



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: 8/14/2017 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:30 PM

CCLC-267

Northeast Intown YWCA

957 N. Highland Ave., NE Atlanta, GA 30306 Fulton County
 (404) 892-3476 thill@ywcaatlanta.org

Mailing Address
 Same

Regional Consultant

Margarita Collier
 Phone: (770) 342-7934
 Fax: (678) 891-5989
 margarita.collier@decal.ga.gov
 Joint with: Stacy Whitten

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.
08/14/2017	Licensing Study	Good Standing	
01/31/2017	POI Follow Up	Good Standing	
01/11/2017	Monitoring Visit	Good Standing	

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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
1st Floor	Preschool 2		0	0	C	17	C	NA	NA	
Total Capacity @35 sq. ft.: 17						Total Capacity @25 sq. ft.: 0				
2nd Floor	Afterschool		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 25						Total Capacity @25 sq. ft.: 0				
3rd Floor	Afterschool		0	0	C	25	C	NA	NA	
3rd Floor	Room G-Afterschool		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 50						Total Capacity @25 sq. ft.: 0				
Ground Floor	Infants		0	0	C	26	C	NA	NA	
Ground Floor	Mobile Infants		0	0	C	10	C	NA	NA	
Total Capacity @35 sq. ft.: 36						Total Capacity @25 sq. ft.: 0				
Main Floor	Infants	Infants	2	10	C	26	C	NA	NA	Outside
Main Floor	Mobile Infants	One Year Olds	2	3	C	12	C	NA	NA	Feeding,Breakfast
Main Floor	Preschool 1	Two Year Olds	2	15	C	25	C	NA	NA	Breakfast
Main Floor	Room A-1L	Three Year Olds	2	14	C	26	C	NA	NA	Breakfast

Main Floor	Toddlers	Two Year Olds and Three Year Olds	2	11	C	20	C	NA	NA	Centers, Breakfast
Main Floor	Wobblers	One Year Olds and Two Year Olds	2	8	C	13	C	NA	NA	Breakfast
Total Capacity @35 sq. ft.: 225			Total Capacity @25 sq. ft.: 0			Building capacity limited by Playground Limitations				
Upstairs	Mobile Infants 2		0	0	C	14	C	NA	NA	
Upstairs	Pre-K 1	PreK	4	39	C	58	C	NA	NA	Centers
Upstairs	Pre-K 2		0	0	C	0	C	NA	NA	
Upstairs	Preschool 3	Three Year Olds and Four Year Olds	2	11	C	17	C	NA	NA	Centers
Upstairs	Preschool2	Three Year Olds	1	8	C	17	C	NA	NA	Centers
Upstairs	Room G-Back L	PreK	2	18	C	26	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 132			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 137			Total Capacity @35 sq. ft.: 485			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main Floor	Back Playground	43	C
Main Floor	Front Playground	32	C

Comments

The purpose of this visit was to conduct a licensing study and to follow-up on the previous visit conducted on January 31, 2017.

Plan of Improvement: Developed This Date 08/14/2017

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@dec.al.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://dec.al.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)

Tomeki Hill, Program Official

Date

Margarita Collier, Consultant

Date

Stacy Whitten, 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)

Not Met

Comment

Observed-Variety Throughout Center

Finding

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined based on a consultant observation that there was one infant in a swing that was missing the safety straps, causing the infant to not be strapped securely in the swing.

POI (Plan of Improvement)

The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment; will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

Correction Deadline: 8/14/2017

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on consultant observation that a table in the infant classroom had four broken safety straps on the yellow bucket seats attached to the red dining table.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 8/14/2017

Technical Assistance

Consultant discussed with director to ensure that the large black computer monitor in the upstairs classroom G is secured so it does not create a tipping hazard.

