



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: 11/1/2017 **VisitType:** Licensing Study

Arrival: 3:00 PM

Departure: 5:15 PM

CCLC-29161

YMCA PrimeTime @ Clyattville Elem.

5386 Madison Hwy Valdosta, GA 31601 Lowndes County
(229) 244-4646 rgraytan@valdostaymca.com

Regional Consultant

Rena Keene

Phone: (912) 544-9930

Fax: (912) 544-9926

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.
11/01/2017	Licensing Study	Good Standing	
05/05/2017	Monitoring Visit	Good Standing	
12/12/2016	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	lunchroom	Four Year Olds and Five Year Olds and Six Year Olds and Over	3	53	C	87	C	NA	NA	Transitioning,Snack, Homework, Free Play
Total Capacity @35 sq. ft.: 87			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 53			Total Capacity @35 sq. ft.: 87			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	playground	36	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up on previously cited rule violations. It was reported that there was only one new hire since last visit.

Plan of Improvement: Developed This Date

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

Stephanie Walker, Program Official

Date

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 - Please direct students who are not engaged in an activity to utilize the games and equipment available.

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	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	

Technical Assistance

591-1-1-.08(1) - Please be sure that work addresses for parents are provided even when cell numbers are listed.

Correction Deadline: 11/1/2017

Correction Deadline: 5/19/2017

Corrected on 11/1/2017

.08(a)-(f) - Children's records were observed to contain required information.

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-No Hazards Accessible

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**

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. Please be sure that the CACFP requirements updated effective October 1, 2017, are followed. The snack served during visit included Chex Mix (contained Whole Wheat) and Juice.

Correction Deadline: 11/1/2017

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

No children enrolled who require diapering. School age children only served 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 - Director stated that medications are not administered at the center.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of center records and director's statement that the center had not conducted tornado and other emergency drills every six months as required. The director was able to produce proof that the center had conducted monthly fire drills, but they were not documented on the agency form.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years. Consultant provided director with a copy of the department's form for documentation of monthly fire drills and other required emergency drills.

Correction Deadline: 11/6/2017**591-1-1-.27 Posted Notices****Met****Comment**

Observed-All Notices Posted

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)**Met****Comment**

No Routine Transportation Provided

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

No sleeping equipment - after school hours only for school age children.

Staff Records**Records Reviewed: 5****Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Records Reviewed: 5**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.

Staff # 2

Met

Date of Hire: 07/30/2007

Staff # 3

Met

Date of Hire: 08/07/2017

Staff # 4

Met

Date of Hire: 01/16/2017

Staff # 5

Met

Date of Hire: 08/15/2016

Staff Credentials Reviewed: 5

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

Director stated that there had only been one new hire since last visit.

Technical Assistance

591-1-1-.09(1)(c) - Please ensure that staff records reflect that when new staff are hired that a local check is obtained prior to being present with the children on site. The local check must be dated within ten days of hire. Additionally, satisfactory fingerprint results must be received by the 21st day of employment in order for the employee to continue to be present with the children at the center. The staff record must clearly show the employee's date of hire in order to determine that this rule was met.

Correction Deadline: 11/1/2017**Correction Deadline: 5/5/2017****Corrected on 11/1/2017****.09(1)(i) - Evidence of satisfactory background checks on file for all employees.****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(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 an employee who was hired on August 8, 2016 did not obtain ten hours of training within her first year of employment. Only eight hours were obtained by August 8, 2017.

POI (Plan of Improvement)

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: 12/1/2017

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

Met

Comment

Lead staff education requirements were met. All staff were found to be qualified for the positions which they held.

Staffing and Supervision

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

Technical Assistance

Technical Assistance

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. Please ensure that the required staff to child ratios are provided at all times. Until director arrived at approximately 4:00 PM, only three staff were available to the group which included four and five year old children. The system for parent pick up is that parents ring a bell outside of the locked fence which prompts a staff member to go to the gate and bring the parent to the child care area. On the day of the visit, this left only two employees to supervise the remaining group while one staff left the child care area. Additionally, staff must leave the area to escort and supervise children when they go to the bathroom.

Correction Deadline: 11/1/2017

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

Met

Comment

Discussed-Combining Mixed Ages