



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

Arrival: 2:30 PM

Departure: 4:20 PM

CCLC-3264

Prime Time - Lake Windward

11770 E. Fox Court Alpharetta, GA 30022 Fulton County
 (404) 384-4933 sarahf@ymcaatlanta.org

Mailing Address

3655 PRESTON RIDGE ROAD
 ALPHARETTA, GA 30005

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decals.ga.gov

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.
10/10/2017	Licensing Study	Good Standing	
03/08/2017	Monitoring Visit	Good Standing	
11/01/2016	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	Art 407		0	0	C	34	C	NA	NA	Not In Use
Main	Cafeteria	Five Year Olds and Six Year Olds and Over	7	79	C	85	C	NA	NA	Snack
Main	Computer 408		0	0	C	27	C	NA	NA	Not In Use
Main	Gym		0	0	C	137	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 283					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 79			Total Capacity @35 sq. ft.: 283			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Paved Area	36	C
Main	Playground-Grassy Area	235	C

Comments

The purpose of the visit was to conduct a licensing study and to follow up on the previous visit from March 2017.

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

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).



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(j)(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.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.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)

Donna Lynn Bachman, Program Official

Date

LaQuita Clark, 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

Met

Comment

A variety of activities were observed to be provided.

Correction Deadline: 10/10/2017

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

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

Met

Comment

Observed-Records Complete/Well Organized

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

Food Service

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

Comment

Menu Meets USDA Guidelines

Health and Hygiene

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

Comment

The program does not have diapered children enrolled.

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

Correction Deadline: 3/8/2017

Corrected on 10/10/2017

.17(7)(a-d) - Previous citation has been corrected in that the staff stated appropriate handwashing procedures.

591-1-1-.20 Medications(CR) **Not Met**

Finding

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined, based on the consultant's review of medication, that a medication was present and did not have specific written authorization from the child's physician or parent on this date.

POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

Correction Deadline: 10/10/2017

Recited on 10/10/2017

Policies and Procedures

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

Comment

Observed current documentation of emergency drills on file.

Correction Deadline: 10/15/2017

Safety

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

Comment

Observed-Discussion/Redirection

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

The center does not have a rest period.

Staff Records

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

Comment

Criminal Records Checks were observed to be complete. Discussed with the director to obtain the comprehensive background checks for herself and three staff employed prior to this school year.

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

Comment

Observed at least 50% Certified First Aid & CPR. Discussed with the director to ensure that new staff complete CPR/first aid within 90 days of hire.

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

Comment

Observed - Documentation Of Training. Discussed with the director to ensure that new staff complete the health and safety orientation within 90 days of hire.

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

Comment

Staff were observed to comply with regulations.

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) **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 observation, that three children left the Cafeteria without adult supervision to go to the Gym on this date.

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. The consultant discussed with the director to adjust the supervision plan to ensure that children leaving a room are supervised as necessary.

Correction Deadline: 10/10/2017