

**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:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp**
Kickin 2 Fitness Studio4457 Covington Hwy, Decatur GA 30035 DeKalb
County
(470) 359-4985 kickin2fitness@gmail.com**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/18/2023	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
Classroom		0	0	Y	
Holding Area/ Small Classroom		0	0	Y	
Lower Gym		0	0	Y	
Main Level Show Gym		0	0	Y	
Playground		0	0	Y	
Upper Gym		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 1

#Staff Count: 0

#Children Count: 0

Comments:

On July 18, 2023, an in-person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents. The summer program ended June 30, 2023.

Corrective Action Plan: No Plan Developed



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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Atlanta, GA 30334

Phone: (404)657-5562 www.decal.ga.gov

(Children Worksheet)

Date: 7/18/2023

VisitType: EX-Monitoring

Arrival: 10:40AM

Departure: 12:50PM

EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio

4457 Covington Hwy, Decatur GA 30035 DeKalb
County
(470) 359-4985 kickin2fitness@gmail.com

Mailing Address

Same

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melissa.mcfarlin@decal.ga.gov

Joint with:

Records Reviewed: 3

Records with Missing/Incomplete Components: 0

Child's Name [# 1]: Butler, Chandren

Met

Child's Name [# 2]: Love, Royal

Met

Child's Name [# 3]: Lowe, Ayden

Met

**Bright from the Start - Georgia Department of Early Care and Learning**

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(Staff Worksheet)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM**Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio**4457 Covington Hwy, Decatur GA 30035 DeKalb
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(470) 359-4985 kickin2fitness@gmail.com**Mailing Address**

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Joint with:

Records Reviewed: 5**Records with Missing/Incomplete Components: 0**

Staff's Name [# 1]: Allen, Zahireon

Met

Date of Hire: 08/05/2021

Staff's Name [# 2]: Hinton, Jeff

Met

Date of Hire: 10/17/2022

Staff's Name [# 3]: London, Donna

Met

Date of Hire: 03/24/2020

Staff's Name [# 4]: Spellman, Adrian

Met

Staff's Name [# 5]: West, Tesha

Met

**Bright from the Start - Georgia Department of Early Care and Learning**

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(Findings Report)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio**4457 Covington Hwy, Decatur GA 30035 DeKalb
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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 equipment and toys were observed throughout the Program.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Program does not provide swimming activities.

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

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

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

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

No equipment on the playground

Comment

Playground observed to be clean and in good repair.

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

No diapered children are enrolled.

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)	N/A
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Comment

Medication is not dispensed

Policies and Procedures

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

It was determined based on administrative review that the program did not provide evidence of emergency drills.

POI (Plan of Improvement)

The provider will ensure drills are conducted and remain on file.

Correction Deadline: 8/31/2023

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

EX-HS-.S	N/A
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Comment

No field trips are offered

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

Observed age-appropriate discipline policies on this date.

EX-HS-.R Transportation (CS)	N/A
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Comment

Program does not provide routine transportation.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

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

Three (3) of three (3) Criminal record checks were observed to be complete. Please note, the other staff members listed are for the after school program and have received a Criminal Records Check.

Comment

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

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 administrative review, that staff members did not complete Health and Safety training within the first 90 days of hire.

POI (Plan of Improvement)

The Program will complete Health and Safety training as required.

Correction Deadline: 8/17/2023

Staffing and Supervision**Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date. The summer camp ended June 30, 2023.

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(Summary Report)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
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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 equipment and toys were observed throughout the Program.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Program does not provide swimming activities.

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

Observed compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

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

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

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

No equipment on the playground

Comment

Playground observed to be clean and in good repair.

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

No diapered children are enrolled.

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)	N/A
---------------------------	-----

Comment

Medication is not dispensed

Policies and Procedures

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

It was determined based on administrative review that the program did not provide evidence of emergency drills.

POI (Plan of Improvement)

The provider will ensure drills are conducted and remain on file.

Correction Deadline: 8/31/2023

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

EX-HS-.S	N/A
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Comment

No field trips are offered

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

Comment

No infants are enrolled.

Staff Records

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

Comment

Three (3) of three (3) Criminal record checks were observed to be complete. Please note, the other staff members listed are for the after school program and have received a Criminal Records Check.

Comment

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

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 administrative review, that staff members did not complete Health and Safety training within the first 90 days of hire.

POI (Plan of Improvement)

The Program will complete Health and Safety training as required.

Correction Deadline: 8/17/2023

Staffing and Supervision

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date. The summer camp ended June 30, 2023.

