI (Plan of Improvement)
The Program will use and complete the Department''s model form for transportation.

Correction Deadline: 6/27/2024

Sleeping & Resting Equipment

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

Comment
No infants are enrolled.

Staff Records

EX-HS-.N **Met**

Comment
EX-HS-.N(1) - An individual who was in charge of the program was present at the time of the visit.

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 criminal background checks for staff that a total of eight staff did not have satisfactory comprehensive criminal background check issued by the Department. The staff members were observed present and providing care at the time of the visit. All staff were verified by the Director as being seventeen years of age or older. The staff are listed on the visit report.

POI (Plan of Improvement)
The Program will have all staff begin the background check process by close of business on visit date. Additionally, a one-day letter was issued and the program understands the terms and conditions of the letter.

Correction Deadline: 6/26/2024

EX-HS-.W First Aid & CPR (NCP) **Met**

Comment
Observed evidence of staff training in CPR and first aid on this date. At least fifty percent of staff have completed CPR and First Aid training.

EX-HS-.P Staff Training (NCP) **Met**

Comment
Observed initial orientation for all staff on this date. Staff complete orientation in a electronic format and is stored as such.

Staffing and Supervision

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

Comment
Adequate supervision observed on this date.