



**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:** 4/6/2017      **VisitType:** Licensing Study      **Arrival:** 3:50 PM      **Departure:** 5:45 PM

**CCLC-34988**

**YMCA Pryme Tyme Gadsden Elementary**

919 May Street Savannah, GA 31415 Chatham County  
 (912) 663-4618 DC1prymetyme@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston  
 Phone: (706) 806-0407  
 Fax: (706) 806-0406  
 stacey.foston@dec.al.gov

**Mailing Address**

6400 Habersham St. Suite A  
 Savannah, GA 31405

<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.
04/06/2017	Licensing Study	Good Standing	
09/12/2016	Monitoring Visit	Good Standing	
05/11/2016	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		0	0	C	118	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.:			118		Total Capacity @25 sq. ft.: 0					
One bldg.	Cafeteria	Six Year Olds and Over and PreK	3	13	C	118	C	NA	NA	Snack, Outside, Transitioning
Total Capacity @35 sq. ft.:			118		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 13		Total Capacity @35 sq. ft.: 236			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
One bldg.	one plgr.	107	C

**Comments**

Plan of Improvement: Developed This Date 04/06/2017

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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Karen Pickney, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 4/6/2017    **VisitType:** Licensing Study    **Arrival:** 3:50 PM    **Departure:** 5:45 PM

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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

**Records Reviewed: 5**

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

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Allergies and Disabilities	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Doctor, Clinic, Phone Numbers	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-Allergies and Disabilities	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(a)-(f)-Allergies and Disabilities	

**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 review of records that allergy information was not documented for three of the five files. In addition doctor information was incomplete for two of five files.

**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: 4/13/2017**

<b>Facility</b>
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## 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

<b>Health and Hygiene</b>
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## 591-1-1-.10 Diapering Areas &amp; Practices(CR)

Met

**Comment**

This is a before and after school only program. There are no diapered children enrolled.

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

Met

**Comment**

Observed-Proper Hand Washing Throughout

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

Met

**Comment**

The staff states the center does not dispense medication.

<b>Policies and Procedures</b>
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## 591-1-1-.21 Operational Policies &amp; Procedures

Met

**Correction Deadline: 9/23/2016**

**Corrected on 4/6/2017**

**.21(3) - Observed documentation of drills.**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

No inappropriate discipline observed.

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**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**

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

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**Staff Records**

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**Records Reviewed: 4**

**Records with Missing/Incomplete Components: 2**

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Staff # 1

Not Met

Date of Hire: 08/03/2016

"Missing/Incomplete Components"

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

Staff # 3

Not Met

Date of Hire: 08/03/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

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**591-1-1-.09 Criminal Records Check(CR)** **Not Met**

**Correction Deadline: 9/12/2016**

**Corrected on 4/6/2017**

**.09(1)(a) - Criminal records checks observed to be complete for all staff.**

**Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on review of files that two employees satisfactory determination letters were not on file.

**POI (Plan of Improvement)**

The Center will ensure that valid evidence of satisfactory CRC's are maintained and are immediately available to the Department for the duration of the Employees employment plus one year. The consultant left a copy of the letters at the center.

**Correction Deadline: 4/6/2017**

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

Observed-50% Certified First Aid &amp; CPR

**Comment**

Observed-Center Kit Complete

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**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 review of files that the center did not have complete identifying information for one employee.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/11/2017****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 files that two employees did not have evidence of an orientation.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/13/2017**

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

Discussed - Obtaining documentation for all staff from the main Pryme Tyme office and keeping on file.

**Comment**

Observed - Documentation Of Training

<b>Staffing and Supervision</b>
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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-Direct Supervision/Attentive Staff