



**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

**Cover Sheet**

**Date:** 9/8/2021      **VisitType:** Licensing Study      **Arrival:** 3:45 PM      **Departure:** 7:00 PM

**CCLC-35861**

**YWCO Afterschool at Colham Ferry Elementary School**

191 Colham Ferry Rd. Watkinsville, GA 30677 Oconee County  
 (706) 769-7764 ywco.afterschool@gmail.com

**Regional Consultant**

Kelly Jones

Phone: (770) 357-7062

Fax: (770) 357-7061

kelly.jones@decal.ga.gov

**Mailing Address**  
 562 Research Drive  
 Athens, GA 30605

**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.
09/08/2021	Licensing Study	Good Standing	
01/14/2021	Monitoring Visit	Good Standing	
08/17/2020	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
Gym	Gym	Five Year Olds and Six Year Olds and Over	2	43	C	204	C	NA	NA	Free Play, Transitioning
Total Capacity @35 sq. ft.: 204			Total Capacity @25 sq. ft.: 0							
Main	A/Cafeteria	Six Year Olds and Over	3	55	C	106	C	NA	NA	Outside, Transitioning
Total Capacity @35 sq. ft.: 106			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 98			Total Capacity @35 sq. ft.: 310			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	787	C

**Comments**

An Administrative Review was conducted on September 9, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 9, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 09/08/2021

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/RuleAndRegulations.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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)

Berry Ezrine, Program Official

Date

Kelly Jones, Consultant

Date



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### Findings Report

**Date:** 9/8/2021 **VisitType:** Licensing Study **Arrival:** 3:45 PM **Departure:** 7:00 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**

Discussed rotating toys to support the procedures of daily disinfecting. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during the virtual walk through on this date.

**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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

**Comment**

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

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

The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Afterschool program does not utilize the school kitchen.

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**Health and Hygiene**

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

No children enrolled who require diapering. School age children attend only for after school hours.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through on this date. Staff stated knowledge of proper hand washing procedures.

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

Discussed proper medication documentation and procedures.

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**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 a review of records that the emergency drills were incomplete for the year 2021.

**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: 9/13/2021**

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

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Discussed reporting requirements.

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**Safety**

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

Center does not keep animals on premises.

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

Center does not participate in field trips at this time.

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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**

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

## Staff Records

**Records Reviewed: 18**

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

Staff # 1 Date of Hire: 08/12/2021	Met
Staff # 2 Date of Hire: 09/22/2020	Met
Staff # 3 Date of Hire: 08/13/2020	Met
Staff # 4 Date of Hire: 01/14/2020	Met
Staff # 5 Date of Hire: 08/04/2021	Met
Staff # 6 Date of Hire: 09/02/2021	Met
Staff # 7 Date of Hire: 03/24/2021	Met
Staff # 8 Date of Hire: 02/15/2020	Met
Staff # 9 Date of Hire: 01/11/2021	Met
Staff # 10 Date of Hire: 01/06/2021	Met
Staff # 11 Date of Hire: 04/27/2021	Met
Staff # 12 Date of Hire: 08/27/2021	Met
Staff # 13 Date of Hire: 08/13/2021	Met
Staff # 14 Date of Hire: 08/03/2021	Met
Staff # 15	Met

**Records Reviewed: 18**

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

Date of Hire: 08/20/2021

Staff # 16

Met

Date of Hire: 02/11/2021

Staff # 17

Met

Date of Hire: 01/15/2021

Staff # 18

Met

Date of Hire: 08/20/2021

**Staff Credentials Reviewed: 2**

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

**Met**

**Comment**

18 of 18 Criminal record checks were observed to be complete.

**Comment**

Director provided 12 file(s) for employees hired since last visit January 14, 2021.

**Correction Deadline: 1/15/2021**

**Corrected on 9/8/2021**

**.09(1)(a) - The previous citation was observed to be corrected on this date. Evidence of 18 of 18 Satisfactory Criminal Record Check Determination letters on file with the Department.**

**Correction Deadline: 1/15/2021**

**Corrected on 9/8/2021**

**.09(1)(c) - The previous citation was observed to be corrected on this date. Evidence of 18 of 18 Satisfactory Criminal Record Check Determination letters on file with the Department.**

**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**

**Technical Assistance**

**Technical Assistance**

591-1-1-.33(4) - Consultant discussed with the director the requirements within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage

**Correction Deadline: 10/8/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - Consultant discussed with director suggestions for supervision on the playground using zones for each staff.

**Comment**

Adequate supervision observed on this date.