



**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: 11/15/2017 **VisitType:** Licensing Study

Arrival: 2:30 PM

Departure: 5:00 PM

CCLC-2549

YMCA Prime Time

2424 Gornto Road Valdosta, GA 31602 Lowndes County
(229) 244-4646 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

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rena.keene@dec.al.ga.gov

Mailing Address

2424 Gornto Road
Valdosta, GA 31601

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.
11/15/2017	Licensing Study	Good Standing	
05/10/2017	Licensing Study	Good Standing	
11/15/2016	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	Rm A 3+	Six Year Olds and Over	2	21	C	194	C	NA	NA	Free Play, Homework, Centers
Total Capacity @35 sq. ft.: 194						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 21			Total Capacity @35 sq. ft.: 194			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	255	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up on previously cited rule violations. One employee had been hired since last visit. Qualifications were met by center staff.

Plan of Improvement: Developed This Date 11/15/2017

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).

	<p>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.</p>
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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@decals.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://decals.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). 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.decals.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@decals.ga.gov

Haley Manac, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

Date: 11/15/2017 VisitType: Licensing Study

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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: 6

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)-Allergies and Disabilities,.08(1)(a)-Name of both parents

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Met

Child # 6

Met

Finding

Previously Cited: 591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that three of the five records reviewed did not contain all required information. Incomplete information observed was as follows:

- *One record showed the name of two release persons and the addresses were not listed
- * In a second record, the home address, home telephone number, work address and work telephone number was not listed for the child's father. Names were not given for release persons in one entry - showing only a family name and the second release person had no address listed
- *A third child's record did not contain the addresses for two persons listed as release persons

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that one of eight children's records reviewed did not contain all required information. The child's information did not include the names of both parents, the address for one of the release persons listed and a statement regarding any known allergies or special needs.

*One of

POI (Plan of Improvement)

Previously Cited: Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed, with no child being enrolled until all required information is obtained. The plan should include who will review the files to ensure that the enrollment forms are complete.

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 11/15/2017

Recited on 11/15/2017

	Facility
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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-Center Clean/Well Maintained

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance

591-1-1-.26(9) - Please ensure that sticks, limbs and pine cones are kept picked up on the playground.

Correction Deadline: 11/15/2017

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment

Menu Meets USDA Guidelines - Snack served during visit consisted of apple juice and Chex Mix (whole grain)

Health and Hygiene

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

Comment

No children enrolled who require diapering. Services are for school age children only during after school hours.

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

Comment

Observed-Staff Remind Children Wash Hand

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

Comment

Discussed-Documentation/Procedures - Staff stated that medications are not administered to children in care.

Policies and Procedures

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

Correction Deadline: 5/15/2017

Corrected on 11/15/2017

.21(3) - Monthly fire drills were observed to be documented. Please ensure that tornado and other drills are conducted every six months.

591-1-1-.27 Posted Notices **Met**

Correction Deadline: 5/10/2017

Corrected on 11/15/2017

.27(g) - Posted notices were observed as required.

Safety

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

Comment

No Animals Kept

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

591-1-1-.36 Transportation(CR)**Technical Assistance****Technical Assistance**

591-1-1-.36(5)(a) requires the driver of the vehicle to be at least eighteen (18) years of age and possess a valid driver's license as required for the class of vehicle that the driver operates for the Center. Please ensure that the drivers have a copy of their actual drivers' licenses in their records and not just a copy of their MVP records.

Correction Deadline: 11/15/2017**Technical Assistance**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. Please ensure that all emergency medical information for children who are transported include all required information including the medical facility which the center uses. Please ensure that allergies and special needs are addressed on the forms as well.

Correction Deadline: 11/16/2017

Sleeping & Resting Equipment

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

No nap equipment - services include after school care for school age children only.

Staff Records

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

Staff # 1

Not Met

Date of Hire: 01/17/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

Met

Date of Hire: 01/30/2017

Staff # 3

Met

Date of Hire: 12/09/2010

Staff # 4

Met

Date of Hire: 04/23/2012

Staff # 5

Not Met

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

Date of Hire: 10/08/2015

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 4 Hrs. Missing,.33(3)-Health & Safety Certificate

Staff # 6

Met

Date of Hire: 01/17/2017

Staff # 7

Not Met

Date of Hire: 04/18/2016

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.09-Criminal Records Check Missing

Staff # 8

Not Met

Date of Hire: 04/01/2013

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Not Met

Date of Hire: 11/29/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff Credentials Reviewed: 9**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of staff records that one of eight staff currently employed at the center did not have evidence on file of a satisfactory background check through fingerprinting. A one-day letter was left with the director.

Additionally, one of the eight current employees had not been transferred to the current site in the KOALA database after receiving a satisfactory background check while employed at a previous site.

POI (Plan of Improvement)

A one-day letter was left with director stating that the employee cannot be present with the children until a satisfactory background check has been received. The employee who was originally hired to work at another center will be transferred in the KOALA database to reflect her current place of employment. If the portability requirement was not met, then a new fingerprint check will have to be obtained.

Correction Deadline: 11/15/2017**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(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 a review of staff records that four of eight staff currently employed at the center have not received the required six hours of health and safety orientation training.

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: 12/15/2017

Finding

Previously Cited: 591-1-1-.33(3) 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. It was determined based on a review of employee files and staff statements that one employee who was hired on October 8, 2015, did not receive the required training within the first year of employment. Two hours of child abuse identification and reporting and four hours of health, hygiene and/or safety is required to be included in the first year's training along with four other hours of training appropriate for child care duties.

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 a review of staff records that the employee who was hired on October 18, 2015, did not complete the required ten hours of training in the specified topics. Two hours of safety, hygiene or injury control was lacking.

POI (Plan of Improvement)

Previously Cited: The center will plan and schedule training and follow up to ensure that direct care staff complete the required training.

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: 12/19/2017

Recited on 11/15/2017

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

Comment

Lead staff education requirements

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