



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: 11/6/2017 VisitType: Licensing Study

Arrival: 3:30 PM

Departure: 5:15 PM

CCLC-28965

YMCA PrimeTime @ Westside Elementary

2470 James Road Valdosta, GA 31601 Lowndes County  
(229) 245-2289 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

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rena.keene@dec.al.ga.gov

**Mailing Address**

P.O. Box 1301  
Valdosta, GA 31603

Quality Rated: ★ ★

Compliance Zone Designation			<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.  <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.
11/06/2017	Licensing Study	Good Standing	
04/17/2017	Monitoring Visit	Good Standing	
12/13/2016	Licensing Study	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	A - lunchroom	Five Year Olds and Six Year Olds and Over	8	60	C	140	C	NA	NA	Transitioning, Homework, Centers, Free Play
Main	Rm B		0	0	C	53	C	74	C	
Main	Rm C		0	0	C	28	C	NA	NA	
Total Capacity @35 sq. ft.: 221			Total Capacity @25 sq. ft.: 242							
Total # Children this Date: 60		Total Capacity @35 sq. ft.: 221			Total Capacity @25 sq. ft.: 242					

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of today's visit was to conduct a Licensing Study and follow up on previously cited rule violations. The director stated that there had been six new hires since last visit. All staff records were reviewed for compliance with background check requirements.

November 20, 2017: Revised Licensing Study forms sent.

Plan of Improvement: Developed This Date 11/06/2017

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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Ethlene Hayes, Program Official

Date

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Rena Keene, Consultant

Date



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### Findings Report

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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: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 2

Met

Child # 3

Met

Child # 4

Met

Child # 5

Met

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

**Technical Assistance**

**Comment**

Parent Authorizations Obtained/Completed

**Technical Assistance**

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. Please be sure to obtain information for both parents, even non-custodial parents.

**Correction Deadline: 11/6/2017**

**Facility**

**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)** **Met**

**Comment**

Observation-Clean/Good Repair

**Food Service**

**591-1-1-.15 Food Service & Nutrition** **Technical Assistance**

**Technical Assistance**

Menu Meets USDA Guidelines - Please ensure that all CACFP requirements updated effective October 1, 2017 are observed.

**Health and Hygiene**

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

**Comment**

No diapered children cared for - school age children in after school hours only.

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

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Discussed-Documents/Procedures - Director stated that medications are not administered to children at the center.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

591-1-1-.21(3) - Please ensure that tornado and other emergency drills are also completed every six months.

**Correction Deadline: 11/11/2017**

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

Observed-All Notices Posted

**Safety**

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

No Animals Kept

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

**Sleeping & Resting Equipment**

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

No naptime - after school hours only for school age children.

**Staff Records**

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**Records Reviewed: 8****Records with Missing/Incomplete Components: 1**

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Staff # 1

Not Met

Date of Hire: 09/29/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2

Met

Date of Hire: 08/09/2017

Staff # 3

Met

Date of Hire: 09/23/2013

Staff # 4

Met

**Records Reviewed: 8****Records with Missing/Incomplete Components: 1**

Date of Hire: 08/11/2017

Staff # 5

Met

Date of Hire: 11/08/2016

Staff # 6

Met

Date of Hire: 08/21/2017

Staff # 7

Met

Date of Hire: 06/23/2016

Staff # 8

Met

Date of Hire: 08/07/2017

**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records Check(CR)****Technical Assistance****Comment**

Six employees have been hired since last visit

**Technical Assistance**

591-1-1-.09(1)(c) - Please ensure that fingerprint check results are checked within 21 days of hire and that satisfactory letters are placed in the employee's file. If verification of satisfactory results are not received within 21 days, staff cannot remain on site with children.

**Correction Deadline: 11/6/2017****591-1-1-.33 Staff Training****Technical Assistance****Technical Assistance**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. Please ensure that orientation is completed and that evidence of required orientation is in all employee files.

**Correction Deadline: 11/6/2017****591-1-1-.31 Staff(CR)****Met****Comment**

Staff were found to meet the qualifications for the positions which they hold.

**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-Adequate Supervision