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(Compliance Determination Worksheet)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio**4457 Covington Hwy, Decatur GA 30035 DeKalb
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(470) 359-4985 kickin2fitness@gmail.com**Mailing Address**

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Joint with:

Rule Violations			
Naming Number	Severity	Core Standard	NonCore With Points
EX-HS-.P(3)-Staff Training-Health and Safety			x

	Low	Medium	High	Extreme	Total
Core Standard Severity Totals:	0	0	0	0	0
Non-Core Standard Severity Totals:					1
Total Points					1

Violation Class (A,B,C,D)	Violation Level			
	I 0-3 Points	II 4-5 Points	III 6-10 Points	IV 11 + Points
D (10 points per indicator) • Extreme Harm • Imminent Danger	I3 - (D)			
C (6 points per indicator) • High Risk	I1 - I2 (CI)	I1 - I3 (CII)	I2-C (CIII)	I3 (CIV)
B (2 points per indicator) • Medium Risk	N/A ** (BI)	P2 - P3 (BII)	I1 - I2 (BIII)	I2 (BIV)
A (1 point per indicator) • Low Risk • CCDF Non Core	P1 - P2 (AI)	P1 - P3 (AII)	P2-P3 (AIII)	I1 - I2 (AIV)

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)	

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(History Grid)**Date:** 7/18/2023**VisitType:** EX-Monitoring**Arrival:** 10:40AM **Departure:** 12:50PM**EX-53063 EXMT-17885 EX-7 - Day camp
Kickin 2 Fitness Studio**

4457 Covington Hwy, Decatur GA 30035 DeKalb

County

(470) 359-4985 kickin2fitness@gmail.com

Mailing Address

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Joint with:

	Visit Type:	Exemption Monitoring
	Date:	7/18/2023
	Exemption Number:	EX-53063
	Category Number	EXMT-17885
	Compliance Zone:	Prevention
	Points:	1
	Enforcement Box:	A1
Compliance Group	Rule	
Non-Core Rule-Staff Training	EX-HS-.P(3) Staff Training-Health and Safety	X
Non-Core Rule-Operational Policies & Procedures	EX-HS-.J Policies & Procedures	X

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(Cover Sheet)**Date:** 7/20/2023**VisitType:** EX-Monitoring**Arrival:** 11:30AM **Departure:** 2:10PM**EX-48746 EXMT-14157 EX-7 - Day camp
Oak Tree Camps**26 Eagle Row, Atlanta GA 30322 DeKalb County
(762) 244-8242 elijah@oaktreecamps.com**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/20/2023	EX-Monitoring	NA	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
Black Top Basket Ball		0	0	Y	
House Point #1- Play Area		0	0	Y	
House Point #2- Dining Area		0	0	Y	
House Point #3- Sitting/Reading Area		0	0	Y	
House Point #4 A Game Room		0	0	Y	
House Point #4 B Sitting Area		0	0	Y	
House Point #5 A		0	0	Y	
House Point #5 B		0	0	Y	
Outdoor Open Area		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On July 20, 2023, an in-person visit was conducted for the purpose of a CAPS Monitoring Visit. In addition, an administrative review was conducted on this date to review required documents. The children were away at a field trip.

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:** 7/20/2023**VisitType:** EX-Monitoring**Arrival:** 11:30AM **Departure:** 2:10PM**EX-48746 EXMT-14157 EX-7 - Day camp
Oak Tree Camps**26 Eagle Row, Atlanta GA 30322 DeKalb County
(762) 244-8242 elijah@oaktreecamps.com**Mailing Address**

Same

Regional Consultant

Melissa Malone

Phone: (770) 359-5224

Fax: (770) 302-9130

melissa.mcfarlin@dec.state.ga.us

Joint with:

The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.F Equipment & Toys (CS)****Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

Swimming activities are provided off site. The parents receive and acknowledge swimming activities in the registration forms.

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

The program could not provide evidence of compliance with the local zoning authorities, fire safety agencies and local building authorities on this date.

POI (Plan of Improvement)

The program will ensure an annual Fire Inspection is conducted and the Fire Inspection report will be maintained on file.

Correction Deadline: 8/3/2023**Facility****EX-HS-.L Physical Plant (NCP)****Met****Comment**

No hazards observed accessible to children on this date.

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

No equipment on the playground.

Comment

Playground observed to be clean and in good repair.

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

No diapered children are enrolled.

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)	Technical Assistance
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Technical Assistance

EX-HS-.I(2) - The program will ensure medication forms are fully complete.

Policies and Procedures

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

Observed the Program's written emergency plan on this date.

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

There were no incidents or injuries that required reporting.

Safety

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

Observed age-appropriate discipline policies on this date.

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

Checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. The transportation forms are included and acknowledged in registration. The program uses American Coach Bus.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

EX-HS-.D Criminal Records and Comprehensive Background Checks (CS)	Not Met
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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 that eighteen (18) of eighteen staff members did not have a Satisfactory Determination Criminal Records Check.

POI (Plan of Improvement)

The Program will ensure Criminal Records Checks are completed prior to working with children in the program.

Correction Deadline: 7/20/2023

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

Observed evidence of staff training in CPR and first aid for two directors and one staff member on this date.

Comment

Observed training for all staff members on this date.

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 administrative review that evidence of Health and Safety Training could not be provided.

POI (Plan of Improvement)

The Program will ensure Health and Safety training is completed and maintained on file.

Correction Deadline: 8/19/2023

Staffing and Supervision

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

Met

Comment

Program observed to maintain appropriate staff: child ratios. This information was based on attendance and sign and out forms. The children were on a field trip, the information was sent.

