



**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:** 3/23/2017 **VisitType:** Licensing Study

**Arrival:** 2:30 PM

**Departure:** 4:30 PM

**CCLC-28973**

**YMCA PrimeTime @ Hahira Elementary**

350 Claudia Drive Hahira, GA 31632 Lowndes County  
 (229) 244-4646 rgaytan@valdostaymca.com

**Regional Consultant**

Rena Keene

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**Mailing Address**

P.O. Box 1301  
 Valdosta, GA 31603

<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.
03/23/2017	Licensing Study	Good Standing	
08/15/2016	Monitoring Visit	Good Standing	
02/17/2016	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
Bld 1	Cafeteria	Five Year Olds	4	67	C	79	C	110	C	Snack, Homework, Centers, Transitioning
					Total Capacity @35 sq. ft.: 79	Total Capacity @25 sq. ft.: 110				
Total # Children this Date: 67			Total Capacity @35 sq. ft.: 79			Total Capacity @25 sq. ft.: 110				


Building	Playground	Playground Occupancy	Playground Compliance

**Comments**

A Licensing Study was completed on this date and previously cited rule violations were followed up. Site director stated that there have been two new hires since last visit.

Plan of Improvement: Developed This Date 03/23/2017

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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Mia Clark, Program Official

Date

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Rena Keene, 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-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

**Children's Records**

**Records Reviewed: 7**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(k)-Keep center advised of change in Phone Numbers,.08(k)-Keep center advised of change in Work Locations,.08(k)-Keep center advised of change inEmergency Contact,.08(k)-Keep center advised of change in Family Physicians

Child # 6

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 7

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

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

**Not Met**

**Finding**

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that three of seven children whose records were reviewed did not have complete information listed in their files for the release persons named. The three records were observed to be missing the addresses for the persons authorized to pick up the children.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/23/2017**

**Technical Assistance**

591-1-1-.08(k-m) requires Center Staff to maintain a file for each child that includes parental acknowledgment of their responsibility for keeping the Center advised of any significant changes in enrollment information concerning phone numbers, work locations, emergency contact, family physicians, etc., and parental acknowledgement that when the parents or persons authorized by the parents or guardian, pick up or drop off their child at the Center, they will not allow their child to enter or leave the Center without being escorted and that the Center will not permit the child to enter or exit the Center without an escort, and requires Center Staff to maintain a file for each child that includes parental acknowledgment that where the Schoolmate Center does not agree to provide routine meals and/or snacks, as appropriate, for the children, the Parent(s) agree that they shall provide the children with nutritious meals and snacks daily as appropriate. It was determined based on a review of children's records that the parental agreement was not on file for one of the seven children whose records were reviewed. Please review all files to ensure that all parental agreements are on file as required.

**Correction Deadline: 3/23/2017**

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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-Center Clean/Well Maintained

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

**Met**

**Correction Deadline: 8/15/2016**

**Corrected on 3/23/2017**

.26(8) - An amendment is currently in process which removes all areas with equipment from the licensed outdoor space. Only grassy areas are used for outdoor play and cones are placed around the areas where children are not allowed to use.

**Food Service**

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

**Met**

**Comment**

Menu Meets USDA Guidelines - Snack observed to be served during visit included granola bars and fruit juice.

**Health and Hygiene**

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

**Met**

**Comment**

No children are enrolled who require diapering. School age children only are served in 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**

Discussed-Documentation/Procedures - Director stated that medications are not administered to children in care.

**Policies and Procedures**

**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-Positive Learning Environment

**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**

N/A - After school hours only serving only school age children.

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**Staff Records**

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

Criminal Records Check complete

**Comment**

Two employees had been hired since last visit when staff were updated. Both new employees had obtained satisfactory criminal background checks through fingerprinting and their letters verifying this were observed to be on file.

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

Observed-100% Certified First Aid &amp; CPR

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

Observed - Documentation Of Training. All except one current employees had received the six-hour required Health and Safety Training. Please ensure that all employees have obtained this training by June 30, 2017.

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**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