

**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:** 8/4/2022**VisitType:** EX-Monitoring**Arrival:** 10:55AM **Departure:** 11:55AM**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	Intermediate Action Category	Dismissal Action Category
8/4/2022	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
Computer Room		0	0	Y	
Hallway	, Sixes	0	10	N	In transition - standing in line at the water fountain
Playground	, Sixes	1	10	Y	
Room 102	, Sixes	2	14	Y	Engaged in playing games
Room 103		0	0	Y	No children were present
Room 104	, Sixes	3	11	Y	Engaged in an activity
Teen Zone	, Fives, Sixes	2	19	Y	Listening to instruction

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 8

#Children Count: 64

Comments:

On August 4, 2022, an (in-person) visit was conducted today at the facility for the purpose of the CAPS Health and Safety Monitoring with Ms. Katessa Campbell and Quasind Thomas, Directors. During the visit we discussed the Health and Safety Protocols regarding COVID 19. After the children are dropped off, temperature checks are conducted, and their hands are sanitized prior to entering their prospective classrooms. Other handwashing/sanitation practices are completed, after eating, toileting and outside play. The Administrative Review document was explained, and signatures were obtained to acknowledge the documents are to be submitted within five (5) business days. The Administrative Review was completed on 08/11/22. After discussion with the Directors and a review of the documents, the program is operating as approved.

Corrective Action Plan: To Be Submitted



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****Met****Comment**

Exhaust-.A(3) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities such as math, spelling, reading, swimming, gym and outdoor play that promotes the social, emotional, 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 was observed to be properly secured, as applicable. The balls are sprayed after usage and the chairs, tables, and equipment are wiped down and sanitized daily.

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

The Program does provide swimming and ensures the safety of each child. A pool inspection was recently completed by the Georgia Department of Public Health on April 27, 2022 with a 100 point satisfactory score.

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

EX-HS-.C(4) - 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, sex, 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 and medication dispense authorization 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 in the main lobby.

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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 examination of records the Provider obtained a Fire Alarm and Life Safety System Inspection on February 25, 2021 by a third party agency.

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Correction Deadline: 10/31/2022

Facility

EX-HS-.B

Met

Comment

EX-HS-.B(5) - 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 (NCP)

Met

Comment

The facility appeared to be clean and well maintained.

EX-HS-.M Playgrounds (CS)

Met

Comment

The playground was observed to be clean and in good repair. It is enclosed in a fence and free of any debris and/or hazards.

Health and Hygiene

EX-HS-.U Diapering Areas & Practices (CS)

N/A

Comment

The Program does not conduct diapering for younger children.

EX-HS-.H Hygiene (NCP)

Met

Comment

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

EX-HS-.I Medications (CS)

Met

Comment

It was determined through discussion the program does dispense medications to children with the parent's consent. A permission form with instructions are signed by the parent. The medications are stored inaccessible to the children in a locked drawer located in the director's office.

Policies and Procedures

EX-HS-J Operational Policies & Procedures (NCP)

Met

Comment

It was determined that the Provider does ensure each parent receives a copy of the program's written policies and procedures.

Comment

The Provider proactively executes emergency preparedness and safety precautions by conducting monthly fire, smoke and fire detector drills, as well as biannual lock down and tornado protocols.

EX-HS-T Required Reporting (NCP)

Met

Comment

There were no incidents or injuries that required reporting.

Safety

EX-HS-.S

Met

Comment

It was determined through discussion the Provider does ensure the emergency contact information is on the vehicle and also placed in the field trip folder that remains with the staff throughout the trip.

Technical Assistance

Technical assistance was provided regarding the importance of completing a checklist prior to the children boarding, after they depart the vehicle to ensure each child is accounted for and no one is left on the bus.

EX-HS-E Discipline (CS)

Met

Comment

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

EX-HS-.R Transportation (CS)

Met

Comment

The Specialist was able to observe/inspect Bus#3 used in transporting children during the visit. Vehicle inspections were also completed on the following dates:

1997 GMC Savana Camper Special Bus #1 - 8/6/21
1997 GMC Savana Camper Special Bus #2 - 7/14/21
1998 GMC Savana Camper Special Bus #3 - 7/16/21
1998 GMC Savana Camper Special Bus #4 - 8/2/21
1997 GMC Savana Camper Special Bus #5 - 9/5/21

Sleeping & Resting Equipment

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

Met

Comment

The Program does not care for infants therefore safe sleep policies are not necessary.

Staff Records

Records Reviewed: 28

Records with Missing/Incomplete Components: 3

Staff # 1

Met

Staff # 2

Met

Date of Hire: 05/31/2022

Staff # 3

Met

Staff # 4	Met
Date of Hire: 05/31/2022	
Staff # 5	Met
Date of Hire: 05/31/2022	
Staff # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	
Staff # 7	Met
Date of Hire: 06/01/2022	
Staff # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(4)-Annual Training 10 Hours,EX-HS-.P(3)-Health and Safety Training	
Staff # 9	Met
Date of Hire: 05/26/2022	
Staff # 10	Met
Date of Hire: 05/31/2022	
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Date of Hire: 05/31/2022	
Staff # 14	Met
Staff # 15	Met
Date of Hire: 06/01/2022	
Staff # 16	Met
Date of Hire: 05/31/2022	
Staff # 17	Not Met
<u>"Missing/Incomplete Components"</u>	
EX-HS-.P(3)-Health and Safety Training	
Staff # 18	Met
Staff # 19	Met
Staff # 20	Met
Date of Hire: 05/31/2022	

Staff # 21	Met
Date of Hire: 05/31/2022	
Staff # 22	Met
Staff # 23	Met
Date of Hire: 05/31/2022	
Staff # 24	Met
Staff # 25	Met
Date of Hire: 06/13/2022	
Staff # 26	Met
Date of Hire: 05/31/2022	
Staff # 27	Met
Staff # 28	Met
Date of Hire: 05/31/2022	

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 personnel 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 on the premises and if absent from the program 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

Every staff member must have a Satisfactory Background Check Determination before the individual is present at the program while any child is present for care. It was determined by the observation of records, 28 out of 28 employees are compliant regarding the completion of the Criminal Record Checks through DECAL.

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

All Staff who provide direct care to children must obtain certification in first aid and cardiopulmonary resuscitation within the first 90 days of employment. It was determined by the observation of records, eleven out of 28 employees have met the standard criterion regarding the completion of CPR/First Aid training. The other seventeen employees were within the first 90 days of employment.

EX-HS-.P Staff Training (NCP)	Not Met
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Finding

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 review of records that nine (9) out of 28 staff members have completed the Health and Safety Orientation training. Two (2) of the employees are not compliant and the other 17 employees were still within their 90 days of employment.

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Correction Deadline: 9/30/2022

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.