

**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:** 9/21/2021**VisitType:** EX-Monitoring**Arrival:** 10:00AM **Departure:** 11:00AM**EX-52316 EXMT-17100 EX-7 - Day camp  
Albany YMCA Lee**115 Putnam Street West, Leesburg GA 31763 Lee  
County  
(229) 436-0531 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.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
9/21/2021	EX-Monitoring	Prevention	<b>Prevention Level 1 (P1)</b>	<b>Intermediate Level 1 (I1)</b>	<b>Dismissal (D)</b>
			Technical Assistance	Corrective Action Plan	Dismissal
				Office Conference	Disqualification
			<b>Prevention Level 2 (P2)</b>	<b>Intermediate Level 2 (I2)</b>	
			Citation	Fine (Level 1 or 2)	
			Plan of Improvement		
			<b>Prevention Level 3 (P3)</b>	<b>Intermediate Level 3 (I3)</b>	

**Staff: Child Ratios**

Room Description	Age Groups	Staff Count	Children Count	State Ratio Met	Notes
MAIN CLASSROOM		0	0	Y	No children present

Group Sizes Met? Y

Total # Non-Care Staff Present: 0

#Staff Count: 0

#Children Count: 0

**Comments:**

Phase 1 (Administrative Process) and Phase 2 (Virtual Visit) of the CAPS Health and Safety Monitoring were completed 09/21/21 due to COVID-19. The virtual visit was conducted virtually via Zoom with Mr. Christopher Hobson and Ms. Quasind Thomas. During check-in, temperature checks are administered, and student's hands are sanitized. Handwashing/sanitation practices are completed before eating, after toileting and between activities. The children wash their hands at the sink or via hand sanitizer. Masks are required during the transport of children to other facilities and is strongly encouraged on the inside of the buildings. It was determined through the observation of records and through discussion, the program is operating as approved.

Corrective Action Plan: No Plan Developed



Please refer the website, <http://www.dec.state.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@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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**VisitType:** EX-Monitoring

**Arrival:** 10:00AM **Departure:** 11:00AM

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Joint with:

**The following information is associated with a Exemption Monitoring:**

**Activities and Equipment**

**EX-HS-.A**

**Met**

**Comment**

EX-HS-.A(3) - The Provider does provide a daily prescribed program of varied and developmentally appropriate activities which includes arts & crafts, outside play, and arcade tables that promote the social, emotional, physical, cognitive, language and literacy development of each child.

**EX-HS-.F Equipment & Toys (CS)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable. The tables, chairs and toys/equipment was wiped down and sanitized daily.

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

**N/A**

**Comment**

It was determined through discussion the Program does not provide swimming activities.

**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.

**Exemptions**

**EX-HS-.X Exemption Requirements (NCP)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

**Facility**

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

EX-HS-.B(5) - It was determined through observation, are located adjacent to the childcare areas. The supplies are within easy bathrooms reach of children and equipped with soap, toilet tissue and single-use towels.

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**EX-HS-.L Physical Plant (NCP)****Not Met****Finding**

It was determined through the observation of records and through discussion the provider is in compliance with the building authorities on this date however was unable to provide the most recent Fire Inspection Report.

**POI (Plan of Improvement)**

The Provider is in the process of obtaining a Fire Inspection to ensure compliance with the appropriate authorities.

**Correction Deadline: 10/15/2021**

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**EX-HS-.M Playgrounds (CS)****Met****Comment**

The Playground was observed to be clean and in good repair.

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

The Program does not conduct diapering for younger children.

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**EX-HS-.H Hygiene (NCP)****Met****Comment**

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

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**EX-HS-.I Medications (CS)****N/A****Comment**

It was determined through discussion the provider does not administer medication.

<b>Policies and Procedures</b>
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**EX-HS-.J Operational Policies & Procedures (NCP)****Met****Comment**

It was determined that the program provides Parents a copy of the Program's written policies and procedures.

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**EX-HS-.T Required Reporting (NCP)****Met****Comment**

There were no incidents or injuries that required reporting.

<b>Safety</b>
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**EX-HS-.S****Met****Comment**

The Provider does sponsor field trips at another site that provides additional activities inclusive of gymnastics, and the moonwalk, etc.

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

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

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

EX-HS-.R(7)(c)5. - It was determined through the observations of records the vehicle used was thoroughly inspected and repairs were completed on 10/13/20.

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

No safe sleep policies are necessary.

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**Staff Records****Records Reviewed: 4****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met

Date of Hire: 07/11/2012

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

EX-HS-.N(1) - The Director/Administrator is responsible for the supervision, operation and maintenance of the program. The Director/Administrator 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.

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

It was determined through the observation of records, four (4) of the four (4) staff members have completed the Criminal Record Checks and received a comprehensive satisfactory determination.

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

It was determined by the observation of records, four (4) out of four (4) employees are compliant regarding the completion of CPR/First Aid training.

**Comment**

It was determined by the observation of records, four (4) out of four (4) staff members are compliant regarding the completion of the Health and Safety Orientation training.

<b>Staffing and Supervision</b>
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**Comment**

There were no children enrolled on this date.