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: 8/22/2017 **VisitType:** Licensing Study **Arrival:** 3:45 PM **Departure:** 6:00 PM

CCLC-32148

YMCA Pryme Tyme Shuman Elementary School

415 Goebel Avenue Savannah, GA 31404 Chatham County
(912) 663-4653 DC1prymetyme@ymcaofcoastalga.org

Regional Consultant

Stacey Foston

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6400 Habersham St. Suite A
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Compliance Zone Designation		
08/22/2017	Licensing Study	Good Standing
01/24/2017	Monitoring Visit	Good Standing
09/13/2016	Licensing Study	Good Standing

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.

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	Five Year Olds and Six Year Olds and Over and PreK	4	33	C	91	C	NA	NA	Transitioning,Homework,Art,Snack
		Total Capacity @35 sq. ft.: 91			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 33		Total Capacity @35 sq. ft.: 91			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD	52	C

Comments

Plan of Improvement: Developed This Date 08/22/2017

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)

Shakia Ross, Program Official Date

Stacey Foston, 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-.03 Activities **Not Met**

Finding
591-1-1-.03(13) requires Center Staff to develop a daily schedule for each group to reflect routines and activities that is flexible but routinely followed to provide structure. The schedule must be posted in each group's room or area and made available to Parent(s) upon request. It was determined based on observation and discussion that the center did not have a daily schedule available for review.

POI (Plan of Improvement)
The Center will develop a daily schedule and make it available to parents upon request. The Center will train Staff and monitor to ensure the schedules are followed and remain posted.

Correction Deadline: 8/25/2017

591-1-1-.12 Equipment & Toys(CR) **Met**

Comment
No equipment hazards observed.

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

Comment
No Swimming Activities Provided

Children's Records

591-1-1-.08 Children's Records **Met**

Comment
Parent Authorizations Obtained/Completed

Facility

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

Health and Hygiene

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

Comment
There are no diapered children enrolled in this program.

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

Comment
Observed-Proper Hand Washing

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

Comment
The staff states that the center does not dispense medication.

Safety

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

Comment
No Animals Kept

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

Comment
Observed-Discussion/Redirection

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

Staff Records

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

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 six out six employees did not have evidence of a satisfactory determination 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.

Correction Deadline: 8/22/2017

Correction Deadline: 1/25/2017

Corrected on 8/22/2017
.09(1)(g) - The previous citation has been corrected.

591-1-1-.14 First Aid & CPR **Not Met**

Comment
Observed-Center Kit Complete

Finding
591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on discussion that none of the staff present had evidence of current CPR and first aid training.

POI (Plan of Improvement)
The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present. The center will ensure documentation is in file.

Correction Deadline: 8/31/2017

591-1-1-.24 Personnel Records **Not Met**

Finding
Previously Cited: 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 a personnel file for one employee.

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on observation and discussion that the center did not have personnel files for six out of six employees.

POI (Plan of Improvement)
The center will ensure that complete identifying information is secured and on file.

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 8/23/2017

Recited on 8/22/2017

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

Comment
Staff observed to be in compliance with all applicable laws.

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