



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: 7/24/2023

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

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 action categories 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: 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. Quaslind 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/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.

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) - 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 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. 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

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 Bathrooms

Met

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(CS)	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

Comment

There are no diapered children enrolled.

EX-HS-.H Hygiene	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

Met

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

Met

Comment

There were no incidents or injuries that required reporting.

Safety

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 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-.R Transportation(CS)

Met

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

Comment

No infants are enrolled.

Staff Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Staff's Name [# 1]: Douglas, Lachonda	Met
Staff's Name [# 2]: Holsey, Ashanti <u>"Missing/Incomplete Components"</u> EX-HS-.P(4)-Annual Training 10 Hours	Not Met
Staff's Name [# 3]: Mitchell, Debra	Met
Staff's Name [# 4]: Smith, LaWanda	Met
Staff's Name [# 5]: Thomas, Quasiland <u>"Missing/Incomplete Components"</u> EX-HS-.P(4)-Annual Training 10 Hours	Not Met

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

It was determined based on the examination of records, all of the staff's criminal record checks were observed to be complete.

EX-HS-.W First Aid & CPR**Not Met****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

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

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

Adequate supervision observed on this date.