



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: 7/21/2022

VisitType: EX-Monitoring

Arrival: 9:45AM

Departure: 11:00AM

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

2215 Tobacco Road, Augusta GA 30906 Richmond
County
(706) 922-9650 tashley@thefamilyy.org

Mailing Address

1058 Claussen Road, GA 30901

Regional Consultant

Sherri Thompson

Phone: (770) 357-7038

Fax: (770) 357-7037

sherri.thompson@dec.state.ga.gov

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. Rows include 1-Board Room, 2-Clubhouse, 3-Studio A, 4-Play and Learn, and 5-Studio B.

Group Sizes Met? N

Total # Non-Care Staff Present: 0

#Staff Count: 2

#Children Count: 20

Comments:

A CAPS monitoring visit was conducted on July 21, 2022 and an administrative review was conducted on July 29, 2022.

Corrective Action Plan: Developed This Date



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.

- 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-.A**

**Met**

**Comment**

EX-HS-.A(2)(a)-(c) - Based on consultant observation the individual needs of children were met by staff.

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

**Met**

**Comment**

A variety of equipment and toys were observed throughout the Program.

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

**Met**

**Comment**

Swimming activities provided off site. The requirements for swimming were reviewed with the Director at the time of the visit.

**Children's Records**

**EX-HS-.C**

**Not Met**

**Finding**

EX-HS-.C(1) requires the Program to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the consultant's request for the submission of three children's records that the program failed to submit the requested records for the administrative review.

**POI (Plan of Improvement)**

The Program will maintain required children's records on site and provide to the Department when requested.

**Correction Deadline: 7/29/2022**

**Comment**

EX-HS-.C(2) - Discussion took place with the Director that immunization records for CAPS children must be included as part of their records.

**Exemptions**

**Finding**

EX-HS-.X(1) requires a program granted an exemption to post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the department and a notice provided by the department that will notify a parent or guardian that the program is not licensed and is not required to be licensed by the state. It was determined based on the consultant's observation that the exemption approval letter was not posted.

**POI (Plan of Improvement)**

The Program will post a copy of the exemption approval letter.

**Correction Deadline: 7/21/2022**

<b>Facility</b>
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**EX-HS-.L Physical Plant (NCP)** **Met**

**Comment**

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

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

**Comment**

No playground provided. The consultant viewed an outdoor area in the back of the building that is used for occasional outdoor activities. The Director stated cones are placed as a visual boundary, staff circulate, and head counts are conducted routinely. The area is not fenced and is not near a road.

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

**Comment**

No diapered children are enrolled.

**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**

Discussed proper medication documentation and procedures. The program does administer medication if authorized and did not have any medication at the time of the visit.

<b>Policies and Procedures</b>
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**EX-HS-.J Operational Policies & Procedures (NCP)** **Not Met**

**Comment**

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

**Comment**

Observed the Program's written emergency plan on this date.

**Finding**

EX-HS-.J(1)(a-i) requires the Program to establish and implement written policies and procedures that describe the Program's operations as follows: (a) the exclusion of children with contagious illness; (b) notification of parents in the event their child becomes ill while at the facility; (c) the notification of all parents of enrolled children when a reprobate contagious illness is present in the facility; (d) the prevention of and response to food and allergic reactions; (e) emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals; (f) the handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding); (g) recognition and reporting of child abuse and neglect; (h) fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Program shall maintain documentation of the dates and times of these drills for two years; (i) provide to Parents a copy of the Program's written policies and procedures. It was determined based on the consultant's request for the submission of required written program policies that the center failed to submit these policies as part of an administrative review.

**POI (Plan of Improvement)**

The Program will maintain required written polices to be kept at the program and provided to the program upon request.

**Correction Deadline: 7/29/2022**

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

There were no incidents or injuries that required reporting.

**Safety****EX-HS-.S****Not Met****Finding**

EX-HS-.S(1) requires Program Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined It was determined based on the consultant's request for the submission of required field trip documentation that the center failed to submit such documentation as part of an administrative review.

**POI (Plan of Improvement)**

The Program will maintain required documentation for field trips and such documentation will be made available to the Department when requested.

**Correction Deadline: 7/29/2022**

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

Age-appropriate discussion and/or redirection observed.

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

The vehicle used for occasional transportation for swimming activities was not located at the site during the time of the visit. The bus was housed an another location.

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

No infants are enrolled.

**Records Reviewed: 16****Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 06/17/2022	Met
Staff # 2 Date of Hire: 06/30/2022	Met
Staff # 3 Date of Hire: 05/31/2021	Met
Staff # 4 Date of Hire: 08/06/2021	Met
Staff # 5 Date of Hire: 04/11/2022	Met
Staff # 6 Date of Hire: 06/01/2022	Met
Staff # 7 Date of Hire: 06/29/2022	Met
Staff # 8 Date of Hire: 05/19/2022	Met
Staff # 9 Date of Hire: 06/30/2022	Met
Staff # 10 Date of Hire: 05/14/2016	Met
Staff # 11 Date of Hire: 06/17/2022	Met
Staff # 12 Date of Hire: 09/07/2017	Met
Staff # 13 Date of Hire: 04/14/2021	Met
Staff # 14 Date of Hire: 03/23/2022	Met
Staff # 15 Date of Hire: 06/16/2022	Met
Staff # 16	Met

Date of Hire: 06/16/2022

**EX-HS-.K****Not Met****Finding**

EX-HS-.K(1) requires the Program to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on the consultant's request for the submission of required staff records that the center failed to submit such records as part of an administrative review.

**POI (Plan of Improvement)**

The Program will maintain staff records in accordance to this standard and make available to the Department when requested.

**Correction Deadline: 7/29/2022****EX-HS-.N****Met****Comment**

EX-HS-.N(1) - The program's Director was on-site at the time of the visit.

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

Criminal record checks were observed to be complete.

**EX-HS-.W First Aid & CPR (NCP)****Not Met****Finding**

EX-HS-.W(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on the consultant's request for the submission of CPR/First Aid certification for staff that the center failed to submit the requested documentation as part of an administrative review.

**POI (Plan of Improvement)**

The Program will maintain CPR and First Aid certification for all staff upon the completion of their first 90 day of employment. Such records shall be made available to the Department upon request.

**Correction Deadline: 7/29/2022****EX-HS-.P Staff Training (NCP)****Not Met****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 the consultant's request for the submission of required health and safety training for staff that the center failed to submit such documentation as part of an administrative review.

**POI (Plan of Improvement)**

The Program will maintain evidence of required health and safety training for all staff who have completed their first 90 days of employment. Such documentation shall be made available to the Department upon request.

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

Met

**Comment**

Adequate supervision observed on this date.