



**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:** 12/1/2017    **VisitType:** Licensing Study    **Arrival:** 2:30 PM    **Departure:** 4:00 PM

**CCLC-2097**

**Prime Time - Northwood**

10200 Wooten Road Roswell, GA 30076 Fulton County  
 (000) 000-0000 sarahf@ymcaatlanta.org

**Mailing Address**  
 3655 PRESTON RIDGE ROAD  
 ALPHARETTA, GA 30005

**Regional Consultant**

Karyn Presley

Phone: (770) 342-7904

Fax: (678) 891-5958

karyn.presley@dec.al.ga.gov

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
12/01/2017	Licensing Study	Good Standing	
04/10/2017	Monitoring Visit	Good Standing	
11/01/2016	Licensing Study	Good Standing	
			<b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.
			<b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.
			<b>Deficient</b> - 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	Five Year Olds and Six Year Olds and Over	4	80	C	101	C	NA	NA	Transitioning
Main	B-Gymnasium		0	0	C	126	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 227			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 80			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	217	C

**Comments**

Plan of Improvement: Developed This Date 12/01/2017

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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](mailto: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.

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**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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Lisa Sutton, Program Official

Date

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Karyn Presley, Consultant

Date



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### Findings Report

**Date:** 12/1/2017 **VisitType:** Licensing Study

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#### CCLC-2097

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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

Observed-Variety Throughout Center

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

Met

##### Comment

No Swimming Activities Provided

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

##### Comment

Observed-Records Complete/Well Organized

### Facility

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed Capacity Routinely Met

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Observation-No Hazards Accessible

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**

Observation-Clean/Good Repair

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
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**Comment**

Discussed updated USDA Guidelines

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

The program does not provide care for infants or toddlers. The provider is an after school program.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Observed-Staff Remind Children Wash Hand

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<b>591-1-1-.20 Medications(CR)</b>	<b>Met</b>
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**Comment**

No medications given at this time per providers statement

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Discussed updated emergency plans, observed complete emergency drills

**Correction Deadline: 12/6/2017**

<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Discussion/Redirection

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

No Routine Transportation Provided

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

The program does not provide care for infants or toddlers. The provider is an after school program.

<b>Staff Records</b>
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**Records Reviewed: 8****Records with Missing/Incomplete Components: 5**

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Staff # 1

Not Met

Date of Hire: 08/15/2016

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health &amp; Safety Certificate

Staff # 2

Not Met

Date of Hire: 08/29/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 3

Not Met

Date of Hire: 08/09/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 4

Met

Date of Hire: 12/01/2016

Staff # 5

Met

Date of Hire: 01/09/2015

Staff # 6

Met

Staff # 7

Not Met

Date of Hire: 08/28/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 8

Not Met

Date of Hire: 08/07/2017

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

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**Staff Credentials Reviewed: 8**

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

**Comment**

Criminal Records Check complete for all employees  
Reminder to print comprehensive fingerprints for all staff

**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultants review of records that five staff members do not have health and safety orientation documentation.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 12/31/2017****Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on consultant's review of records on staff member is missing documentation of first year training.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 12/31/2017****591-1-1-.31 Staff(CR)****Met****Comment**

Center staff were observed to comply with all applicable laws and 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)****Met****Comment**

Observed-Direct Supervision/Attentive Staff