



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: 4/17/2018 **VisitType:** Monitoring Visit **Arrival:** 3:30 PM **Departure:** 5:00 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			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.
04/17/2018	Monitoring Visit	Good Standing	
11/06/2017	Licensing Study	Good Standing	
04/17/2017	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	A - lunchroom	Five Year Olds and Six Year Olds and Over and PreK	7	58	C	140	C	NA	NA	Centers, Homewo rk
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: 58			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 Monitoring Visit and to follow up on previously cited rule violations. Director stated that there had been four new hires since last visit and all comprehensive background checks were verified.

Plan of Improvement: Developed This Date 04/17/2018

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. 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.

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). 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

Ethlene Hayes, Program Official

Date

Rena Keene, 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.

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

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

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

Met

Comment

There were no children enrolled in the program who require diapering. Program serves only school age children during after school hours.

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

Discussed proper medication documentation and procedures. Director stated that medications are not administered to children in the program.

Policies and Procedures

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

Comment

Observed all required posted notices.

Safety

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

Comment

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

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

N/A - School age children only served during after school hours.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 3

Staff # 1 Not Met

Date of Hire: 09/29/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 01/18/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 3 Met

Date of Hire: 11/30/2017

Staff # 4 Met

Records Reviewed: 10**Records with Missing/Incomplete Components: 3**

Date of Hire: 02/14/2018

Staff # 5

Met

Date of Hire: 09/23/2013

Staff # 6

Met

Date of Hire: 02/15/2018

Staff # 7

Met

Date of Hire: 08/11/2017

Staff # 8

Met

Date of Hire: 11/08/2016

Staff # 9

Not Met

Date of Hire: 08/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 10

Met

Date of Hire: 06/23/2016

Staff Credentials Reviewed: 10

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete.

Comment

Director provided four (4) files for employees hired since last visit.

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

591-1-1-.24(1) - Please be sure that employee records contain a complete work history. If there are gaps of unemployment, this should be listed on the staff's application.

Correction Deadline: 4/22/2018**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 three employees did not receive the required six hour safety and 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.

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

All staff qualifications requirements met.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Comment

Adequate supervision observed on this date.