



**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:** 9/25/2018    **VisitType:** Licensing Study    **Arrival:** 7:05 AM    **Departure:** 8:20 AM

**CCLC-30682**

**YMCA Pryme Tyme Carrie Gould Elementary**

4910 Pineland Drive Savannah, GA 31405 Chatham County  
 (912) 663-7319 DC1prymetyme@ymcaofcoastalga.org

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672

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**Mailing Address**

6400 Habersham St. Suite A  
 Savannah, GA 31405

**Quality Rated:** ★ ★

<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.
09/25/2018	Licensing Study	Good Standing	
04/04/2018	Monitoring Visit	Good Standing	
10/17/2017	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	Cafeteria	Five Year Olds and Six Year Olds and Over and PreK	3	24	C	74	C	NA	NA	Breakfast, Transitioning, Free Play
Main	Gym		0	0	C	125	C	NA	NA	
Main	Playground		0	0	C	398	C	NA	NA	
Total Capacity @35 sq. ft.: 597			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 24			Total Capacity @35 sq. ft.: 597							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The center director provided two files for employees hired since the last visit.

The consultant left a copy of upcoming background check rule requirements that will be effective October 1, 2018.

Plan of Improvement: Developed This Date 09/25/2018

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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

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.

#### 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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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://dec.state.ga.us/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.

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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Sandra Bonaparte, Program Official

Date

Kesha McNeal, Consultant

Date



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### Findings Report

**Date:** 9/25/2018 **VisitType:** Licensing Study

**Arrival:** 7:05 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

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

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 3**

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff 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 review that two out of five children were missing the address of the release person, and two out of five children were missing the work address of the parent or guardian.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/25/2018****Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

No hazards observed accessible to children on this date.

**591-1-1-.26 Playgrounds(CR)****Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(5) - Please ensure that the Center provides a menu listing all snacks to be served during the current week. Substitutions shall be recorded on the posted menu and menus shall be retained at the Center for six (6) months.

**Correction Deadline: 9/25/2018****Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met**

**Comment**

There were no diapering children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

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

Proper hand washing observed throughout the center.

**Correction Deadline: 4/4/2018**

**Corrected on 9/25/2018**

**.17(7) - Proper hand washing was observed on this date.**

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

The Provider currently does not dispense/administer medication.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on the consultant's observation that the center did not document or conduct a fire drill for the month of August 2018. It was further determined based on the consultant's observation that the center did not document or conduct a tornado drill, lock down drill, or review emergency plans procedures every six months as required.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 9/30/2018**

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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

No nap is required in that this program is a before and after school program only.

**Staff Records**

**Records Reviewed: 5****Records with Missing/Incomplete Components: 3**

Staff # 1 Not Met  
Date of Hire: 05/03/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2 Met  
Date of Hire: 07/19/2018

Staff # 3 Not Met  
Date of Hire: 08/01/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4 Not Met  
Date of Hire: 07/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5 Met  
Date of Hire: 07/19/2018

**Staff Credentials Reviewed: 5**

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**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided two file(s) for employees hired since last visit.

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

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training Not Met****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 the consultant's review that three out of five staff members did not complete ten (10) clock hours of annual training for physical year 2017.

**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.

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

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.