Correction Deadline: 8/14/2017

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

No Swimming Activities Provided

Facility

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

Licensed Capacity Routinely Met

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant observation that the following hazards were accessible to children:

Wobblers Classroom - An unlocked cabinet under the diaper changing table containing wipes, diaper cream and plastic bags. An unlocked metal cabinet containing "Lysol" wipes and a staff purse was observed on the back left side of the classroom.

Mobile Infants: An unlocked cabinet under the diaper changing table containing wipes and diaper cream. An unlocked metal cabinet containing a pair of adult scissors was observed on the back left side of the classroom.

Toddlers : An unlocked cabinet containing cleaning products and an unlocked door to adjacent room with tools.

Preschool 1: An unlocked cabinet under the diaper changing table containing plastic bags and diaper cream.

Infants : unlocked drawers under diaper table with 20 containers of diaper cream, a stapler, stapler removers, adult scissors, hole punch, one container of lotion and two containers of sunscreen.

All items were observed to contain the label "Keep Out Of Reach Of Children."

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/14/2017**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant observation an air vent in Room G - PreK2 had exposed, peeling and rough edged sheet rock. It was further determined based on consultant's observation a wall underneath the window located on the back right side of the Infant classroom contained chipped and exposing rough sheet rock.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 8/14/2017

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

The consultant discussed with the director on this date to monitor the trees adjacent to the back playground to ensure there are no loose and/or weak branches. Consultant also discussed monitoring the front playground area for potential exposed tree roots on this date.

Technical Assistance

Consultant discussed with director to ensure that the gate from the playground to the front sidewalk area remains closed. No children were present on the playground at the time of the consultant's visit.

Correction Deadline: 8/14/2017**Health and Hygiene**

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

Comment

Staff Stated Proper Knowledge

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

Comment

Observed-Proper Hand Washing Throughout

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

Comment

Observed-Complete Documentation

Safety

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

Comment

Observed-Discussion/Redirection

591-1-1-.36 Transportation(CR) **Not Met**

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on consultant observation that the following vehicles were not in compliance:

- Van tag #PDM2559 had a ripped seat and the headliner was beginning to fall down
- Van tag #PDM2557 had dirt and trash throughout the interior and holes in several areas on the seats.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 8/15/2017

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on consultant's review of the center's transportation records the center did not document the unloading of children for a field trip form for a trip conducted to the Center for Puppetry Arts on May 4, 2017. It was further determined based on consultant's review of the center's transportation records the center did not document the load and unloading of children for a field trip to Mac's Southwest Grill conducted on July 12, 2017.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 8/15/2017

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on consultant's review of the center's transportation records the following field trip forms were missing return times for when the children arrived back at the center:

- A field trip to the Center for Puppetry Arts on May 4, 2017.
- A field trip to the Southern Belle Farms on May 10, 2017.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 8/15/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on consultant's review of the center's transportation records the center did not document a second check for a field trip to West End Library conducted on April 26, 2017 and for a field trip to Yogli Mogli conducted on July 7, 2017.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 8/14/2017

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Met

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records

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

Comment

Consultant reviewed 25 staff files on this date. Consultant observed 25 of 25 staff members to have evidence of a current satisfactory determination letter on file on this date.

Comment

The director provided two files for staff members hired since the previous visit was conducted on January 31, 2017. Consultant observed two of two newly hired staff members to have evidence of a satisfactory determination letter.

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

Comment

Observed-100% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

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

Observed - Documentation Of Training

591-1-1-.31 Staff(CR)**Met****Comment**

Consultant did not observed any staff member to commit a crime in the presence of children on this date.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on consultant observation one teacher was observed to exit the playground and enter the infant classroom to get a camera, leaving the second teacher outside alone with ten infants for approximately two minutes.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 8/14/2017

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on consultant's observation children age four-year-old from the upstairs PreK 1 classroom were observed standing in the hallway outside of the restrooms without supervision provided from a teacher. Consultant observed one teacher inside the restroom and a second teacher was around the corner by upstairs preschool 3 classroom. Both teachers were not providing watchful oversight to the children in the hallway.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 8/14/2017