



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: 2/15/2017 **VisitType:** Licensing Study

Arrival: 2:15 PM

Departure: 4:30 PM

CCLC-33837

Prime Time - Summit Family YMCA

1765 East Highway 34 Newnan, GA 30265 Coweta County
 (404) 316-7316 RebeccaS@ymcaatlanta.org

Regional Consultant

Shamonica Sanders

Phone: (404) 478-4593

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shamonica.sanders@dec.al.ga.gov

Mailing Address

1765 E HWY 34
 Newnan, GA 30265

Compliance Zone Designation

| | | |
|------------|------------------|---------------|
| 02/15/2017 | Licensing Study | Good Standing |
| 09/21/2016 | Monitoring Visit | Good Standing |
| 04/12/2016 | Licensing Study | Good Standing |

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 the rules.

Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.

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 | B- Upstairs | Six Year Olds and Over | 2 | 20 | C | 26 | C | NA | NA | Transitioning |
| Main | Rm. A | Six Year Olds and Over | 1 | 17 | C | 38 | C | NA | NA | Snack,Free Play |
| Total Capacity @35 sq. ft.: 64 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 37 | | | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------|----------------------|-----------------------|
| Main | Playground A | 27 | C |
| Main | Playground B | 42 | C |

Comments

Plan of Improvement: Developed This Date 02/15/2017

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).



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.



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Email: QualityRated@decal.ga.gov or Call: 855-800-7747

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)

Rebecca Salvanera, Program Official

Date

Shamonica Sanders, 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

Swimming Provided on Site

Facility

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

Technical Assistance

Technical Assistance

Reminder-Keep Hazards Inaccessible

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

Technical Assistance

Technical Assistance

Discussed-Fluff/Redistribute Surface

Health and Hygiene

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

Technical Assistance

Technical Assistance

No diapering children enrolled at the after school program.

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

Met

Comment

Observed-Proper Hand Washing Throughout

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

Met

Comment

No medication has been administered since the last inspection.

Safety

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

Comment

Observed-Discussion/Redirection

| | |
|------------------------------------|------------|
| 591-1-1-.13 Field Trips(CR) | Met |
|------------------------------------|------------|

Comment

No Field Trips at This Time

| | |
|---------------------------------------|------------|
| 591-1-1-.36 Transportation(CR) | Met |
|---------------------------------------|------------|

Comment

Consultant evaluated the white bus and was unable to evaluate the yellow bus due to the director not having entry to the vehicle.

Comment

Reminder-Add Destination Address

| |
|---|
| Sleeping & Resting Equipment |
|---|

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

Comment

No sleeping activities conducted at the after school program.

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| Staff Records |
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|----------------------------|
| Records Reviewed: 4 |
|----------------------------|

| |
|--|
| Records with Missing/Incomplete Components: 4 |
|--|

Staff # 1

Not Met

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing,.24(b)-10 Yr. Work History Missing,.24(a)-DOB Missing,.24(a)-SSN Missing,.24(a)-Address Missing,.24(a)-Phone Number Missing,.24(c)-Education Experience Missing,.24(c)-Work Experience Missing

Staff # 2

Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.24(b)-10 Yr. Work History Missing,.24(c)-Education Experience Missing,.24(c)-Work Experience Missing,.24(d)-Evidence of Orientation Missing

Staff # 3

Not Met

Date of Hire: 08/07/2015

"Missing/Incomplete Components"

.33(3)-1st Yr. Training - 10 hrs.

Staff # 4

Not Met

Date of Hire: 08/07/2015

"Missing/Incomplete Components"

.33(3)-1st Yr. Training - 10 hrs.

Comment

Criminal Records Check complete, four employees background checks were reviewed on this date.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(1) requires the Center Director to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid that is conducted by certified or licensed health care professionals and deals with the provision of emergency care to infants and children. In addition, at least fifty percent (50%) of the caregiver Staff shall have completed such training at any given time. It was determined based on review of records, there was only one employee with CPR and First Aid certificates, the three additional employees did not have CPR and First Aid certificates.

POI (Plan of Improvement)

The Center director and at least 50% of the caregiver Staff will complete the needed training. The director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time.

Correction Deadline: 3/17/2017

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

591-1-1-.24(a) requires the center to maintain a personnel file on the director and all employees that includes the individual's name, date of birth, social security number, current address and telephone number. It was determined based on the review of records, the center did not have complete identifying information for two of four employee files.

POI (Plan of Improvement)

The center will ensure that complete identifying information is secured and on file.

Correction Deadline: 2/20/2017

Finding

591-1-1-.24(b) requires the center to maintain a personnel file on the director and all employees that includes the individual's employment history. It was determined based on review of records, the center did not have the employment history for three of four staff.

POI (Plan of Improvement)

The center will ensure that the employment history is secured and on file.

Correction Deadline: 2/20/2017

Finding

591-1-1-.24(c) requires the center to have evidence of education and qualifying work experience applicable to the position of director or employee. It was determined that three of four employees did not have documentation to show that all staff met these requirements.

POI (Plan of Improvement)

The center will ensure that documentation of education and qualifying work experience is secured and on file.

Correction Deadline: 2/20/2017

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 that the center did not have documentation to show that two of four staff had completed orientation.

POI (Plan of Improvement)

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

Correction Deadline: 2/15/2017

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3)(a-b) requires that training required in the first year of employment include at least four clock hours in any of the following: a) disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and b) two clock hours in identifying, reporting, and meeting the needs of abused, neglected or deprived children. It was determined that one of four employees did not completed the required first year of employment training.

POI (Plan of Improvement)

The center will plan and schedule training and follow up to ensure that direct care staff complete the required hours of training in the required subjects.

Correction Deadline: 3/17/2017**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 that two of four employees did not have state approved annual training as required.

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: 3/17/2017

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|---------------------------------|
| 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****Correction Deadline: 10/5/2016****Corrected on 2/15/2017****.32(7) - Correction, adequate supervision observed on this date.**