

**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:** 8/23/2023**VisitType:** EX-Monitoring**Arrival:** 12:40PM **Departure:** 2:30PM**EX-43315 EXMT-8354 EX-7 - Day camp
Albany Area YMCA**1701 Gillionville Road, Albany GA 31707 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.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	IntermediateAction Category	Dismissal Action Category
8/23/2023	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 (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
Computer Room		0	0	Y	
Hallway		0	0	Y	
Playground		0	0	Y	
Room 102		0	0	Y	
Room 103		0	0	Y	
Room 104		0	0	Y	
Teen Zone		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

Comments:

On August 23, 2023, an (in-person) visit was conducted at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Tonya Davis and Ms. Quasind Thomas. There were no children present. There were a total of 65 children that attended summer camp this year. During the visit we discussed Health and Safety Protocols. After the children are dropped off by their parents, they are met by a staff member that checks them in and another staff member greets them as they walk through the door. The children's 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.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 Maximus or the CAPS 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).

Director/Person-in-charge Signature_____

Printed Name_____ Date_____

Specialist Signature_____ Date_____

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The following information is associated with a Exemption Monitoring:**Activities and Equipment****EX-HS-.A Activities****Met****Comment**

EX-HS-.A(1) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as swimming, arts and crafts, yoga, sumdog (math), field trips to the movies/library, fun PE including indoor and outside play that promotes the social, emotional, creative, physical, cognitive, language and literacy development of each child. The Staff ensures there is 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 chairs, tables and equipment are wiped down and sanitized each day.

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

A Lifeguard is certified and present.

Comment

Discussed with the Director, the ratio of children to staff members it was determined that there were enough staff present to safely supervise.

Children's Records**EX-HS-.C Children's Records****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. Also each file contain copies of the child's birth certificate and immunization records 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**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 in the main lobby.

Comment

It was determined through the observation of records the Provider does meet the standard regarding building safety. The last fire inspection was conducted June 2022, reflected that there were no violations.

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

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

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

No hazards observed accessible to children on this date.

EX-HS-.M Playgrounds(CS)**Technical Assistance****Technical Assistance**

It was determined through observation that the playground is clean. It is enclosed in a fence and free of any debris and/or hazards. Technical assistance was provided regarding the need to add resilient surfacing as a safety measure.

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

No diapered children are enrolled.

EX-HS-.H Hygiene**Met****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****Met****Comment**

It was determined that the program provides parent's with it's written policies and procedures. The Provider does ensure emergency preparedness by executing regularly scheduled fire, lock down and tornado drills.

EX-HS-.T Required Reporting**Met****Comment**

There were no incidents or injuries that required reporting.

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

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

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

The Provider does obtain written permission from Parent(s) in advance for the child's participation to travel and is signed and dated by a Parent/Guardian. Also it was discussed with the Director all of the children's emergency information and contacts are kept on the vehicle at all times.

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

Checklists, permission forms, emergency contact information and proper check of the attendees before and after transportation were discussed with the Director.

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

No safe sleep policies are necessary.

Staff Records**Records Reviewed: 14****Records with Missing/Incomplete Components: 6**

Staff's Name [# 1]: Burkes, Eboni

Not Met

Date of Hire: 05/18/2023

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 2]: Daniels, O'tasha

Met

Date of Hire: 05/18/2023

Staff's Name [# 3]: Dawson, Kelsey

Not Met

Date of Hire: 05/18/2023

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 4]: Dennis, Aiyana

Met

Date of Hire: 05/18/2023

Staff's Name [# 5]: Hart, Jaali

Met

Date of Hire: 05/18/2023

Staff's Name [# 6]: Lewis, Ja'monica

Not Met

Date of Hire: 10/18/2022

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours, EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 7]: Parker, Aalyiah

Not Met

Date of Hire: 06/12/2023

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 8]: Pittman, Joseph

Met

Date of Hire: 05/18/2023

Staff's Name [# 9]: Pugh, Jalen

Not Met

Date of Hire: 05/18/2023

"Missing/Incomplete Components"

EX-HS-.P(4)-Annual Training 10 Hours

Staff's Name [# 10]: Rogers Jr, Tarcia

Not Met

Date of Hire: 05/18/2023

"Missing/Incomplete Components"

EX-HS-.P(3)-Health and Safety Training

Staff's Name [# 11]: Thomas, Quisland

Met

Staff's Name [# 12]: Tonya, Davis

Met

Staff's Name [# 13]: Williams, Faith

Met

Date of Hire: 05/22/2023

Staff's Name [# 14]: Wright, Jaquvius

Met

Date of Hire: 05/18/2023

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

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 a review of records that all of the employees have met the standard regarding the completion of the Criminal Record Checks through DECAL.

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

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

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

EX-HS-.K(1) - It was determined by the observation of records the program does maintain a personnel file on all staff.

EX-HS-.N Staff Requirements**Met**

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-.P Staff Training**Not Met****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 review of records, the staff members are recent hours for this summer program and have not been employed for a year. However, the Provider will work towards ensuring the completion of the annual ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to their job assignment(s).

Finding

EX-HS-.P(2) requires the initial orientation to include the following subjects: the Program's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Employee's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency plans; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/Aids and blood borne pathogens. . It was determined based on review of records that 10 out of 13 staff members have completed the Health and Safety Orientation training

POI (Plan of Improvement)

The Program will ensure that all of the employees complete the Health and Safety Orientation training within 90 days of employment.

Correction Deadline: 10/1/2023

Staffing and Supervision

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

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.