



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: 3/1/2017 **VisitType:** Monitoring Visit **Arrival:** 3:00 PM **Departure:** 5:15 PM

CCLC-29087

YMCA PrimeTime @ Lake Park Elementary

604 W. Marion Avenue Lake Park, GA 31636 Lowndes County
 (229) 316-8603 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

Phone: (912) 544-9930

Fax: (912) 544-9926

rena.keene@dec.al.ga.gov

Mailing Address

Same

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.
03/01/2017	Monitoring Visit	Good Standing	
08/18/2016	Licensing Study	Good Standing	
02/22/2016	Complaint Investigation	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	Lunchrm A	Six Year Olds and Over	7	59	C	92	C	NA	NA	Free Play, Homework, Centers
Total Capacity @35 sq. ft.: 92					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 59					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	196	C

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up on previously cited rule violations. Eight new employees have been hired since last visit and were entered into the KOALA database.

March 2, 2017: Revised Monitoring Visit Form Sent to Director, Randy Gaytan

Plan of Improvement: Developed This Date 03/01/2017

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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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)

Tracy Shaw, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Observation-No Hazards Accessible

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

Met

Comment

Observation-Clean/Good Repair

Food Service

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

Met

Comment

Menu Meets USDA Guidelines - Snack served during visit consisted of Cheez-Its and Apple Juice.

Health and Hygiene

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

Met

Comment

No diapered children enrolled

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

Observed-Staff Remind Children Wash Hand

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

Discussed-Documentation/Procedures - Director stated that medications are not administered at the center.

Safety

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

School age children only - after school hours.

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 3
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Staff # 2

Not Met

Date of Hire: 01/27/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Not Met

"Missing/Incomplete Components"

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

Staff # 8

Not Met

Date of Hire: 07/29/2009

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Finding

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of staff records that one of eight newly-hired staff did not have evidence of a current satisfactory criminal records check that was within the period of portability. That employee was hired on at the current site of January 27, 2017 and a local check with a Purpose Code W was obtained on January 17, 2017. The Satisfactory Letter on file from employment at a previous site was dated January 12, 2016 and was outside the period of portability. There is no evidence in the staff file that a Cogent Fingerprint check has been obtained since the employee was hired. A one-day letter was left with the site director.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so. Evidence of Cogent fingerprinting will be faxed to consultant within one day at 912-544-9926.

Correction Deadline: 3/1/2017

591-1-1-.33 Staff Training

Not Met

Comment

Reminder - Orientation Documented/Signed

Finding

591-1-1-.33(3) requires all staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. It was determined based on a review of staff records that one employee who was hired on September 30, 2015 and had received only two hours of child care related training that is department approved within one year of employment. During the month of December, 2016, employee received two hours of child abuse and neglect training and two hours of transportation safety training. Additionally, she completed the department's newly required Health and Safety Orientation on January 4, 2017 (6 hours). She has received four additional hours of ongoing training since January 1, 2017. Six additional hours will be needed for the 2017 calendar year to satisfy the ongoing training requirements.

POI (Plan of Improvement)

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

Correction Deadline: 3/31/2017

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 ongoing training received by veteran employees did not have the required hours that are department approved.

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: 3/31/2017

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

Met

Comment

Observed-Appropriate Staff:Child Ratios

Comment

Observed-Adequate Supervision