



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: 5/5/2017 **VisitType:** Monitoring Visit **Arrival:** 2:45 PM **Departure:** 4:45 PM

CCLC-29161

YMCA PrimeTime @ Clyattville Elem.

5386 Madison Hwy Valdosta, GA 31601 Lowndes County
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Regional Consultant

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Mailing Address

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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.
05/05/2017	Monitoring Visit	Good Standing	
12/12/2016	Licensing Study	Good Standing	
04/04/2016	Monitoring Visit	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	lunchroom	Five Year Olds and Six Year Olds and Over and PreK	0	35	NC	87	C	NA	NA	Snack, Homework, Transitioning, Circle Time
Total Capacity @35 sq. ft.:			87		Total Capacity @25 sq. ft.:		0			
Total # Children this Date: 35			Total Capacity @35 sq. ft.:		87		Total Capacity @25 sq. ft.:			
							0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	36	C

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up on previously cited rule violations. Staff stated that there have been two new hires since last visit. All five employee files were reviewed for current background checks.

Plan of Improvement: Developed This Date 05/05/2017

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)

Stephanie Walker, 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

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 3

Child # 2 Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 5 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

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 records that children's files did not contain all required information for persons authorized to pick up each child. Three of seven records reviewed did not contain the addresses for all the release persons listed. A handwritten note was observed for one of the three children giving permission for her child to be released to a person not listed in the child's enrollment form. No other information was given for the release person, including address, telephone number and relationship.

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. Complete information will be obtained for the items missing and the records updated as required.

Correction Deadline: 5/19/2017

Recited on 5/5/2017

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

Parent Authorizations Obtained/Completed

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 - The program uses only a grassy area in a section of the school's playground and places cones to mark the boundaries for the children.

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

Menu Meets USDA Guidelines - Snack served during visit consisted of chocolate milk and fruit.

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

No children enrolled require diapering - school age children only.

591-1-1-.17 Hygiene(CR)**Technical Assistance****Technical Assistance**

591-1-1-.17 - Please ensure that lids Remain on trash container. Please be aware that cleaning supplies should be kept inaccessible to the children. Two children were observed to play with a dust pan and to reach into the trash can. Two other children were playing with the broom and touching the bristles.

Comment

Observed-Staff Remind Children Wash Hand

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

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

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

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**

N/A - Program is for school age children only for after school hours.

Staff Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 1**

Staff # 3

Not Met

Date of Hire: 08/07/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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 a review of staff records that one on five staff employed at the center does not have a current criminal background check on file. The employee was originally hired at the Dewar Elementary Primetime on May 14, 2013 and had a Satisfactory Letter on file for that site which had the "as of" date as January 14, 2015. A note on the copy of the orientation form in the record showed, "Rehired 5/31/16." A new fingerprint check was required when the employee was rehired because the hire date was outside of the period of portability which was January 14, 2015 through January 14, 2016. A one day letter was left with site director.

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. The Center will not employ individual's whose satisfactory status has changed. A new Comprehensive Background Check will be obtained for the employee who did not have a current satisfactory letter on file.

Correction Deadline: 5/5/2017

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision(CR)
Met**Comment**

Observed-Adequate Supervision