



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: 10/21/2020 **VisitType:** Monitoring Visit

Arrival: 1:30 PM

Departure: 2:30 PM

CCLC-31739

YMCA Kids Club

1820 E. Shotwell St. Bainbridge, GA 39819 Decatur County
 (229) 515-3771 kathy.bainbridge75@gmail.com

Mailing Address

1818 E Shotwell Street
 Bainbridge, GA 39819

Regional Consultant

Neli Todorova

Phone: (770) 359-5167

Fax: (678) 891-5630

neli.todorova@dec.al.ga.gov

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.
10/21/2020	Monitoring Visit	Good Standing	
01/14/2020	Monitoring Visit	Good Standing	
08/12/2019	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	Mutipurpose Area		0	0	C	0	C	NA	NA	
Main	Room 1		0	0	C	14	C	NA	NA	
Main	Room 2		0	0	C	14	C	NA	NA	
Main	Room 3		0	0	C	21	C	NA	NA	
Main	Room 4		0	0	C	20	C	NA	NA	
		Total Capacity @35 sq. ft.: 69			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request			
Total # Children this Date: 0		Total Capacity @35 sq. ft.: 69			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	42	C

Comments

Background checks were all reviewed on October 20, 2020. A virtual inspection was conducted on October 21, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection. Additionally, Consultant discussed Rule changes effective October 1, 2021 and provided a handout with Frequently Asked Questions.

Plan of Improvement: Developed This Date 10/21/2020

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.decal.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

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@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.

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.decal.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@decal.ga.gov

Kathy Williams, Program Official

Date

Neli Todorova, Consultant

Date



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Findings Report

Date: 10/21/2020 **VisitType:** Monitoring Visit

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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

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

Facility

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

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

591-1-1-.25 Physical Plant-Structural/Mechanical

Defer

Defer

591-1-1-.25(1)-Previous citation deferred on this date as consultant was not able to determine compliance during the virtual walk through. Compliance will be evaluated at the next in person visit.

POI (Plan of Improvement)

Use of this space will be discontinued.

Correction Deadline: 1/14/2020

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation and conversation with the Director that the outdoor space that the program uses has no fence around it.

POI (Plan of Improvement)

The program has a fenced in area that was licensed for use in 2010 but has not been used now. The center will make sure that only the fenced in playground space is used from now on. The program has direct access from the building onto the fenced in area. There is no stationary equipment on the fenced playground.

Correction Deadline: 10/21/2020**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

The program serves children ages four and older. No children in diapers enrolled.

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

There were no children present on this date. Proper hand washing of children and staff was discussed with the director on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

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

The Provider stated that no medication was administered since the last visit and on this date.

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

There were no children present on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

The vehicles had an approved fire extinguishers on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that the Director and four staff that were responsible for transporting children, did not have evidence of current Transportation training on file.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training. Consultant provided link to the training on this date.

Correction Deadline: 10/31/2020

Technical Assistance

591-1-1-.36(7)(b) - Please ensure that the Emergency Medical Forms have the Child's Doctor name listed.

Correction Deadline: 10/22/2020

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that for the week of September 28-October 2, 2020 from John Johnson Elementary School, there was no documented unload for three out of three children transported on Friday, October 2, 2020. Additionally, it was determined that for that same week there was no documented unload for three out of three children transported from West Bainbridge Elementary School on Friday, October 2, 2020.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/22/2020

Sleeping & Resting Equipment

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

Met

Comment

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 6

Staff # 1	Met
Date of Hire: 05/23/2019	
Staff # 2	Not Met
Date of Hire: 10/28/2015	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 3	Met
Date of Hire: 04/18/2019	
Staff # 4	Not Met
Date of Hire: 08/25/2020	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing,.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 5	Not Met

Records Reviewed: 9**Records with Missing/Incomplete Components: 6**

Date of Hire: 08/27/2020

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Not Met

Date of Hire: 05/28/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 7

Not Met

Date of Hire: 05/29/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 8

Met

Date of Hire: 09/17/2020

Staff # 9

Not Met

Date of Hire: 11/01/2019

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff Credentials Reviewed: 2

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Comment**

Criminal record checks were observed to be complete for nine staff.

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on review of records that Staff #4 and Staff #5 who were the only staff on one of the vehicles transporting children had no evidence of current CPR/First Aid training on file.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 10/21/2020

Finding

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the First Aid kits in both vehicles were missing thermometers, cold packs, safety goggles, triangular bandages and rubber gloves.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 10/31/2020

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

Discussed staff training. Please obtain required documentation of at least 10 hours Department approved annual training each calendar year.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that Staff #6, hired on May 18, 2020 and Staff # 7, hired on May 18, 2020, did not have the Health and Safety Orientation training on file as required.

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 and will ensure that the training includes all required components as required.

Correction Deadline: 11/20/2020

Comment

Discussed: Health and Safety Training and CPR/First Aid is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Technical Assistance

591-1-1-.33(6) - Please ensure that the Staff Orientation Form has all required fields. Consultant provided sample Orientation form to the provider.

Correction Deadline: 10/31/2020

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

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Staffing and Supervision

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

There were no children present on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children present on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.