



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: 5/15/2018 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 4:40 PM

CCLC-3215

Butler/ Mason YMCA Childcare

1304 Remington Avenue Thomasville, GA 31792 Thomas County
 (229) 226-6082 bebe@ymca-thomasville.org

Regional Consultant

Beth Houtz

Phone: (229) 238-2130
 Fax: (229) 238-2955
 beth.houtz@dec.al.ga.gov

Mailing Address

P.O. BOX 1037
 THOMASVILLE, GA 31799

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.
05/15/2018	Licensing Study	Good Standing	
11/28/2017	Monitoring Visit	Good Standing	
03/16/2017	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	Room 1	Three Year Olds and Four Year Olds	2	19	C	41	C	41	C	Centers
Main	Room 10	Six Year Olds and Over	3	44	C	67	C	67	C	Transitioning
Main	Room 2	Three Year Olds and Four Year Olds	3	16	C	37	C	37	C	Centers
Main	Room 3	Six Year Olds and Over	2	13	C	26	C	26	C	Outside, Transitioning
Main	Room 4	Six Year Olds and Over	2	15	C	28	C	28	C	Outside
Main	Room 5	Five Year Olds	2	15	C	31	C	31	C	Snack
Main	Room 6	Six Year Olds and Over	2	21	C	28	C	28	C	Outside
Main	Room 7	Six Year Olds and Over	2	21	C	25	C	25	C	Outside
Main	Room 8	Six Year Olds and Over	2	17	C	24	C	24	C	Outside
Main	Room 9	Six Year Olds and Over	2	27	C	28	C	28	C	Outside

Total Capacity @35 sq. ft.: 335

Total Capacity @25 sq. ft.: 335

Total # Children this Date: 208

Total Capacity @35 sq. ft.: 335

Total Capacity @25 sq. ft.: 335

Building	Playground	Playground Occupancy	Playground Compliance
Main	Middle	78	C
Main	Play Area	36	C
Main	Side Playground	59	C

Comments

The purpose of today's visit is a licensing study. This is the second visit of the fiscal year. The center is an after school program only. The center does provide transportation after school. Transportation was observed on this date.

Plan of Improvement: Developed This Date 05/15/2018

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).



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@dec.al.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://dec.al.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.dec.al.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@dec.al.ga.gov

Bebe Thedford, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 5/15/2018 **VisitType:** Licensing Study

Arrival: 1:00 PM

Departure: 4:40 PM

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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: 12

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers

Child # 6

Met

Child # 7	Met
Child # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 9	Met
Child # 10	Met
Child # 11	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 12	Met

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 a review of records that two of ten records did not have a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program, one of ten records did not have the a parent's work number, and two of ten records did not have the name and telephone number of the child's primary source of health care.

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: 5/15/2018**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)**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 that the fencing along "the back 40" had several gaps at the bottom that measured in height between five 1/2 inches up to six inches and in length from two feet up to the entire fence panel. Additionally, the consultant discussed cutting the exposed bolts down to two threads in length with the Director.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 5/15/2018**Technical Assistance**

591-1-1-.26(9) - The consultant observed six plastic Greek yogurt containers on the playground that were cracked and broken. The consultant discussed removing these and using a different container for sand play.

Correction Deadline: 5/15/2018**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center does not cook or prepare meals and snacks. All meals and snacks are provided by America's Second Harvest.

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

No diapered children enrolled in the program on this date. The center cares for children three-years-old and older.

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

Proper hand washing observed throughout the center.

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

The Director stated that no medication is currently dispensed.

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

Fire and Safety drills were observed to be documented and up-to-date.

Correction Deadline: 5/20/2018

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

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

No infants enrolled. The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records**Records Reviewed: 30****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 04/24/2018

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Date of Hire: 09/01/1991

Staff # 5 Met

Date of Hire: 10/16/2017

Staff # 6 Met

Date of Hire: 11/16/1998

Staff # 7	Met
Date of Hire: 01/07/2016	
Staff # 8	Met
Date of Hire: 08/08/2012	
Staff # 9	Met
Date of Hire: 05/29/2018	
Staff # 10	Met
Date of Hire: 05/23/1994	
Staff # 11	Met
Date of Hire: 05/30/2017	
Staff # 12	Met
Date of Hire: 03/29/2016	
Staff # 13	Met
Date of Hire: 04/30/2018	
Staff # 14	Met
Date of Hire: 06/03/2013	
Staff # 15	Met
Date of Hire: 06/27/2017	
Staff # 16	Met
Date of Hire: 10/29/2012	
Staff # 17	Met
Date of Hire: 04/21/2017	
Staff # 18	Met
Date of Hire: 03/06/2017	
Staff # 19	Met
Staff # 20	Met
Date of Hire: 01/29/2013	
Staff # 21	Met
Date of Hire: 05/14/2018	
Staff # 22	Met

Records Reviewed: 30**Records with Missing/Incomplete Components: 0**

Date of Hire: 05/01/2014

Staff # 23 Met

Staff # 24 Met

Staff # 25 Met

Date of Hire: 05/27/2014

Staff # 26 Met

Date of Hire: 11/17/2017

Staff # 27 Met

Staff # 28 Met

Date of Hire: 03/07/2010

Staff # 29 Met

Date of Hire: 03/03/2014

Staff # 30 Met

Date of Hire: 02/20/2018

Staff Credentials Reviewed: 30**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

Comment

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

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on observation that four children were alone in classroom three while the teacher was outside with the other students. Additionally, six children were in the bathroom between rooms four and three washing their hands and there was not a teacher supervising the students.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 5/15/2018