



**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:** 4/23/2019    **VisitType:** Monitoring Visit    **Arrival:** 2:00 PM    **Departure:** 3:50 PM

**CCLC-2435**

**Prime Time - Hillside**

9250 Scott Road Roswell, GA 30076 Fulton County  
 (770) 664-3547 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:** No

<b>Compliance Zone Designation</b>		
04/23/2019	Monitoring Visit	Good Standing
12/17/2018	Licensing Study	Good Standing
04/11/2018	Monitoring Visit	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	Cafeteria		0	0	C	105	C	NA	NA	Not In Use	
Main	F 108		0	0	C	16	C	NA	NA	Not In Use	
Main	F107		0	0	C	8	C	NA	NA	Not In Use	
Main	Gym	Five Year Olds and Six Year Olds and Over	7	62	C	126	C	NA	NA	Floor Play, Outside, Transitioning	
Main	Stage area of Cafeteria		0	0	C	21	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.: 276						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 62						Total Capacity @35 sq. ft.: 276				Total Capacity @25 sq. ft.: 0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Play Area	109	C

**Comments**

The purpose of this visit was to conduct a licensing study on this date.

Plan of Improvement: Developed This Date 04/23/2019

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/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@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://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)

Virginia Coombs, Program Official

Date

Emma Smith, Consultant

Date



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### Findings Report

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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.

#### Comment

Equipment and furniture observed to be properly secured, as applicable.

#### 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

Center appears clean and well maintained.

#### 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

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

There are no children enrolled in the program that require diapering. This is an afterschool program.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Correction Deadline: 12/31/2018****Corrected on 4/23/2019**

.21(3) - The previous citation was corrected on this date. The consultant observed complete documentation of drills on this date with the last fire drill conducted on March 7, 2019 and the last tornado drill and lockdown drill having been conducted on February 4, 2019 on this date.

**Technical Assistance**

591-1-1-.21(3) - Please ensure emergency drill form is completely filled out.

**Correction Deadline: 4/28/2019**

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**Safety**

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**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.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

This program does not provide nap times.

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**Staff Records**

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 5**

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Staff # 1

Not Met

Date of Hire: 09/17/2018

"Missing/Incomplete Components"

**Records Reviewed: 9****Records with Missing/Incomplete Components: 5**

.33(3)-Health & Safety Certificate

Staff # 2

Met

Date of Hire: 07/27/2018

Staff # 3

Not Met

Date of Hire: 08/04/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate

Staff # 4

Not Met

Date of Hire: 08/29/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Not Met

Date of Hire: 09/18/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 6

Not Met

Date of Hire: 08/13/2014

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 7

Met

Date of Hire: 08/11/2014

Staff # 8

Met

Date of Hire: 08/01/2017

Staff # 9

Met

Date of Hire: 05/01/2018

**Staff Credentials Reviewed: 9****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Technical Assistance****Technical Assistance**

591-1-1-.09(1) - Director provided 2 new file(s) for employees hired since last visit. Consultant observed one of the new hires needs to have letter ported over from other facility.

**Correction Deadline: 12/17/2018****Corrected on 4/23/2019**

**.09(1)(c) - The previous citation was corrected on this date. The consultant observed all nine staff members to have a comprehensive satisfactory criminal records check on this date. 1 of 9 staff need to be ported over from another facility.**

**Technical Assistance**

591-1-1-.14 - Please ensure new hires obtain first aid and CPR certification within ninety days of hire date.

**Correction Deadline: 1/16/2019**

**Corrected on 4/23/2019**

**.14(1) - The previous citation was corrected on this date. The consultant observed over fifty percent of staff CPR First Aid certification on this date.**

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**591-1-1-.24 Personnel Records****Met**

**Correction Deadline: 12/18/2018**

**Corrected on 4/23/2019**

**.24(1) - The previous citation was corrected on this date. The consultant observed personnel files for all nine staff on this date.**

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**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 four of nine staff members did not have proof of health and safety orientation on file on this date.

**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: 4/26/2019**

**Recited on 4/23/2019**

**Correction Deadline: 12/31/2018**

**Corrected on 4/23/2019**

**.33(4) - The previous citation was corrected on this date. The consultant observed all staff, employed for over a year, to have first year training in file on this date.**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on consultants review of records that three of nine staff members do not have documentation of ten hours for 2018.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 4/23/2019**

**Recited on 4/23/2019**

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

**Correction Deadline: 1/16/2019**

**Corrected on 4/23/2019**

**.31(1)(c) - The previous citation was corrected on this date. Consultant observed credentials in personnel files on this date.**

## Staffing and Supervision

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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.