



**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:** 4/8/2019    **VisitType:** Licensing Study    **Arrival:** 2:35 PM    **Departure:** 4:50 PM

**CCLC-29901**

**YMCA Pryme Tyme Hesse Elementary**

9116 Whitfield Ave. Savannah, GA 31406 Chatham County  
 (912) 663-5792 DC1prymetyme@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

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stacey.foston@dec.al.ga.gov

**Mailing Address**

6400 Habersham St Suite A  
 Savannah, GA 31405

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<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.
04/08/2019	Licensing Study	Good Standing	
10/30/2018	Monitoring Visit	Good Standing	
01/10/2018	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	Cafeteria	Five Year Olds and Six Year Olds and Over	5	69	C	83	C	NA	NA	Homework, Transitioning, Free Play, Outside
Total Capacity @35 sq. ft.: 83						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 69			Total Capacity @35 sq. ft.: 83			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	94	C

**Comments**

Plan of Improvement: Developed This Date 04/08/2019

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

Startavia Johnson, Program Official

Date

Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 4/8/2019      **VisitType:** Licensing Study      **Arrival:** 2:35 PM      **Departure:** 4:50 PM

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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**

Discussed adding equipment and toys to enhance variety.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Met

Child # 4

Met

Child # 5

Met

**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 a review of records that 1 of 5 children files did not have the telephone number of the child's primary source of health care. In addition, 1 of 5 children files did not have addresses of the person(s) to whom the child may be released.

**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: 4/9/2019**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

Met

**Comment**

Discussed 25 square feet rule.

**Comment**

Licensed capacity observed to be routinely met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

Met

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

**Comment**

Playground observed to be clean and in good repair.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

N/A

**Comment**

This is a before and after school only program. There is no diapered children enrolled.

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

N/A

**Comment**

The Center does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips.

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **N/A**

**Comment**

Children do not take naps at this facility. There is no sleeping equipment on site.

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**Staff Records**

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**Records Reviewed: 6**

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

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Staff # 1	Not Met
Date of Hire: 07/27/2009	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	
Staff # 2	Met
Date of Hire: 08/03/2017	
Staff # 3	Met
Date of Hire: 10/02/2017	
Staff # 4	Met
Date of Hire: 09/07/2017	
Staff # 5	Not Met
Date of Hire: 08/03/2016	
<u>"Missing/Incomplete Components"</u>	
.31(1)(b)2.-Director Qualifications-Education Missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	
Staff # 6	Not Met
Date of Hire: 08/03/1999	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training	

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**Staff Credentials Reviewed: 6**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Criminal record checks were observed to be complete.

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**591-1-1-.14 First Aid & CPR** **Met**

**Comment**

Complete first aid kit observed in center.

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.24 Personnel Records** **Met**

**Correction Deadline: 11/2/2018**

**Corrected on 4/8/2019**

**.24(1) - The previous citation has been corrected. Personnel files for all the staff was available on this date.**

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**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 review of staff files that three staff did not have proof of completing the health and safety training as required.

**POI (Plan of Improvement)**

The staff stated the class has been completed but they do not have the training certificates on site. The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates. The center will ensure training certificates are kept on site.

**Correction Deadline: 4/19/2019**

**Recited on 4/8/2019**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that three employees did not complete the required 10 hours of annual training for the year 2018.

**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. The center will ensure 2019 training is completed as required.

**Correction Deadline: 12/31/2019**

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**591-1-1-.31 Staff(CR)** **Not Met**

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that the director does not have the required academic credential.

**POI (Plan of Improvement)**

The director has completed the 120 hours of CDA course work but has not finished the requirements to obtain the credential. The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

Correction Deadline: 5/10/2019

Correction Deadline: 11/5/2018

Corrected on 4/8/2019

.31(1)(c) - The previous citation has been corrected.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

Adequate supervision observed on this date.