



**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.DECAL.GA.GOV

**Date:** 10/16/2017 **VisitType:** Licensing Study

**Arrival:** 2:35 PM

**Departure:** 6:00 PM

**CCLC-30662**

**YMCA Pryme Tyme Charles Ellis Elementary**

220 East 49th Street Savannah, GA 31405 Chatham County  
 (912) 663-3952 Felicia.thompson@ymcaofcoastalga.org

**Regional Consultant**

Chrische Walker

Phone: (770) 359-5166

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chrische.walker@decal.ga.gov

**Mailing Address**

6400 Habersham St. Suite A  
 Savannah, GA 31405

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/16/2017	Licensing Study	Good Standing	
05/16/2017	Monitoring Visit	Good Standing	
11/02/2016	Licensing Study	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	Multi Purpose Room	Four Year Olds and Five Year Olds and Six Year Olds and Over	8	58	C	147	C	NA	NA	Art, Transitioning, Snack
Total Capacity @35 sq. ft.: 147			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 58			Total Capacity @35 sq. ft.: 147			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	87	C

**Comments**

The purpose of today's visit is to conduct a Licensing Study and to follow up from previous visit on May 16, 2017. Consultant discussed Health and Safety Trainings and completing annual trainings to file.

Plan of Improvement: Developed This Date 10/16/2017

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

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**Refutation Process:**

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, license 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 rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decal.ga.gov/ChildCareServices/RefutationInformation.aspx>

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.

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Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

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Anita Coleman, Program Official

Date

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Chrische Walker, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

Great festive Halloween activities provided for children at each table.

**Correction Deadline: 10/16/2017**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout After School program.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Observed-Records Complete/Well Organized

**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Observation-Clean and Well Maintained. Please monitor sinks in boys bathroom for loose faucets.

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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed Capacity Routinely Met

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

Observation-No Hazards Accessible

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

Consultant did observe playground when it was raining a little. Consultant observed after school children to not play outside due to rainy weather.

**Comment**

Discussed-Fluff/Redistribute Surface throughout after school play area.

**Technical Assistance**

591-1-1-.26(4) - Please ensure that outside gates to playground are closed at all times, even when the children are inside.

**Correction Deadline: 10/16/2017****Technical Assistance**

591-1-1-.26(9) - Please monitor all turf for any potential hazards and monitor tree trunks present on playground.

**Correction Deadline: 10/16/2017****Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Menu Meets USDA Guidelines

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen Appears Clean/Well Organized. Per Director, kitchen is not in use for the after school program.

**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

No diapered children enrolled at After School program.

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Observed-Proper Hand Washing before the children's snack time.

**591-1-1-.20 Medications(CR)****Met****Comment**

Per Director, no medication administered at this time.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Great job conducting fire drills in August and September of 2017. Please remember to document all monthly fire drills on documentation form.

**Correction Deadline: 10/21/2017****591-1-1-.27 Posted Notices****Met****Comment**

Observed-All Notices Posted. Great job!

**Safety****591-1-1-.05 Animals****Met****Comment**

No Animals Kept

**591-1-1-.11 Discipline(CR)****Met****Comment**

Observed-Positive Learning Environment

**Comment**

Staff stated using positive redirection for discipline techniques.

**591-1-1-.13 Field Trips(CR)****Met****Comment**

No Field Trips at This Time

**591-1-1-.36 Transportation(CR)****Met****Comment**

No Routine Transportation Provided

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

No nap time at after school program.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 2

Met

**Records Reviewed: 9****Records with Missing/Incomplete Components: 5**

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Date of Hire: 01/30/2017

Staff # 3

Not Met

Date of Hire: 09/26/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health &amp; Safety Certificate

Staff # 4

Not Met

Date of Hire: 11/10/2016

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 5

Met

Staff # 6

Met

Date of Hire: 08/03/2016

Staff # 7

Not Met

Date of Hire: 08/16/2007

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 8

Met

Date of Hire: 01/30/2017

Staff # 9

Not Met

Date of Hire: 08/01/1991

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

**Staff Credentials Reviewed: 9**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 5/30/2017****Corrected on 10/16/2017****The previous citation was corrected on this date. Consultant observed employee to have satisfactory determination letter on file.**

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**591-1-1-.14 First Aid & CPR****Met****Comment**

Observed-100% Certified First Aid &amp; CPR

**Comment**

Observed-After School First Aid Kit to be Complete. Great job!

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**591-1-1-.33 Staff Training****Not Met**

**Technical Assistance**

591-1-1-.33(3) - Please remember to file all Health and Safety Orientation Training for review. Great job for completing Health and Safety Training. Staff completed Health and Safety Orientation Class on September 23, 2017 and are awaiting certificates.

**Correction Deadline: 11/15/2017**

**Comment**

Health/Safety training reminder

**Finding**

591-1-1-.33(6) 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 review of records that Director did not have required ten hours completed for annual trainings for the year of 2016. The Director completed eight of ten hours of annual training for the year of 2016.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 11/15/2017**

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**591-1-1-.31 Staff(CR)****Met****Comment**

Lead staff education requirements met.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Observed-Appropriate Staff:Child Ratios

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**591-1-1-.32 Supervision(CR)****Met****Comment**

Observed-Direct Supervision/Attentive Staff