



**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:** 6/17/2020

**VisitType:** EX-Monitoring

**Arrival:** 11:00AM **Departure:** 12:00PM

**EX-40160 EXMT-9800 EX-7 - Day camp  
Augusta South Family YMCA**

2215 Tobacco Road, Augusta GA 30906 Richmond  
County  
(706) 595-5615 tgallups@thefamilyy.org

**Mailing Address**

1058 Claussen Road, GA 30901

**Regional Consultant**

Sarah Benton

Phone: (770) 357-5103

Fax: (770) 357-5105

sarah.benton@dec.state.ga.gov

Joint with:

Compliance Zone Designation			Prevention Action Category	Intermediate Action Category	Dismissal Action Category
6/17/2020	EX-Monitoring	NA	<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
1-Board Room	, Sixes	1	7	Y	
2-Clubhouse	, Sixes	1	7	Y	
3-Studio A		0	0	Y	
4-Play and Learn	, Sixes	1	8	Y	
5-Studio B		0	0	Y	

Group Sizes Met? Y

Total # Non-Care Staff Present: 4

#Staff Count: 3

#Children Count: 22

Comments:

The administrative review and the virtual visit was completed on June 17, 2020.

This virtual visit was completed virtually via GoTo meeting. The report was discussed and emailed to the program for a signature.

Discussed the following and provided technical assistance regarding the following as per the CDC Guidance for schools and camps. Resources emailed along with the report. Program utilizing the camp checklist daily.

- 1) Healthy Hygiene practices (hand washing, cleaning and disinfecting, ensuring water fountains and ventilation are functioning properly)
- 2) Discussed promoting social distancing
- 3) Limiting sharing of supplies and materials
- 4) Ensuring staff are trained
- 5) Checking for signs and systems and ensuring procedures are in place.

Website Resources:

<https://dph.georgia.gov/>

<http://dec.state.ga.gov/BFTS/Covid19.aspx>

<https://gov.georgia.gov/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

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](mailto: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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(Summary Report)

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The following information is associated with a Exemption Monitoring:

Activities and Equipment

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

Met

Comment

Children observed in free play and games. Ensure equipment and shelving is secure.

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

N/A

Comment

Program does not provide swimming activities.

Exemptions

EX-HS-.X Exemption Requirements (NCP)

Not Met

Finding

EX-HS-.X(2) requires when a parent or guardian initially registers a child with an exempt program, the parent or guardian shall sign a form indicating the parent or guardian has been advised and understands that the program is not licensed and is not required to be licensed by the state. It was determined based on information submitted by the program as well as statements from the administrator that this information had not been obtained.

POI (Plan of Improvement)

The Program will ensure that the information is obtained when children enroll. A sample was emailed to the program.

Correction Deadline: 6/17/2020

Facility

EX-HS-.L Physical Plant (NCP)

Met

Comment

Observed a recent fire marshal inspection. Discussed ensuring the CO was kept on file.

EX-HS-.M Playgrounds (CS)

Not Met

Finding

EX-HS-.M(1) requires that playgrounds be protected from traffic or other hazards by a 4 four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined that the area used for outdoor play was not fenced with a 4 foot fence.

POI (Plan of Improvement)

The Program will fence in the area for use.

**Health and Hygiene**

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

**Comment**

No diapered children are enrolled.

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

**Comment**

Hand washing was not observed during the visit but observed access to soap and paper towels.

**EX-HS-.I Medications (CS)** **Not Evaluated**

**Comment**

Medication is not dispensed

**Policies and Procedures**

**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.

**EX-HS-.T Required Reporting (NCP)** **N/A**

**Comment**

There were no incidents or injuries that required reporting.

**Safety**

**EX-HS-.S** **N/A**

**Comment**

No field trips are offered

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

**Comment**

Observed age-appropriate discipline policies on this date.

**EX-HS-.R Transportation (CS)** **N/A**

**Comment**

Program does not provide routine transportation.

**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: 4**

**Records with Missing/Incomplete Components: 2**

Staff # 1 Met

Staff # 2 Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 3

Not Met

"Missing/Incomplete Components"

EX-HS-.D-Criminal Records Check Missing

Staff # 4

Met

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

**Not Met**

**Finding**

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 an administrative file review, that two of four staff employed for the program did not have a satisfactory criminal records check determination completed by the Department.

**POI (Plan of Improvement)**

The Program will ensure that staff complete the CRC through the Department prior to beginning work with the camp program.

**Correction Deadline: 6/17/2020**

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

**Met**

**Comment**

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

**EX-HS-.P Staff Training (NCP)**

**Not Met**

**Comment**

Please refer to the Health and Safety standards to ensure that training requirements are met. No staff yet required to have completed annual training.

**Finding**

EX-HS-.P(3) requires 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 a file review of documents submitted by the admin that four of four staff had no evidence of having completed health and safety orientation as required.

**POI (Plan of Improvement)**

The Program will ensure that staff complete training as required. A flyer for a free course was emailed to the program.

**Correction Deadline: 7/17/2020**

<b>Staffing and Supervision</b>
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**EX-HS-.O Staff:Child Ratios and Supervision (CS)**

**Met**

**Comment**

Program observed to maintain appropriate staff: child ratios.