



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: 2/9/2017 **VisitType:** Licensing Study **Arrival:** 3:45 PM **Departure:** 5:30 PM

CCLC-30525

YMCA Pryme Tyme Otis Brock Elementary

1804 Stratford Street Savannah, GA 31415 Chatham County
 (912) 663-0295 DC1prymetyme@ymcaofcoastalga.org

Regional Consultant

Stacey Foston
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Mailing Address

6400 Habersham St. Suite A
 Savannah, GA 31405

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.
02/09/2017	Licensing Study	Good Standing	
11/03/2016	Monitoring Visit	Good Standing	
05/12/2016	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	3	22	C	73	C	NA	NA	Transitioning,Snack,Homework
					Total Capacity @35 sq. ft.: 73	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 73			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD-1(grass)	71	C
Main	PGD-Basketball ct	11	C

Comments

On the day of this visit the school was on lock down and dismissal was delayed. The Pryme Tyme program start time was also delayed due to the lockdown. The consultant had computer issues and was not able to print the report. The report was emailed to the site director on February 9, 2017.

Plan of Improvement: Developed This Date 02/09/2017

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>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.</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.

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)

Carolyn Chisholm, Program Official

Date

Stacey Foston, 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-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

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

Met

Comment

Observation-No Hazards Accessible

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

Not Met

Finding

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined based on discussion with the director that the center is using an unapproved outdoor play area due to renovations to their currently licensed space.

POI (Plan of Improvement)

The program will submit an amendment to license any new areas and playgrounds before the children use these areas.

Correction Deadline: 2/23/2017

Recited on 2/9/2017

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

591-1-1.26(1)(a) requires that a Center with a licensed capacity of 19 or more children have ready access to an outdoor play area minimally one hundred square feet times one-third of the licensed capacity. It was determined based on observations and discussion with the director that the center does not have access to their licensed outdoor area due to renovations.

POI (Plan of Improvement)

The center will choose another safe outdoor area for the children to use until renovations are completed on their licensed space. The center will submit an amendment to have this area licensed before use.

Correction Deadline: 3/11/2017

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

There are no children enrolled that require diapering.

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

Observed-Proper Hand Washing Throughout

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

The director states that the center does not dispense medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Correction Deadline: 11/30/2016****Corrected on 2/9/2017**

.21(3) -The previous citation has been corrected. Observed documentation of drills.

Safety

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

No inappropriate discipline was observed during the visit.

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

This is a before and after school only program. Children do not take naps at this program.

Staff Records

Records Reviewed: 4**Records with Missing/Incomplete Components: 3**

Staff # 2

Not Met

Date of Hire: 08/15/2016

"Missing/Incomplete Components"

.24(a)-No Record,.24(d)-Evidence of Orientation Missing

Staff # 3

Not Met

Date of Hire: 11/03/2009

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

Staff # 4

Not Met

Date of Hire: 11/03/2009

"Missing/Incomplete Components"

.33(6)-Training Documentation Missing

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

Criminal Records Check complete

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

Observed documentation that more than 50% of staff has CPR and first aid training.

Comment

Observed-Center kit complete

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24 requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain information noted in 591-1-1-.24(a-h). It was determined based on review of records that the center did not have a complete personnel file for one employee.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 2/14/2017

Finding

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on review of records that the center did not have documentation of orientation for one employee.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

Correction Deadline: 2/14/2017

591-1-1-.33 Staff Training

Not Met

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 records that documentation of training for the year 2016 was not complete for all staff.

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. The center will ensure that documentation is on site and available for review.

Correction Deadline: 3/11/2017

Staffing and Supervision

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision