



**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:** 4/11/2017    **VisitType:** Licensing Study    **Arrival:** 3:50 PM    **Departure:** 5:50 PM

**CCLC-33557**

**YMCA Pryme Tyme Pulaski Elementary**

1001 Tibet Ave Savannah, GA 31419 Chatham County  
 (912) 663-1625 ginac@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston  
 Phone: (706) 806-0407  
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 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.
04/11/2017	Licensing Study	Good Standing	
12/07/2016	Monitoring Visit	Good Standing	
05/17/2016	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	
Main	A, cafe	Five Year Olds and Six Year Olds and Over and PreK	5	55	C	119	C	NA	NA	Outside, Free Play, Snack, Homework	
Total Capacity @35 sq. ft.:			119			Total Capacity @25 sq. ft.:			0		
Total # Children this Date: 55			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:			0		


Building	Playground	Playground Occupancy	Playground Compliance
Main	A, volleyball area	24	C
Main	B, Grassy Area	42	C
Main	C, Climber area	37	C

**Comments**

The consultant left a one day letter.

Plan of Improvement: Developed This Date 04/11/2017

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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Lisa James, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 4/11/2017    **VisitType:** Licensing Study    **Arrival:** 3:50 PM    **Departure:** 5:50 PM

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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 a variety of toys and books accessible to the children.

**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: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

Child # 3

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

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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 review of records that allergy information was not complete for three of five files reviewed on this date.

**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: 4/18/2017**

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

Parent Authorizations Obtained/Completed

**Facility**

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

Observation-No Hazards Accessible

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**591-1-1-.26 Playgrounds(CR)****Met****Correction Deadline: 12/16/2016****Corrected on 4/11/2017**

.26(6) - The previous citation has been corrected. A plexi glass barrier has been placed in front of the opening to the slide. The slide is not accessible to the children.

**Health and Hygiene**

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

There are no diapered children enrolled in this program.

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

Observed-Proper Hand Washing Throughout

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

The director states that she has not dispensed any medication since the last visit.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

591-1-1-.21(3) - Observed documentation of drills.

**Correction Deadline: 4/16/2017**

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**Safety**

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

No Animals Kept

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

Observed-Discussion/Redirection

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

No Field Trips

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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 center.

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**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 4**

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Staff # 1

Not Met

Date of Hire: 02/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.24(d)-Evidence of Orientation Missing

Staff # 6

Not Met

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 8

Not Met

Date of Hire: 11/04/2016

"Missing/Incomplete Components"

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.09-Criminal Records Check Missing

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Correction Deadline: 12/7/2016****Corrected on 4/11/2017****.09(1)(a) - Observed criminal record checks on file for all staff.****Correction Deadline: 12/9/2016****Corrected on 4/11/2017****.09(1)(c) - Observed criminal record checks on file for all staff.****Correction Deadline: 12/9/2016****Corrected on 4/11/2017****.09(1)(g) - The previous citation has been corrected.****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on review of records that one employee that started working at this center on December 5, 2016 had satisfactory determination letter that was dated more than 12 months before her start date.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date.

**Correction Deadline: 4/14/2017****Recited on 4/11/2017**

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**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 that the director is the only staff member that had evidence of current CPR and first aid training. The center has a total of eight employees and needed at least four staff members to have CPR and first aid training.

**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: 5/11/2017**

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**591-1-1-.24 Personnel Records****Not Met****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 records that evidence of orientation was not complete for two staff members.

**POI (Plan of Improvement)**

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

**Correction Deadline: 4/24/2017**

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

**Not Met**

**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 based on review of records that two staff members did not complete the required annual training for 2016.

**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: 5/11/2017**

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<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-Adequate Supervision