



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: 8/23/2023

VisitType: EX-Monitoring

Arrival: 2:40PM

Departure: 2:55PM

EX-45053 EXMT-9341 EX-7 - Day camp
Albany Area YMCA Sports Park Summer Day Camp

4508 Gillionville Road, Albany GA 31707 Dougherty County
(229) 435-8389 chobson@albanyareaymca.com

Mailing Address

1701 Gillionville Road, GA 31707

Regional Consultant

Rosalyn Elder

Phone: (404) 780-0868

Fax: (770) 232-1931

rosalyn.elder@dec.state.ga.us

Joint with:

Table with 4 columns: Compliance Zone Designation, Prevention Action Category, Intermediate Action Category, Dismissal Action Category. Rows include Prevention Level 1 (P1), Prevention Level 2 (P2), and Prevention Level 3 (P3) with corresponding actions like Technical Assistance, Citation, and Plan of Improvement.

Staff: Child Ratios

Table with 6 columns: Room Description, Age Groups, Staff Count, Children Count, State Ratio Met, Notes. Row for Main Room shows 0 staff, 0 children, and State Ratio Met as 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. Quasind Thomas. There were no children present. This this year's camp there were a total of 10 children that attended. 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. Other handwashing/sanitation practices are completed, after eating, toileting and playtime. It was determined through the observation of records and through discussion, that the Program is operating as approved.

Corrective Action Plan:Developed This Date



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 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@dec.al.ga.gov](mailto: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).

Director/Person-in-charge Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_



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**(Summary Report)**

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Joint with:

**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, sum dog, arts and crafts, cosmetology/barber and nails classes, and field trips that promotes 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 tables, chairs and equipment are sanitized and wiped down daily.

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

**Met**

**Comment**

A Lifeguard is certified and present.

**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, 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 a signature from each Parent advising they are aware the program is not licensed and is not required to be licensed. Also each file contain copies of the child's birth certificate and immunization records.

**Exemptions**

**EX-HS-.X Exemption Requirements**

**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 on a board and in an area that they can be viewed.

**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 through discussion the program has not met the standard requirements regarding obtaining an annual fire inspection as of this date.

**POI (Plan of Improvement)**

Fire Inspections should be conducted on an annual basis. Please ensure a fire inspection is scheduled with the appropriate authorities. Once the inspection has been completed, please email a copy to the Specialist.

**Correction Deadline: 9/30/2023**

<b>Facility</b>	
<b>EX-HS-.B Bathrooms</b>	<b>Met</b>

**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.

<b>EX-HS-.L Physical Plant(CS)</b>	<b>Not Met</b>
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**Finding**

Please be mindful to keep items that pose a hazard inaccessible to children.

**POI (Plan of Improvement)**

Please remove any access boxes, stored items, or debris that surrounds the property that could be a hazard or harmful to children.

**Correction Deadline: 10/31/2023**

<b>EX-HS-.M Playgrounds(CS)</b>	<b>Met</b>
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**Comment**

No playground provided.

<b>Health and Hygiene</b>	
<b>EX-HS-.U Diapering Areas &amp; Practices(CS)</b>	<b>N/A</b>

**Comment**

No diapered children are enrolled.

<b>EX-HS-.H Hygiene</b>	<b>Met</b>
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**Comment**

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

<b>EX-HS-.I Medications(CS)</b>	<b>Met</b>
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**Comment**

It was determined based on discussion, all medications are stored inaccessible to children.

<b>Policies and Procedures</b>	
<b>EX-HS-.J Operational Policies &amp; Procedures</b>	<b>Met</b>

**Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures. The Provider does ensure emergency preparedness by executing regularly scheduled fire, lock down and tornado drills.

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

The Provider did report a case of child whom accidentally sprayed themselves with mace. It was reported within 24 hours of the incident.

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

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

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

The Provider does obtain written permission from Parent(s) in advance of the child's participation in any field trip and is signed and dated by a Parent/Guardian.

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

Checklist, permission forms and proper check of the vehicle after transportation were discussed with the Director.

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

No safe sleep policies are necessary.

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**Staff Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 3**

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Staff's Name [# 1]: Gilbert, Zenobia <u>"Missing/Incomplete Components"</u> EX-HS-.P(3)-Health and Safety Training	Not Met
Staff's Name [# 2]: Harris, Kaytreanna	Met
Staff's Name [# 3]: Nelson, Mandela	Met
Staff's Name [# 4]: Rogers, Tarcia	Met
Staff's Name [# 5]: Thomas, Quaslind <u>"Missing/Incomplete Components"</u> EX-HS-.P(4)-Annual Training 10 Hours	Not Met
Staff's Name [# 6]: Williams, Amelia	Met
Staff's Name [# 7]: Williams, Candace <u>"Missing/Incomplete Components"</u> EX-HS-.P(4)-Annual Training 10 Hours	Not Met

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**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

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

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

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**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.

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**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.

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**EX-HS-.P Staff Training****Not Met****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 through the review of records, two (2) of the seven (7) staff members did not meet the standard requirement regarding the Health and Safety Orientation training.

**POI (Plan of Improvement)**

The Program will ensure all of the staff complete the Health and Safety Orientation training.

**Correction Deadline: 10/30/2023**

**Finding**

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 through the review of records, all staff members with the exception of two (2) are newly hired.

**POI (Plan of Improvement)**

The Program will ensure that all staff members complete the annual ten (10) hours professional development training.

**Correction Deadline: 12/29/2023**

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**Staffing and Supervision**

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**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.

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