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(Cover Sheet)**Date:** 7/24/2023**VisitType:** EX-Monitoring**Arrival:** 10:35AM **Departure:** 12:45PM**EX-47380 EXMT-12994 EX-7 - Day camp
Albany Area YMCA - YES Inclusive Summer
Camp**1906 Palmyra Road, Albany GA 31701 Dougherty
County
(229) 436-0531 qthomas@albanyareaymca.com**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
7/24/2023	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
Classroom	, Six and older	3	5	Y	Playtime/movie time

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 3

#Children Count: 5

Comments:

On July 24, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Quasind Thomas. During the visit we discussed Health and Safety Protocols. After the children are dropped off by their parents, a staff member takes them immediately to the bathroom and their hands are sanitized prior to entering the classroom. Other handwashing/sanitation practices are completed, after eating, toileting and playtime. It was determined through the observation of records and through discussion, the Program is operating as approved.

Corrective Action Plan: Developed This Date



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).

**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:** 7/24/2023**VisitType:** EX-Monitoring**Arrival:** 10:35AM**Departure:** 12:45PM**EX-47380 EXMT-12994 EX-7 - Day camp
Albany Area YMCA - YES Inclusive Summer
Camp**1906 Palmyra Road, Albany GA 31701 Dougherty
County
(229) 436-0531 qthomas@albanyareaymca.com**Mailing Address**

Same

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@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(1) - Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as fun learning, fun physical education and swimming at the YMCA campus that promote the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff provides a variety of teaching methods to accommodate the needs of the children's different learning styles.

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

The equipment and furniture observed to be properly secured, as applicable. The toys, chairs and tables are wiped down and sanitized daily.

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

It was determined through discussion and the review of documents, a lifeguard is certified and present and the children are adequately supervised accordingly.

Children's Records**EX-HS-.C****Met****Comment**

EX-HS-.C(1) – The Provider does maintain a file for each child while such child is in care at the program. The file does contain the following: identifying information about the child to include: name, date of birth, gender, address, and names of both Parents, if applicable, cell phone and emergency contact information as well as the person(s) to whom the child may be released. The file also contains the child's immunization record as well as a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed.

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

EX-HS-.X(1) - The Program is in compliance with the posting of the Exemption Approval letter and certificate. Both are adjacent to each other and placed in a prominent area.

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 by the review of records, the Provider had a fire inspection completed by a third party in 2022..

POI (Plan of Improvement)

The Provider will contact the local fire marshal's office to have a fire inspection conducted. After the inspected has been completed, the Provider will send a copy of the report to the Specialist.

Correction Deadline: 8/15/2023

Facility

EX-HS-.B	Met
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Comment

EX-HS-.B(2) - It was determined through observation, the bathrooms are located adjacent to the child care areas. The bathrooms are very clean and supplies are within easy reach for the children and equipped with soap, toilet tissue and single-use towels.

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

The Playground was observed to be very clean and in the equipment is in good repair.

Health and Hygiene

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

There are no diapered children enrolled.

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

Medication are dispensed and stored in the Director's office and locked in a file cabinet that is inaccessible to the children. Each child file has a parent's signed authorization form which includes the time/amount and dates to be dispensed.

Policies and Procedures

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 its written policies and procedures in the Summer Day Camp Handbook. In the Handbook, it advised what the proper dress code, what each camper is to bring and the Program's objectives and goals.

Comment

It was determined through the examination of records, the Program's has written emergency plans which includes evacuation, lockdown, shelter-in, lightning, fire, carbon monoxide poisoning, communicable disease, structural damage, loss of water, bomb threats, active shooter and reunification procedures.

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

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S	Met
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Comment

The Provider does conduct field trips. It was discussed with the Director, a checklist is completed prior to the children's departure, upon arrival to the site, and again before departing and arriving back to the original destination.

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

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

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

The Program does not provide routine transportation however, documentation of the transportation log, field trip checklists and vehicle inspections are completed accordingly.

Sleeping & Resting Equipment

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

No infants are enrolled.

Staff Records

EX-HS-.K	Met
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Comment

EX-HS-.K(1) - It was determined by the observation of records the Program does maintain a very comprehensive and detailed file on all staff.

EX-HS-.N	Met
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Comment

EX-HS-.N(1) - The Director is responsible for the supervision, operation, and maintenance of the program. The Director is generally on the premises and if absent at any time during the hours of operation, there is an officially designated person on-site to assume responsibility for the operation of the program.

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

It was determined based on the examination of records, all of the staff's 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 examination of records, none of the staff have received biennial CPR/First Aid training as of this date.

POI (Plan of Improvement)

The Program will ensure that all of the staff complete the biennial CPR/First Aid training.

Correction Deadline: 12/1/2023

Comment

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 the examination of records, all of the employees have completed the annual 10 hours of training.

Comment

It was determined based on the observation of records, initial health and safety orientation training for all staff were completed.

Staffing and Supervision**Comment**

Adequate supervision observed on this date.