



**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: 10/23/2018 **VisitType:** Monitoring Visit

Arrival: 2:45 PM

Departure: 4:15 PM

CCLC-13460

PRIME TIME - COGBURN WOODS

13080 COGBURN ROAD Alpharetta, GA 30004 Fulton County
(770) 664-1220 danam@ymcaatlanta.org

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

Mailing Address

13080 Cogburn Road
Alpharetta, GA 30004

Quality Rated: ★ ★ ★

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.
10/23/2018	Monitoring Visit	Good Standing	
03/07/2018	Licensing Study	Good Standing	
11/28/2017	Monitoring Visit	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	Cafeteria	Six Year Olds and Over	4	83	C	83	C	NA	NA	Homework
Main	Gym		0	0	C	128	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Centers Request		
Total # Children this Date: 83			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Basketball	100	C
Main	Field	172	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow up to the previous visit conducted on March 7, 2018.

Consultant provided contact information to the Site Director on this date.

Consultant discussed the new CRC requirements on this date with the Site Director.

A one-day letter was left with the Site Director on this date.

Plan of Improvement: Developed This Date 10/23/2018

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).



Please refer to the website, <http://www.decal.ga.gov/CCS/RulesAndRegulations.aspx> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Toshiba Butler , Program Official

Date

Shannon Curtis, Consultant

Date



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

Findings Report

Date: 10/23/2018 **VisitType:** Monitoring Visit

Arrival: 2:45 PM

Departure: 4:15 PM

CCLC-13460

PRIME TIME - COGBURN WOODS

13080 COGBURN ROAD Alpharetta, GA 30004 Fulton County
(770) 664-1220 danam@ymcaatlanta.org

Mailing Address

13080 Cogburn Road
Alpharetta, GA 30004

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

There were no children enrolled in the After School Program that requires diapering on this date.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**Met****Correction Deadline: 3/7/2018****Corrected on 10/23/2018****Previous citation corrected. Consultant observed signed medication forms with parent's consent for medication authorization on this date.**

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on review of documentation, that emergency drills were not documented since August 2018 and September 2018 on this date.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 10/31/2018**Recited on 10/23/2018**

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Met****Comment**

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

The After School Program does not participate in resting activities.

Staff Records

Records Reviewed: 6**Records with Missing/Incomplete Components: 2**

Staff # 1

Not Met

Date of Hire: 01/22/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

Met

Records Reviewed: 6**Records with Missing/Incomplete Components: 2**

Date of Hire: 08/20/2014

Staff # 3

Met

Date of Hire: 10/11/2017

Staff # 4

Met

Date of Hire: 08/02/2014

Staff # 5

Met

Date of Hire: 08/02/2014

Staff # 6

Not Met

Date of Hire: 08/22/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(g) requires the Center to maintain valid evidence of a satisfactory Comprehensive Records Check Determination at the Child Care Learning Center for the Director and each Employee (including Students-in-Training, Volunteers, independent contractors and residents age 17 and older) for the duration of employment or residency plus one year, and such paper or electronic evidence must be made immediately available to the Department upon request. It was determined based on review of staff files that the Site Director did not have valid evidence of a comprehensive background records check determination on this date.

POI (Plan of Improvement)

The Center will maintain valid evidence of a satisfactory Comprehensive Records Check Determination for the Director and each Employee (including Students-in-Training, Volunteers, independent contractors and residents age 17 and older) for the duration of employment or residency plus one year, and such paper or electronic evidence will be made immediately available to the Department upon request.

Correction Deadline: 10/23/2018**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 3/8/2018****Corrected on 10/23/2018****Previous citation corrected.****591-1-1-.14 First Aid & CPR****Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

Comment

Please be mindful of training expiration dates.

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

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)

Met

Correction Deadline: 11/17/2016

Corrected on 10/23/2018

Previous citation corrected. Consultant observed adequate supervision on this date for children in care.