



**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:** 1/25/2017    **VisitType:** Licensing Study    **Arrival:** 2:15 PM    **Departure:** 4:20 PM

**CCLC-14885**

**Prime Time - Sweet Apple**

12025 Etris Road Roswell, GA 30075 Fulton County  
 (770) 664-1220 danam@ymcaatlanta.org

**Regional Consultant**

Shannon Curtis  
 Phone: (770) 342-7802  
 Fax: (678) 891-5904  
 shannon.curtis@decal.ga.gov

**Mailing Address**

Ed Isakson/Alpharetta Family YMCA, 3655 Preston Ridge Road  
 Alpharetta, GA 30005

<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.
01/25/2017	Licensing Study	Good Standing	
08/25/2016	Monitoring Visit	Good Standing	
02/10/2016	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	Cafeteria	Five Year Olds and Six Year Olds and Over	5	57	C	97	C	NA	NA	Snack, Homework, Transitioning
Main	Gym		0	0	C	132	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 97			Total Capacity @25 sq. ft.: 0			Building capacity limited by Centers Request				
Total # Children this Date: 57			Total Capacity @35 sq. ft.: 97			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	All Children	162	C

**Comments**

The purpose of this visit is to conduct a licensing study visit and to follow-up to previous visit conducted on August 25, 2016.

Plan of Improvement: Developed This Date 01/25/2017

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).

	<p><b>Reminder:</b> All employees of child care programs must be fingerprinted before <b>January 1, 2017</b>. For instructions and to submit records check applications online, please visit <a href="http://www.decalkoala.com">www.decalkoala.com</a>. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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.

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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](mailto: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.

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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)

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Annie Moody, Program Official

Date

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Shannon Curtis, 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-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

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

**Met**

**Comment**

Parent Authorizations Obtained/Completed

**591-1-1-.23 Parental Authorization**

**Met**

**Comment**

Parent Authorizations Obtained/Completed

### Facility

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

**Met**

**Comment**

Observation-Center Clean/Well Maintained

**Comment**

Observation-No Hazards Accessible

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

**Met**

**Comment**

Observation-Clean/Good Repair

**Comment**

The After-School Program only uses the basketball court area for outside activities.

**Food Service**

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

**Comment**

Menu Meets USDA Guidelines

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

**Comment**

Kitchen Appears Clean/Well Organized

**Health and Hygiene**

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

**Comment**

No children enrolled in the After-School Program that requires diapering.

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

**Comment**

Observed-Proper Hand Washing Throughout

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

**Comment**

The After-School Program does not administer medication at this time per discussion with the Director.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures** **Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. The Center did not document the fire drills. It was determined based on observations the center did not have evidence of fire drills conducted since November 17, 2016 on this date.

**POI (Plan of Improvement)**

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

**Correction Deadline: 1/30/2017**

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

**Comment**

Observed-All Notices Posted

**Safety**

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

**Comment**

No Animals Kept

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

**Comment**

Observed-Discussion/Redirection

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

No Field Trips at This Time

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

The After-School Program does not participate in resting activities.

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**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 4**

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Staff # 1

Not Met

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Not Met

Date of Hire: 09/01/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Not Met

Date of Hire: 08/26/2014

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 7

Not Met

Date of Hire: 08/22/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete for all staff on this date.

**Comment**

The Director provided one new employee file hired since last visit on this date.

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

Observed-50% Certified First Aid &amp; CPR

**Comment**

Reminder-Replace/Add Item

**Comment**

Reminder-Training Expiration Dates

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

**Not Met**

**Comment**

Health/Safety training reminder for all staff to complete on this date.

**Finding**

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of staff files that two staff members did not have evidence of completed ten clock hours of annual training on this date.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

**Correction Deadline: 2/24/2017**

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision