

**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

(Cover Sheet)**Date:** 11/21/2023 **VisitType:** EX-Monitoring**Arrival:** 10:50AM **Departure:** 12:50PM**EX-40160 EXMT-9800 EX-7 - Day camp**
Augusta South Family YMCA2215 Tobacco Road, Augusta GA 30906 Richmond
County
(706) 922-9650 showard@thefamilyy.org**Mailing Address**

Same

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
11/21/2023	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 (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	N	
2-Clubhouse		0	0	N	
3-Studio A	, Six and older	1	18	Y	
4-Play and Learn		0	0	N	
5-Studio B		0	0	N	

Group Sizes Met? N Total # Non-Care Staff Present: 1 #Staff Count: 1 #Children Count: 18

Comments:

Today's visit was a CAPS monitoring visit. The program was found to be in compliance with their designated exemption category at the time of the visit.

Corrective Action Plan: No Plan Developed

Please refer the website, <http://www.dec.state.ga.us/CCS/RuleAndRegulations.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:** 11/21/2023**VisitType:** EX-Monitoring**Arrival:** 10:50AM**Departure:** 12:50PM**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 during the time 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**

Program does not provide swimming activities for Fall and Winter camps.

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 records were not completed with the above required information. The only information that was visible in all three children's records were their names and the contact information for one parent.

POI (Plan of Improvement)

The Program will ensure that complete paper or electronic copies of children's records are made available during a compliance monitoring visit.

Correction Deadline: 11/21/2023**Exemptions**

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

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on the Specialist's review of a sample of three children's records that the signed exemption statements were not in the records.

POI (Plan of Improvement)

The Program will ensure complete children's records are available for review during monitoring visits.

Correction Deadline: 11/21/2023

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

EX-HS-.B(5) - Bathrooms were observed to be cleaned during the time of the visit.

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

It was determined based on the Specialist's review of the fire inspection report that the fire inspection was more than a year old as it was dated August 7, 2022. A fire inspection was required to take place annually.

POI (Plan of Improvement)

The program will request a fire inspection to take place as soon as feasible by the appropriate agency.

Correction Deadline: 12/21/2023

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

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

Proper hand washing observed throughout the program.

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

Discussed proper medication documentation and procedures.

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 Fall and Winter camp.

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

Age-appropriate discussion and/or redirection observed.

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

No transportation was provided during Fall camp. Transportation may take place during summer camp.

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

No infants are enrolled.

Staff Records**EX-HS-.K****Met****Comment**

EX-HS-.K(1) - Staff records were maintained on-site.

EX-HS-.N**Met****Comment**

EX-HS-.N(1) - The designated Program Director was not present during the time of the visit and a there was a designated person in charge of the program present.

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

Criminal record checks were observed to be complete.

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

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

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

Observed required training for all staff members on this date.

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

Adequate supervision observed on this date. Please ensure that all children that are enrolled in camp are not allowed to participate in the child watch program during their camp day.