

**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.gov

(Cover Sheet)**Date:** 11/26/2024**VisitType:** EX-Monitoring**Arrival:** 10:05AM**Departure:** 12:45PM**EX-40160 EXMT-9800 EX-7 - Day camp**
Augusta South Family YMCA2215 Tobacco Road, Augusta GA 30906 Richmond
County
(706) 922-9650 tsharp@thefamilyy.org**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/26/2024	EX-Monitoring	Intermediate	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 (Level 1 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
1-Board Room		0	0	Y	
2-Clubhouse	, Fives, Six and older	3	12	Y	
3-Studio A		0	0	Y	
4-Play and Learn		0	0	N	
5-Studio B		0	0	N	

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 12

Comments:

The purpose of today's visit was to conduct 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.dec.state.ga.us/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).

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(Findings Report)**Date:** 11/26/2024**VisitType:** EX-Monitoring**Arrival:** 10:05AM**Departure:** 12:45PM**EX-40160 EXMT-9800 EX-7 - Day camp
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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 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)**N/A****Comment**

Program does not provide swimming activities provided during holiday camp.

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 three children's records that the enrollment form did not include required information. Missing information included sex, living arrangement, name of school if applicable, parent(s) work address, parent(s) work telephone number, any known allergies, physical problems, mental health disorders, name, address, and telephone number for two individuals to contact in the event that the parent(s) cannot be reached.

POI (Plan of Improvement)

The Program will revise the enrollment form to include all required information.

Correction Deadline: 12/18/2024**Exemptions****EX-HS-.X Exemption Requirements (NCP)****Met****Comment**

EX-HS-.X(1) - Required posted notices were observed on the date of the visit.

	Facility
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EX-HS-.B	Met
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Comment

EX-HS-.B(5) - Bathrooms were observed to be clean on the date of the visit.

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

No hazards observed accessible to children on this date.

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

No playground provided.

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

There were no children enrolled in the program on this date. The program serves school age children.

EX-HS-.H Hygiene (NCP)	Met
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Comment

Hand washing was not observed during the visit but proper hand washing rules were discussed.

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

Discussed proper medication documentation and procedures. No medications were present on the date of the visit.

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

There were no incidents or injuries that required reporting.

	Safety
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EX-HS-.S	Met
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Comment

The program conducted a field trip to a movie theater on November 25, 2024. Permission forms were viewed and observed to be completed.

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

Age-appropriate discussion and/or redirection observed.

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 the transportation log for a field trip on November 25, 2024, a first check of the vehicle was not documented.

POI (Plan of Improvement)

The Program will re-train staff on transportation procedures and required documentation.

Correction Deadline: 12/15/2024

Finding

EX-HS-.R(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person 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; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the Specialist's review of the transportation log for a field trip on November 25, 2024, a first check of the vehicle was not documented.

POI (Plan of Improvement)

The Program will re-train staff on transportation procedures and required documentation.

Correction Deadline: 12/15/2024

Sleeping & Resting Equipment

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

N/A

Comment

No safe sleep policies are necessary. Program serves school age children.

Staff Records

EX-HS-.K

Met

Comment

EX-HS-.K(1) - Personnel records were maintained on site with required information.

EX-HS-.N

Met

Comment

EX-HS-.N(1) - An individual in charge 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 staff records that a driver did not have a completed satisfactory criminal background check issued by the Department. The driver had transported enrolled children on the previous day for a field trip. The staff member is indicated on the staff list in the report.

POI (Plan of Improvement)

The Program will have the staff member complete a criminal background check immediately.

Correction Deadline: 11/27/2024

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

Comment
Observed training for all staff members on this date.

Technical Assistance
EX-HS-.P(1) - Please ensure that initial orientation is documented in each staff record and is pulled from the current electronic format.

Staffing and Supervision

Comment
Program observed to maintain appropriate staff: child ratios.