



**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:** 2/7/2023    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 4:45 PM

**CCLC-35861**

**YWCO Afterschool at Colham Ferry Elementary School**

191 Colham Ferry Rd. Watkinsville, GA 30677 Oconee County  
 (706) 308-7880 ywco.afterschool@gmail.com

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@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.
02/07/2023	Licensing Study	Good Standing	
12/01/2022	Complaint Closure	Good Standing	
11/29/2022	Complaint Investigation & 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
Gym	Gym	Five Year Olds and Six Year Olds and Over	2	51	NC	204	C	286	C	Outside
Gym	Gym	Five Year Olds and Six Year Olds and Over	2	51	C	204	C	286	C	Outside
Total Capacity @35 sq. ft.: 408			Total Capacity @25 sq. ft.: 375							
Main	A/Cafeteria	Five Year Olds and Six Year Olds and Over	2	38	C	106	C	149	C	Homework
Main	A/Cafeteria	Six Year Olds and Over	2	38	C	106	C	149	C	Homework
Main	Media Center		0	0	C	70	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 226					Total Capacity @25 sq. ft.: 990		Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 178		Total Capacity @35 sq. ft.: 1009				Total Capacity @25 sq. ft.: 375		Building @25 capacity limited by Insufficient Toilets/Sinks		

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	787	C
Main	PG	787	C

**Comments**

The purpose of this visit was to conduct a licensing study on this date.

Plan of Improvement: No Plan Developed

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.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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 1 855-800-7747 or [qualityrated@dec.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!**

Olivia Eubanks, Program Official

Date

Leena Mitchell, 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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(1) - Please ensure the daily schedule is posted in each group's room or area and made available to Parent(s) upon request.

Correction Deadline: 2/7/2023

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

Met

Comment

Discussed adding equipment and toys to enhance variety.

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Technical Assistance

Technical Assistance

591-1-1-.08 - Please ensure that parents provide and/or update the following information as needed: release to persons' name, phone number, full address and relationship to the child.

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)****Technical Assistance****Technical Assistance**

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

**Technical Assistance**

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Comment**

Center appears clean and well maintained.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair. Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.).
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fall zones and resilient surface.

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**Food Service**

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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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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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Please ensure lids remain on trash containing organic waste.

**Comment**

Proper hand washing observed throughout the center.

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

Discussed proper medication documentation and procedures.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Program observed complete emergency drills

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<b>591-1-1-.27 Posted Notices</b>	<b>Met</b>
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**Comment**

Observed all required posted notices.

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<b>591-1-1-.29 Required Reporting</b>	<b>Met</b>
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**Comment**

Discussed reporting requirements.

<b>Safety</b>
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<b>591-1-1-.05 Animals</b>	<b>Met</b>
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**Comment**

Center does not keep animals on premises.

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>N/A</b>
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**Comment**

Center does not participate in field trips at this time.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Met</b>
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**Comment**

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

<b>Staff Records</b>
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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

The director provided two files for staff members hired since the previous visit conducted on November 29, 2022. The consultant observed two of two newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

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<b>591-1-1-.09 Criminal Records Check(CR)</b>	<b>Met</b>
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**Comment**

Criminal records checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

Complete first aid kit observed in center.

**Comment**

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

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Not Met</b>
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**Comment**

Discussed combining children of mixed ages.

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that the classroom outside had two staff members and fifty-one children (2:51), the children in the mixed-age group included fifteen (15) five-year-olds and thirty-six (36) six-year-olds which is more than twenty percent of the youngest age of the group of children.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 2/7/2023**

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that staff members on the playground were responsible for two separate physical areas for a brief period of time. The staff member stood between the doorway as some children were outside and another child was in the gym using the restroom.

**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: 2/7/2023**

**Recited on 2/7/2023**