



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: 4/18/2018 VisitType: Licensing Study

Arrival: 3:10 PM

Departure: 6:00 PM

CCLC-30660

YMCA Pryme Tyme Marshpoint Elementary

135 Whitemarsh Island Rd. Savannah, GA 31410 Chatham County  
(912) 547-7105 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: ★

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.
04/18/2018	Licensing Study	Good Standing	
11/27/2017	POI Follow Up	Good Standing	
08/24/2017	MV POI Follow Up	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.

**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 and PreK	4	45	C	81	C	NA	NA	Snack, Free Play, Transitioning
			Total Capacity @35 sq. ft.: 81			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45			Total Capacity @35 sq. ft.: 81			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD	53	C
Main	Right Field	55	C

**Comments**

The consultant left a none day letter on this date

Plan of Improvement: Developed This Date 04/18/2018

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@dec.al.ga.gov](mailto: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.

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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.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](mailto:qualityrated@dec.al.ga.gov)

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Urshler Mack, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 4/18/2018 **VisitType:** Licensing Study

**Arrival:** 3:10 PM

**Departure:** 6:00 PM

**CCLC-30660**

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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)**

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

Child # 4

Not Met

"Missing/Incomplete Components"

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Allergies and Disabilities

**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 five records that enrollment records were not complete for all children. The addresses of the person(s) to whom the child may be released was not documented for one of five children. The child's primary source of health care information was not complete for two of five children. A statement regarding known allergies was not documented for three of five children.

**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: 4/20/2018**

<b>Facility</b>
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**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)**

Technical Assistance

**Technical Assistance**

591-1-1-.26 - Discussed with staff about not allowing the children to use the stairs on the slide structure. The plastic coating material on the bottom step is starting to curl and tear and could be a possible tripping hazard.

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

N/A

**Comment**

There are no children requiring diapering enrolled in this program.

**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 director stated that the center does not dispense medication.

<b>Policies and Procedures</b>
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**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 files and discussion with the staff that the center did not have documentation of emergency drills available.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 4/30/2018**

<b>Safety</b>
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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips.

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

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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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.

<b>Staff Records</b>
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**Records Reviewed: 5**

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

Staff # 1

**Not Met**

Date of Hire: 12/05/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

**Met**

Date of Hire: 01/08/2018

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**Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

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Staff # 3

Met

Date of Hire: 06/08/2016

Staff # 4

Not Met

Date of Hire: 04/11/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Met

Date of Hire: 10/02/2014

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**Staff Credentials Reviewed: 5**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a discussion that one employee that transferred from another Pryme Tyme site on April 11, 2018 had satisfactory determination letter that was past the portability date. The employee did not have a criminal record check on site and the consultant observed a satisfactory criminal records check determination for the employee in the Bright from the Start system that was dated August 12, 2016 and the portability expiration date was August 12, 2017.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The center will obtain a new determination letter for the employee. The consultant left a one day letter.

**Correction Deadline: 4/18/2018**

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

Complete kit observed in center.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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**591-1-1-.24 Personnel Records****Not Met**

**Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of files that one staff member did not have a personnel file on site.

**POI (Plan of Improvement)**

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

**Correction Deadline: 4/20/2018**

**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 records that one staff member who started working at the center on December 5, 2017 did not have documentation of health and safety training 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.

**Correction Deadline: 5/18/2018**

**Correction Deadline: 5/31/2017**

**Corrected on 4/18/2018**

**.33(5) - Observed documentation of 2017 training for the required staff.**

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

The current director meets qualifications. Please add copy of degree to file.

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.