



**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:** 5/7/2018    **VisitType:** Licensing Study    **Arrival:** 4:05 PM    **Departure:** 6:00 PM

**CCLC-30525**

**YMCA Pryme Tyme Otis Brock Elementary**

1804 Stratford Street Savannah, GA 31415 Chatham County  
(912) 663-0295 DC1prymetyme@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston

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**Mailing Address**

6400 Habersham St. Suite A  
Savannah, GA 31405

**Quality Rated:** ★ ★

<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.
05/07/2018	Licensing Study	Good Standing	
12/01/2017	Monitoring Visit	Good Standing	
02/09/2017	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	3	16	C	73	C	NA	NA	Transitioning, Snack, Free Play
Total Capacity @35 sq. ft.: 73						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 73			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD-1(grass)	71	C
Main	PGD-Basketball ct	11	C

**Comments**

Plan of Improvement: Developed This Date 05/07/2018

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](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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Carolyn Chisholm, Program Official \_\_\_\_\_ Date

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Stacey Foston, 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**

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.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Not Met

"Missing/Incomplete Components"

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

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing

Child # 5

Met

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

**Not 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 3 of 5 children did not have telephone number of the child's primary source of health care. In addition one child did not have allergy information and the addresses of the person(s) to whom the child may be released documented.

**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: 5/8/2018**

**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-.25 Physical Plant-Structural/Mechanical**

**Not Met**

**Finding**

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. It was determined based on discussion with the director that the center is using a new playground space. The space is not in the previously licensed area.

**POI (Plan of Improvement)**

The Pryme Tyme office submitted an amendment application to have the playgrounds licensed on April 18, 2018.

**Correction Deadline: 5/7/2018**

**Recited on 5/7/2018**

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

**Met**

**Comment**

There were no hazards observed on the playgrounds used by the center. Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service**

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**591-1-1-.18 Kitchen Operations**

N/A

**Comment**

The center does not use a kitchen. The center only provides prepackaged snacks.

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**Health and Hygiene**

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

N/A

**Comment**

There are no diapered children enrolled and there is no diapering facilities in the center.

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

Met

**Comment**

Proper hand washing observed throughout the center.

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

N/A

**Comment**

The director stated the center does not dispense medication.

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**Policies and Procedures**

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

Met

**Comment**

Observed documentation of drills.

**Correction Deadline: 5/12/2018**

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**Safety**

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**591-1-1-.05 Animals**

N/A

**Comment**

Center does not keep animals on premises.

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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**

This is a before and after school only program. Children do not take naps at this center.

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**Staff Records**

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

591-1-1-.09 - Reminded the director that she will have to obtain a new criminal record check determination letter from Bright from the Start before October 1, 2018.

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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

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

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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 records that three of three staff did not have health and safety training certificates on file

**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. The center will obtain copies of the certificates and keep on file.

**Correction Deadline: 5/8/2018****Recited on 5/7/2018****Finding**

Previously Cited: 591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of records that documentation of training for the year 2016 was not complete for all staff.

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 3 of 3 staff did not have evidence of the required ten hours of training for the year 2017 on file.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed. The center will ensure that documentation is on site and available for review.\

**Correction Deadline: 12/31/2018****Recited on 5/7/2018**

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**591-1-1-.31 Staff(CR)****Technical Assistance****Technical Assistance**

591-1-1-.31 - Reminded the director to have a copy of her degree on file.

<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**

Staff observed to provide direct supervision and be attentive to children's needs.