



**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: 11/20/2017 **VisitType:** Licensing Study

Arrival: 3:00 PM

Departure: 4:55 PM

CCLC-30686

YMCA Pryme Tyme J. G. Smith Elementary

210 Lamara Drive Savannah, GA 31405 Chatham County
(912) 663-3997 DC1prymetyme@ymcaofcoastalga.org

Regional Consultant

Stacey Foston

Phone: (706) 806-0407

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stacey.foston@decal.ga.gov

Mailing Address

6400 Habersham St. Suite A
Savannah, GA 31405

Quality Rated: No

| Compliance Zone Designation | | | Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--|
| 11/20/2017 | Licensing Study | Good Standing | |
| 03/09/2017 | Monitoring Visit | Good Standing | |
| 10/28/2016 | 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 | Cafeteria | Four Year Olds and Five Year Olds and Six Year Olds and Over | 5 | 66 | C | 57 | NC | 80 | C | Snack, Homework, Transitioning |
| Total Capacity @35 sq. ft.: 57 | | | | | | Total Capacity @25 sq. ft.: 80 | | | | |
| Total # Children this Date: 66 | | | Total Capacity @35 sq. ft.: 57 | | | Total Capacity @25 sq. ft.: 80 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | Playground | 269 | C |

Comments

Plan of Improvement: Developed This Date 11/20/2017

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. You are encouraged not to wait and to complete the process as soon as possible.

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@decals.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://decals.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.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Felicia Thompson, Program Official

Date

Stacey Foston, 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-.12 Equipment & Toys(CR)

Met

Comment

No equipment hazards observed.

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: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing

Child # 4

Met

Child # 5

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 review of records that one of five did not have the number of the emergency contact person and physician. In addition one of five files did not have the child's known allergy information documented.

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. The director will obtain the missing documentation by the end of the day.

Correction Deadline: 11/21/2017

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Observation-No Hazards Accessible

591-1-1-.26 Playgrounds(CR)

Met

Comment

Discussed-Fluff/Redistribute Surface

Health and Hygiene

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

Met

Comment

There are no diapered children enrolled in this program.

591-1-1-.17 Hygiene(CR)

Met

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR)

Met

Comment

The director states that the center does not dispense medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Correction Deadline: 3/31/2017****Corrected on 11/20/2017****.21(3) - The previous citation has been corrected. Observed documentation of drills.****Safety**

591-1-1-.11 Discipline(CR)**Met****Comment**Observed-Discussion/Redirection

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**

This is a before and after school only program. Children do not take naps at this center.

Staff Records

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

Staff # 1

Met

Date of Hire: 09/20/2016

Staff # 2

Not Met

Date of Hire: 08/27/2017

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3

Not Met

Date of Hire: 02/01/2006

"Missing/Incomplete Components"

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

Staff # 4

Met

Date of Hire: 08/27/2012

Staff # 5

Not Met

Date of Hire: 01/02/1980

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 5

591-1-1-.09 Criminal Records Check(CR)

Met

Correction Deadline: 3/9/2017

Corrected on 11/20/2017

.09(1)(e) - The previous citation has been corrected. Criminal record checks were complete.

591-1-1-.14 First Aid & CPR

Met

Comment

Observed-50% Certified First Aid & CPR

Comment

Observed-Center kit complete

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(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 review of records that one staff member did not complete the health and safety training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 12/20/2017

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 a review of records that three out five staff did not complete the required ten hours of training for the year 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: 12/31/2017

591-1-1-.31 Staff(CR)

Met

Comment

The director has credential that meets rules and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision(CR)

Met

Comment

Observed-Adequate Supervision