



**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:** 3/7/2017      **VisitType:** Monitoring Visit      **Arrival:** 2:00 PM      **Departure:** 3:30 PM

**CCLC-39784**

**YMCA ASP @ Graves Elementary**

1700 Graves Road Norcross, GA 30093 Gwinnett County  
 (770) 326-8000 brookesp@ymcaatlanta.org

**Regional Consultant**

Earlene Huston  
 Phone: (770) 359-4330  
 Fax: (770) 357-8899  
 earlene.huston@decal.ga.gov

**Mailing Address**

5600 West Jones Bridge Rd.  
 Peachtree Corners, GA 30092

<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.
03/07/2017	Monitoring Visit	Good Standing	
08/02/2016	Initial Licensing Study	Good Standing	

**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.

**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	Cafe	Five Year Olds	2	20	C	152	C	NA	NA	Snack
Main	Gym		0	0	C	213	C	NA	NA	Not In Use
Main	Rm 189		0	0	C	27	C	NA	NA	Not In Use
Main	Rm 191		0	0	C	27	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 419					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 20			Total Capacity @35 sq. ft.: 419			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	353	C

**Comments**

Purpose of visit was to complete the monitoring visit.

Plan of Improvement: Developed This Date 03/07/2017

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](http://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.

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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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Ryan Wilson, Program Official

Date

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Earlene Huston, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Not Met****Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined the after school program lacked a lesson plan.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 3/7/2017**

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**591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

Observed-Variety Throughout Center

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

No Swimming Activities Provided

<b>Children's Records</b>
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**591-1-1-.08 Children's Records****Met****Comment**

Observed-Records Complete/Well Organized

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

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Observation-Clean and Well Maintained

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Observation-Clean/Good Repair

**Food Service**

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

**Comment**

Menu Meets USDA Guidelines

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**591-1-1-.18 Kitchen Operations** **Not Evaluated**

**Comment**

Kitchen Appears Clean/Well Organized

**Health and Hygiene**

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

**Comment**

No diapered children enrolled

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Discussed-Documentation/Procedures. No medication dispensed.

**Policies and Procedures**

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**591-1-1-.27 Posted Notices** **Not Met**

**Finding**

591-1-1-.27(g) requires the center to post the current week's menus for meals and snacks for public viewing near the front entrance. It was determined the menu was posted daily and not for the current week.

**POI (Plan of Improvement)**

The center will post the current week's menu and will check regularly to ensure the current week's menu is always posted.

**Correction Deadline: 3/7/2017**

**Safety**

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

**Comment**

No Animals Kept

**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**

No Routine Transportation Provided

**Sleeping & Resting Equipment**

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

**Comment**

After- school program .

**Staff Records**

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

**Comment**

Criminal Records Check complete

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

**Comment**

Observed-100% Certified First Aid & CPR

**Comment**

Observed-Center Kit Complete

**591-1-1-.24 Personnel Records** **Met**

**Comment**

Records observed to be complete.

**Correction Deadline: 3/12/2017**

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

**Comment**

Observed - Documentation Of Training

## Staffing and Supervision

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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

**Comment**

Observed-Appropriate Staff:Child Ratios