



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: 10/30/2017 **VisitType:** Licensing Study

Arrival: 3:30 PM

Departure: 5:00 PM

CCLC-29162

YMCA PrimeTime @ Moulton-Branch Elem.

5725 Perimeter Road Valdosta, GA 31601 Lowndes County
 (229) 245-2294 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

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Mailing Address

P.O. Box 1301
 Valdosta, GA 31603

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.
10/30/2017	Licensing Study	Good Standing	
05/09/2017	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	A-lunch room	Five Year Olds and Six Year Olds and Over and PreK	7	70	C	79	C	110	C	Centers, Homework, Transitioning, Snack
Total Capacity @35 sq. ft.: 79			Total Capacity @25 sq. ft.: 110							
Total # Children this Date: 70			Total Capacity @35 sq. ft.: 79			Total Capacity @25 sq. ft.: 110				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Basketball Court	66	C
Main	Grassy area	132	C

Comments

The purpose of today's visit was to conduct a Licensing Study. Director stated that there have been six employees hired since last visit.

October 31, 2017: Revised Summary Report completed and sent to Program Director, Jackie McSworbs, based on direction from state office management staff that a transitional period would be observed for the recent updates to the USDA Meal Pattern Guidelines.

Plan of Improvement: Developed This Date 10/30/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



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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@decga.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://decga.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)

Susan Bebo, 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

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met

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

Observed-Records Complete/Well Organized

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**

591-1-1-.15(1) New USDA Meal Pattern Guidelines require that only white unflavored milk (either low-fat (1% or fat-free) be served to children who are five years of age and younger. Flavored milk cannot be served to children five years of age and younger in any DECAL or CACFP situation. For children who are six years of age and older, flavored milk must be restricted to fat-free milk. Please observe the guidelines shown in the USDA UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS publication.

Correction Deadline: 10/30/2017**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

No diapered children in program - Program serves 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-Documentation/Procedures - Director stated that medications are not administered at the center.

Policies and Procedures

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 sleep equipment - school age children in after school hours only.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 08/15/2016

"Missing/Incomplete Components"

.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health & Safety Certificate

Staff # 2

Met

Date of Hire: 01/26/2017

Staff # 3

Met

Date of Hire: 08/17/2017

Staff # 4

Met

Date of Hire: 10/04/2017

Staff # 5

Met

Date of Hire: 09/26/2016

Staff # 6

Met

Date of Hire: 08/21/2017

Staff # 7

Met

Date of Hire: 08/07/2017

Staff Credentials Reviewed: 7

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

Six staff were found to have been hired since last visit. Staff records were reviewed for compliance with comprehensive background checks.

Technical Assistance

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. Please be sure that KOALA is updated to show that new staff who transferred from other sites are added to current work site. Documentation in each staff record must clearly show the date of hire for the current program to determine if portability requirements are met.

Correction Deadline: 10/30/2017

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 one employee who was hired on August 15, 2016 has not completed 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: 11/29/2017**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 one employee who was hired on August 15, 2016 did not receive ten hours of required training within the first year of employment.

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: 11/29/2017

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

All staff requirements were observed to be met.

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