



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: 5/10/2017 **VisitType:** Licensing Study **Arrival:** 2:45 PM **Departure:** 6:00 PM

CCLC-2549

YMCA Prime Time

2424 Gornto Road Valdosta, GA 31602 Lowndes County
 (229) 244-4646 rgaytan@valdostaymca.com

Regional Consultant

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Mailing Address

2424 Gornto Road
 Valdosta, GA 31601

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.
05/10/2017	Licensing Study	Good Standing	
11/15/2016	Monitoring Visit	Good Standing	
04/27/2016	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	Rm A 3+	Five Year Olds and Six Year Olds and Over	4	28	C	194	C	NA	NA	Free Play, Snack, Transitioning
					Total Capacity @35 sq. ft.: 194	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 28			Total Capacity @35 sq. ft.: 194			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	255	C

Comments

The purpose of today's visit was to conduct a Licensing Study and follow up on previously cited rule violations. Director stated that three employees had been hired since last visit and their criminal background checks were observed to be complete.

Plan of Improvement: Developed This Date 05/10/2017

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>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.</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.

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)

Randy Gaytan, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

Date: 5/10/2017 **VisitType:** Licensing Study

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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: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(1)(b)-Home Number Missing,.08(1)(b)-Work Number Missing,.08(c)-Name of Release Person Missing,.08(c)-Address of Release Person Missing

Child # 6

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

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 the five records reviewed did not contain all required information. Incomplete information observed was as follows:

*One record showed the name of two release persons and the addresses were not listed

* In a second record, the home address, home telephone number, work address and work telephone number was not listed for the child's father. Names were not given for release persons in one entry - showing only a family name and the second release person had no address listed

*A third child's record did not contain the addresses for two persons listed as release persons

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, with no child being enrolled until all required information is obtained. The plan should include who will review the files to ensure that the enrollment forms are complete.

Correction Deadline: 5/10/2017

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

Parent Authorizations Obtained/Completed

Facility

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

Observation-Clean and Well Maintained

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

Licensed Capacity Routinely Met

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

Food Service

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

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

Health and Hygiene

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

Met

Comment

No children enrolled who require diapering. After school program for school age children only.

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 no medications are administered to children at the center.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Not Met

Finding

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on staff statements and consultant's observation that no monthly fire drills or other emergency drills were documented since January, 2017.

POI (Plan of Improvement)

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

Correction Deadline: 5/15/2017

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 based on consultant's observation that the menu for the current week's snacks was not posted.

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: 5/10/2017

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

Technical Assistance

591-1-1-.36 - The fire extinguisher on bus number 6 showed that it was not fully charged, showing the arrow pointing to a red area. The tag showed that the fire extinguisher had been recharged during the current month. Please have this fire extinguisher rechecked to ensure that the gas is fully charged and safe for use.

Technical Assistance

591-1-1-.36(3)(a-c) - Requires that the Director and each Staff person responsible for or who participates in the transportation of children to meet the following requirements: (a) complete two (2) clock hours of transportation training on or before June 30, 2015 and at least every two years thereafter. (b) Effective July 1, 2015, the Director and each Staff person who will be responsible for or participate in the transportation of children shall have completed two (2) clock hours of transportation training prior to assuming any duties related to the transportation of children and at least every two years thereafter. (c) Any transportation training completed should be state approved or state accepted training. Please be sure that employees receive the required transportation training every two years after their initial two year transportation training.

Correction Deadline: 5/20/2017

Correction Deadline: 11/16/2016

Corrected on 5/10/2017

.36(7)(b) - Vehicle emergency medical information was observed to be on file for all children transported.

Technical Assistance

591-1-1-.36(7)(b) - Please be sure that emergency medical forms for children who are transported and maintained on the vehicle while they are transported are thoroughly completed by the parents. Areas such as the telephone number for the child's doctor and any allergies that the child may or may not have must be clearly marked. Staff should check the forms before being placed on the vehicle to ensure that all required information is given by the parents.

Correction Deadline: 5/11/2017

Correction Deadline: 11/15/2016

Corrected on 5/10/2017

.36(7)(d)2. - All transportation logs for after-school transportation were observed to be documented as required to show that first and second checks of the vehicles were made following the children's unloading at the center.

Sleeping & Resting Equipment

Comment

No nap time. Center serves school age children only in after school hours.

Staff Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 2

Staff # 4

Not Met

Date of Hire: 04/23/2012

"Missing/Incomplete Components"

.36(3)(a-c)-2 hrs. Transportation Training missing

Staff # 5

Not Met

Date of Hire: 10/08/2015

"Missing/Incomplete Components"

.33(3)-1st Yr. Training - 10 hrs.

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

Two new staff who had been hired since last visit and the employee responsible for maintaining the vehicles were added to the employee data base. Evidence of satisfactory criminal background checks were observed to be complete for all new staff.

Comment

Criminal Records Check complete

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires all staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. It was determined based on a review of employee files and staff statements that one employee who was hired on October 8, 2015, did not receive the required training within the first year of employment. Two hours of child abuse identification and reporting and four hours of health, hygiene and/or safety is required to be included in the first year's training along with four other hours of training appropriate for child care duties.

POI (Plan of Improvement)

The center will plan and schedule training and follow up to ensure that direct care staff complete the required training.

Correction Deadline: 6/9/2017

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-Direct Supervision/Attentive Staff