



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: 3/19/2019 VisitType: Monitoring Visit

Arrival: 2:15 PM

Departure: 3:30 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**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.gov

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.
03/19/2019	Monitoring Visit	Good Standing	
11/15/2018	Licensing Study	Good Standing	
04/12/2018	Monitoring Visit	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-Cafateria	Six Year Olds and Over	9	101	C	101	C	NA	NA	Transitioning, Centers
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: 101			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	217	C

**Comments**

The purpose of this visit was to conduct a Monitoring Visit on this date.

Plan of Improvement: No Plan Developed

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.dec.state.ga.us/CCS/Regulations.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@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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://www.dec.state.ga.us/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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Lisa Sutton, Program Official

Date

Emma Smith, Consultant

Date



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### Findings Report

**Date:** 3/19/2019 **VisitType:** Monitoring Visit

**Arrival:** 2:15 PM

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#### CCLC-2097

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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-.06 Bathrooms

Met

##### Comment

Please monitor bathrooms for necessary supplies.

#### 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

Center appears clean and well maintained with no hazards accessible to children.

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

Met

##### Comment

Playground observed to be clean and in good repair. Observed open field area and black top space used for play.

### Health and Hygiene

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

This program is an after school program. The program does not provide care for infants.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication on this date.

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

**Correction Deadline: 11/22/2018**

**Corrected on 3/19/2019**

The previous citation was corrected on this date. Consultant observed complete documentation of fire and emergency drills being conducted. The last fire drill was conducted on 2/26/2019 and the lock down drill was conducted on 1/9/2019.

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

**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 nap time.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

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Date of Hire: 09/04/2018

Staff # 2

Met

Date of Hire: 08/15/2016

Staff # 3

Met

Date of Hire: 08/01/2018

Staff # 4

Met

Date of Hire: 08/29/2017

Staff # 5

Met

Date of Hire: 08/09/2017

Staff # 6

Met

Date of Hire: 11/19/2018

Staff # 7

Met

Date of Hire: 12/01/2016

Staff # 8

Met

Date of Hire: 01/09/2015

Staff # 9

Met

Date of Hire: 08/28/2017

**Staff Credentials Reviewed: 9**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete for all staff.

**Comment**

Director provided 1 new file for employee hired since last visit.

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

Documentation observed of required staff training.

**Correction Deadline: 12/15/2018****Corrected on 3/19/2019****The previous citation was corrected on this date. Consultant observed all staff have completed health and safety training.**

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

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 11/29/2018**

Corrected on 3/19/2019

The previous citation was corrected on this date. Consultant observed Director 40 hour training complete.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.