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: 11/25/2025 **VisitType:** EX-CAPS-Monitoring **Arrival:** 10:10AM **Departure:** 1:20PM

EX-41278 EXMT-8160 EX-7 - Day camp
Wilson Family YMCA

3570 Wheeler Road, Augusta GA 30909 Richmond County

Mailing Address

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Exemption Unit Consultant

Sherri Thompson

Phone: (770) 357-7038
Fax: (770) 357-7037
sherri.thompson@decal.ga.gov

Joint with:

Compliance Zone Designation		
11/25/2025	EX-CAPS-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)**	

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
Activity 2		0	0	Y	
Youth Gym	, Fives, Six and older	2	18	Y	

Group Sizes Met? Y Total # Non-Care Staff Present: 0 #Staff Count: 2 #Children Count: 18

Comments:

Please refer to the Exemption page of the website, https://www.decal.ga.gov/CCS/Exemptions.aspx for information regarding 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

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You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

1) Log into DECAL KOALA www.decalkoala.com with the user id for your program

2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute

3) Select the specific standard number(s) that you are refuting, add the reason for disagreement regarding the standard citation, and upload supporting documentation.

4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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(Summary Report)

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The following information is associated with a EX-CAPS-Monitoring:

Activities and Equipment

EX-HS-.A Activities **Met**

Comment
EX-HS-.A(1) - Activities were planned and varied on the date of the visit.

EX-HS-.F Equipment & Toys **Met**

Comment
EX-HS-.F(1)(a-b) - Equipment was used in a safe manner on the date of the visit.

EX-HS-.Q Swimming Pools & Water-related Activities(CS) **Not Evaluated**

Comment
EX-HS-.Q - Swimming rules discussed.

Children's Records

EX-HS-.C Children's Records **Not Met**

Finding
EX-HS-.C(1)(a-d) requires the Program to maintain a file for each child while such child is in care and for a period of one (1) year after such child is no longer enrolled. The file shall contain emergency contact information including, but not limited to, the following:
(a) Identifying information about the child to include name, date of birth, sex, address, living arrangement if not with both Parents, and name of school if applicable;
(b) Identifying information about the Parent(s) to include names of both Parents, if applicable, home and work addresses, and home and work telephone numbers;
(c) Identifying information about the person(s) to contact in emergencies when the Parent cannot be reached to include 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;
(d) Identifying information about the child's primary source of health care to include physician's or clinic's name and telephone number; and a statement regarding known allergies or other physical problems, mental health disorders, or developmental disabilities which would limit the child's participation in the program or any of the program's activities. It was determined based on the review of 3 children's records, all three records did not include complete information for parent(s) to include work phone number and address and Identifying information about the person(s) to contact in emergencies when the Parent cannot be reached to include 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).

POI (Plan of Improvement)
The Program will develop, implement, and follow a plan that includes how to obtain all required information for currently enrolled children and ensure the proper collection of information for future enrollees. The plan will also include how and where to maintain files for the required amount of time.

Correction Deadline: 12/19/2025

Technical Assistance
EX-HS-.C(2) - Please ensure an up to date immunization record is maintained in each child's record.

Exemptions

EX-HS-.X Exemption Requirements **Not Met**

Finding
EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on observation that the program's exemption certificate and approval letter were not posted.

POI (Plan of Improvement)
The Program will ensure a copy of both the exemption approval letter issued by the Department, and a notice to parents or guardians that the program is not required to be licensed is posted in a prominent place near the front entrance of the facility.

Correction Deadline: 11/26/2025

Finding
EX-HS-.X(2) requires when a parent or legal guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating that 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 review of 3 children's records, all three children's records did not have a signed form indicating that 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

POI (Plan of Improvement)
The Program will obtain and maintain written documentation that the parent or guardian understands that the Program is not licensed and it not required to be licensed by the state.

Correction Deadline: 12/11/2025

Facility

EX-HS-.B Bathrooms **Met**

Comment
EX-HS-.B - Program observed to have adequate toilets, sinks and supplies available.

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

Comment
EX-HS-.L(2) - An annual fire inspection was viewed and dated September 18, 2025.

Health and Hygiene

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

Comment
EX-HS-.U - No diapered children enrolled

Policies and Procedures

EX-HS-.J Operational Policies & Procedures **Not Met**

Finding

EX-HS-.J1(a-i) requires 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) A description of behavior management and discipline actions used by the program, to include the program's practices regarding the expulsion and suspension of children enrolled for care; (i) A description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children.
It was determined based on the review of the camp parent handbook the program did not have a written policy for prevention of and response to food and allergic reactions and reference to the program's emergency preparedness plan.

POI (Plan of Improvement)

The Program will revise their policies and procedures to include all required information and update as needed.

Correction Deadline: 12/23/2025

Safety

EX-HS-.S Field Trips **Met**

Comment

EX-HS-.S(1) - Discussed transportation requirements. The program does not provide routine transportation during holiday camps.

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

Comment

EX-HS-.R - Program does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

EX-HS-.V - No infants enrolled in the program.

Staff Records

Records Reviewed: 3 **Records with Missing/Incomplete Components: 1**

Staff # 3 Not Met

Date of Hire: 05/16/2025

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

EX-HS-.D Criminal Records and Comprehensive Background Checks(CS) **Not Met**

Finding
EX-HS-.D(2) requires every Program to have a current and valid satisfactory Comprehensive Records Check Determination on file prior to being present at the Program while any child is present for care. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (six months) or longer, a new satisfactory Comprehensive Records Check Determination is required. Comprehensive Records Check Determinations expire after five years from the fingerprint date, which appears in the first paragraph of the records check determination letter as the “based on information received” date. Any Program must obtain a new records check determination letter after any six month break in service regardless of the expiration date. All records check determination letters are portable to other facilities during the first year, and may be ported to as many locations as needed. It was determined based on the review of staff records 1 out of 9 staff records did not have a satisfactory criminal Background check issued by the Department. The staff member was observed present at the program on the date of the visit. The staff member is indicated on the Staff Form of the visit report.

POI (Plan of Improvement)
The Program will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination letter on file prior to being present at the program while children are present for care, or before an individual is age 17 or older. The Program will ensure a new Comprehensive Records Check Determination is completed regardless of the expiration date if there was a six (6) month break in care. The provider stated the staff member will not be present until the background check has been issued.

Correction Deadline: 12/5/2025

EX-HS-.G First Aid & CPR(CS) **Met**

Comment
EX-HS-.G - Observed evidence of staff training in CPR and first aid on this date.

EX-HS-.K Personnel Records **Met**

Comment
EX-HS-.K - Observed personal records maintained.

Comment
EX-HS-.K(1)(a-c) -

EX-HS-.P Staff Training **Not Met**

Finding
EX-HS-.P(2)(a-l) requires the initial orientation to include the following subjects: (a) the program's policies and procedures; (b) the portions of these rules dealing with the care, health and safety of children; (c) the staff member's assigned duties and responsibilities; (d) reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; (e) Emergency weather plans; and the program's emergency preparedness plan; (f) childhood injury control; (g) the administered of medicine; (h) reducing the risk of Sudden Unexpected Infant Death (SUID), which includes Sudden Infant Death Syndrome (SIDS); (i) hand washing; (j) Fire safety; (k) water safety; and (l) prevention of HIV/Aids and blood borne pathogens. It was determined based on the review of 9 staff records, all 9 records did not include evidence of completion of staff orientation.

POI (Plan of Improvement)
The Program will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 12/11/2025

Staffing and Supervision

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

Comment
EX-HS-.O - Program observed to maintain appropriate staff: child ratios.