



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: 12/13/2019 **VisitType:** POI Follow Up

Arrival: 9:30 AM

Departure: 1:25 PM

CCLC-262

West Chatham YMCA Child Learning Center

167 Isaac G Laroche Drive Pooler, GA 31322 Chatham County
 (912) 748-1408 Sara.kennedy@ymcaofcoastalga.org

Regional Consultant

Kesha McNeal

Phone: (866) 359-1672

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kesha.mcneal@dec.al.gov

Joint with: Chrissy Miller

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
12/13/2019	POI Follow Up	Good Standing
11/19/2019	Licensing Study	Support
04/10/2019	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
A/S building	adult gym		0	0	C	108	C	NA	NA	
A/S building	conference room		0	0	C	13	C	NA	NA	
A/S building	Gym		0	0	C	163	C	NA	NA	
A/S building	kid fit gym		0	0	C	28	C	NA	NA	
Total Capacity @35 sq. ft.: 312			Total Capacity @25 sq. ft.: 0							
Child Learning Center	1st left	Infants and One Year Olds	2	8	C	13	C	NA	NA	Nap,Transitioning,Floor Play
Child Learning Center	1st right	Infants	1	5	C	10	C	NA	NA	Music,Floor Play
Child Learning Center	2nd left(PK)	Two Year Olds and Three Year Olds	2	14	C	19	C	NA	NA	Centers,Transitioning
Child Learning Center	2nd right	One Year Olds and Two Year Olds	2	7	C	14	C	NA	NA	Transitioning,Centers
Child Learning Center	3rd left	Two Year Olds	2	14	C	17	C	NA	NA	Centers,Transitioning,Music
Child Learning Center	3rd right	One Year Olds and Two Year Olds	2	9	C	15	C	NA	NA	Diapering,Art,Transitioning

Child Learning Center	4th left	Three Year Olds and Four Year Olds	2	20	C	30	C	NA	NA	Transitioning, Centers
Child Learning Center	4th right(PK)	PreK	2	13	C	22	C	NA	NA	Transitioning, Centers
Total Capacity @35 sq. ft.: 140					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 90					Total Capacity @35 sq. ft.: 452					
					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Child Learning Center	back left, twos	46	C
Child Learning Center	front left, toddlers	35	C
Child Learning Center	preschool/AS PG	74	C

Comments

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit.

Criminal record checks were observed to be complete.

The center participates in transportation, but does not currently administers medication or participate in field trips or swimming at this time.

Plan of Improvement: Developed This Date 12/13/2019

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/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.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.

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.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

Sara Kennedy, Program Official

Date

Kesha McNeal, Consultant

Date

Chrissy Miller, Consultant

Date



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Findings Report

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The following information is associated with a POI Follow Up:

Activities and Equipment

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

Met

Comment

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

Correction Deadline: 11/19/2019

Corrected on 12/13/2019

.12(2) - Previous citation observed corrected in that the center had removed the couch in the third left classroom.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 3

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities

Finding

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 the consultant's review that the follow items were not maintained in the children's records:

- * Two of three files were missing the work addresses of the parent.
- * One of three files were missing the work telephone number of the parent.
- * One of three files were missing the statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program.

POI (Plan of Improvement)

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: 12/23/2019

Recited on 12/13/2019

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's review that four of eight children were signed in the first left classroom. It was further determined based on the consultant's review that eight of nine children were signed in the third right classroom. It was further determined based on the consultant's review that eleven of thirteen children were signed in the fourth right classroom.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 12/23/2019

Recited on 12/13/2019

Facility

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

Defer

Comment

Playground observed to be clean and in good repair.

Defer

591-1-1-.26(4)- Playground is not being used by the facility until the fencing is repaired.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 11/28/2018

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Correction Deadline: 11/24/2019****Corrected on 12/13/2019****.21(3) - Previous citation observed corrected in that the center had reviewed emergency plans every six months as required.****Comment**

Program observed complete emergency drills

Safety

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

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Correction Deadline: 11/20/2019**Corrected on 12/13/2019****.36(7)(b) - Previous citation observed corrected the center had obtained emergency medical for children being transported.****Technical Assistance**

591-1-1-.36(7)(b) - Please ensure 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.

Correction Deadline: 12/14/2019**Correction Deadline: 11/20/2019****Corrected on 12/13/2019****.36(7)(c)3. - Previous citation observed corrected in that the center had documented each time of arrival and departure as required.****Correction Deadline: 11/19/2019****Corrected on 12/13/2019****.36(7)(d)2. - Previous citation observed corrected in that the center had thoroughly inspected vehicles and properly complete transportation documentation as required.****Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Correction Deadline: 11/19/2019****Corrected on 12/13/2019****.30(4) - Previous citation observed corrected in that cots were inaccessible to children in all classrooms on this date.****Staff Records**

Records Reviewed: 20**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 01/26/2012

Staff # 2 Met

Date of Hire: 09/10/2018

Staff # 3 Met

Date of Hire: 03/20/2014

Staff # 4 Met

Date of Hire: 08/01/2019

Staff # 5 Met

Date of Hire: 05/01/2016

Staff # 6 Met

Date of Hire: 08/26/2019

Staff # 7 Not Met

Date of Hire: 04/30/2019

"Missing/Incomplete Components"

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

Staff # 8 Met

Date of Hire: 09/09/2019

Staff # 9 Met

Date of Hire: 12/03/2013

Staff # 10 Met

Date of Hire: 12/07/2018

Staff # 11 Met

Date of Hire: 10/10/2017

Staff # 12 Met

Date of Hire: 07/31/2019

Staff # 13 Met

Date of Hire: 10/13/2013

Staff # 14 Met

Date of Hire: 02/01/2013

Staff # 15 Met

Date of Hire: 04/16/2019

Staff # 16 Date of Hire: 08/29/2007	Met
Staff # 17 Date of Hire: 03/03/2014	Met
Staff # 18 Date of Hire: 07/28/2014	Met
Staff # 19 Date of Hire: 05/31/2016	Met
Staff # 20 Date of Hire: 04/18/2011	Met

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR Not Met**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on the consultant's review that staff members# 14, and #39 did not obtain certification in first aid and CPR within 90 days of their hire date. The staff members completed the training online, but did not complete a hands on certification.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 1/13/2020

Recited on 12/13/2019

Correction Deadline: 11/29/2019

Corrected on 12/13/2019

.14(3) - Previous citation observed corrected in that the center had added the missing items to the first aid kit.

591-1-1-.24 Personnel Records Met

Correction Deadline: 11/24/2019

Corrected on 12/13/2019

.24(1) - Previous citation observed corrected in that the missing items were added to the personnel files.

591-1-1-.33 Staff Training

Defer

Correction Deadline: 12/19/2019

Corrected on 12/13/2019

.33(3) - Previous citation observed corrected in that health and safety was completed as required.

Defer

591-1-1-.33(5)- Annual training will be reviewed at the next regulatory visit conducted in 2020.

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: 12/19/2019

Staffing and Supervision

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

Met

Correction Deadline: 11/19/2019

Corrected on 12/13/2019

.32(4)(b) - Previous citation observed corrected in that center secured parental permission forms as required.