



**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: 9/19/2017 **VisitType:** Licensing Study **Arrival:** 3:10 PM **Departure:** 4:40 PM

CCLC-10782

North GA YMCA After School at Westside Elementary

72 Braves Lane Rossville, GA 30741 Catoosa County
(706) 935-2226 jdonahoo@ymcachattanooga.org

Regional Consultant

Colleen Covey

Phone: (706) 256-7245

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colleen.covey@decals.ga.gov

Mailing Address

1735 Battlefield Pkwy
Fort Oglethorpe, GA 30742

Compliance Zone Designation		
09/19/2017	Licensing Study	Good Standing
03/28/2017	Monitoring Visit	Good Standing
09/14/2016	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	A-Cafeteria	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	15	C	74	C	NA	NA	Transitioning
Main	B-Gym		0	0	C	139	C	NA	NA	
Main	C-Media Center		0	0	C	51	C	NA	NA	
Main	D-Music Room		0	0	C	26	C	NA	NA	
Main	E-Light Span		0	0	C	30	C	NA	NA	
Total Capacity @35 sq. ft.: 320						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 320			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	360	C

Comments

Follow up to the previous Monitoring Visit that was conducted on March 28, 2017 was completed on this date.

Plan of Improvement: Developed This Date 08/29/2017

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@decga.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://decga.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)

John Donahoo, Program Official

Date

Colleen Covey, 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)

Met

Comment

All equipment was observed to be secured on this date.

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

N/A

Comment

No Swimming Activities Provided

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

Snack menu meets USDA Guidelines

591-1-1-.18 Kitchen Operations **N/A**

Comment

The program only serves snacks. The kitchen is not used.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **N/A**

Comment

The center does not serve diapered children.

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

Comment

Observed-Staff Remind Children Wash Hand

591-1-1-.20 Medications(CR) **N/A**

Comment

The center does not administer medication.

Safety

591-1-1-.05 Animals **N/A**

Comment

No Animals Kept

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

Comment

Observed-Positive Learning Environment

591-1-1-.13 Field Trips(CR) **N/A**

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR) **N/A**

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **N/A**

Comment

The program is after school only.

Sleeping and resting is not applicable.

Staff Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Staff # 1

Met

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Date of Hire: 08/04/2017

Staff # 2

Not Met

Date of Hire: 08/21/2017

"Missing/Incomplete Components"

.24(b)-10 Yr. Work History Missing,.24(c)-Education Experience Missing,.24(d)-Evidence of Orientation Missing

Staff Credentials Reviewed: 2

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

Met

Comment

Criminal Records Check complete for the two staff members employed on this date.

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

Met

Comment

Observed-50% Certified First Aid & CPR

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined by a review of the Director's file that there was no documentation of an orientation being completed.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/19/2017

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

Not Met

Finding

591-1-1-.31(1)(b)4. requires the Center to ensure the Director is able to adequately perform the job duties of providing care and supervision for the children enrolled in the Center. It was determined by a review of the Director's file that the application did not contain that information.

POI (Plan of Improvement)

The Center will ensure the Director is able to adequately perform job duties in accordance with licensing rules.

Correction Deadline: 9/19/2017

Finding

591-1-1-.31(1)(b)5. requires the Center to ensure the Director provides an oral or written statement, as requested by the Department, that he/she has not abused, neglected or deprived a child or adult or subjected any person to serious injury as a result of intentional or grossly negligent misconduct. It was determined by a review of the Director's file that the application did not contain that information.

POI (Plan of Improvement)

The Center will provide the required written documentation for the Director.

Correction Deadline: 9/24/2017

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