



**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:** 2/5/2019    **VisitType:** Monitoring Visit    **Arrival:** 2:40 PM    **Departure:** 4:00 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**

Kesha McNeal

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**Mailing Address**

6400 Habersham St. Suite A  
 Savannah, GA 31405

**Quality Rated:** No

<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.
02/05/2019	Monitoring Visit	Good Standing	
09/11/2018	Licensing Study	Good Standing	
05/14/2018	Monitoring Visit	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	4	65	C	57	NC	80	C	Snack, Free Play, Transitioning
Total Capacity @35 sq. ft.:			57			Total Capacity @25 sq. ft.:			80	
Total # Children this Date: 65			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			80	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	269	C

**Comments**

Please ensure that all Employees and Provisional Employees, excluding Students-in-Training issued determination letter is ported electronically.

The center director provided one file for an employee hired since the last visit.

All current staff had evidence of comprehensive background checks on file on this date.

Plan of Improvement: Developed This Date 02/05/2019

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)

Felicia Thompson, Program Official

Date

Kesha McNeal, Consultant

Date



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### Findings Report

**Date:** 2/5/2019      **VisitType:** Monitoring Visit      **Arrival:** 2:40 PM      **Departure:** 4:00 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

Discussed adding equipment and toys to enhance variety.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 2**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

**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 of two files reviewed were missing the addresses of the person(s) to whom the child may be released to.

**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: 2/15/2019**

**Recited on 2/5/2019**

**Finding**

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's review that these records were not made available to the department in printed or written form due to the site not being able to print off documentation.

**POI (Plan of Improvement)**

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

**Correction Deadline: 2/5/2019**

**Facility**

**Finding**

591-1-1-.19(2) allows a Center to designate two specific one hour periods each day when only 25 square feet of space per child is provided for children three years of age and older in their assigned rooms or areas. This provision is intended to account for increased attendance for before-school and after-school care. It was determined based on the consultant's observation that the center cared for sixty-five children outside of their designated two specific one hour periods in that the space is licensed for fifty-seven. The two designated hours are from 3:30 P.M. to 5:30 PM.

**POI (Plan of Improvement)**

The Center will limit the children to three years and older and will limit the time to the designated two hours in the approved rooms. The Center will submit a new request for approval before changing the approved hours or rooms.

**Correction Deadline: 2/15/2019**

**Recited on 2/5/2019**

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

No hazards observed accessible to children on this date.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Health and Hygiene**

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**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.

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

Proper hand washing observed throughout the center.

**Correction Deadline: 9/11/2018****Corrected on 2/5/2019****.17(7) - Previous citation observed corrected on this date.**

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**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

This a before and after school program only in that no nap is required. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 4****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 07/19/2016

**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 1**

Staff # 2 Not Met  
Date of Hire: 07/31/2018  
"Missing/Incomplete Components"  
.31(1)(b)2.-Director Qualifications-Education Missing

Staff # 3 Met  
Date of Hire: 08/01/2018

Staff # 4 Met  
Date of Hire: 11/09/2018

**Staff Credentials Reviewed: 4**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Technical Assistance**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

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

**Technical Assistance**

591-1-1-.09(1)(j) - Please ensure that all Employees and Provisional Employees, excluding Students-in-Training issued determination letter is ported electronically.

**Correction Deadline: 2/5/2019**

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**591-1-1-.33 Staff Training Met**

**Correction Deadline: 12/31/2018**

**Corrected on 2/5/2019**

**.33(6) - Previous citation observed corrected on this date.**

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**591-1-1-.31 Staff(CR) Not Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on the consultant's review that the director does not have at least one of the sets of minimum academic requirements on this date.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 2/5/2019**

**Correction Deadline: 9/11/2018**

**Corrected on 2/5/2019**

**.31(1)(c) - Previous citation observed corrected.**

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.