



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: 10/16/2017 VisitType: Monitoring Visit

Arrival: 6:45 AM

Departure: 8:00 AM

CCLC-30661

YMCA Pryme Tyme Andrea B. Williams Elementary  
School

1150 Wheaton Street Savannah, GA 31401 Chatham County  
(912) 663-4844 DC1prymetyme@ymcaofcoastalga.org

**Mailing Address**

6400 Habersham St. Suite A  
Savannah, GA 31405

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@dec.al.ga.gov

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.
10/16/2017	Monitoring Visit	Good Standing	
05/02/2017	Licensing Study	Good Standing	
10/18/2016	Monitoring Visit	Good Standing	
			<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	A, Gym	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	7	C	164	C	NA	NA	Free Play
		Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 7		Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	116	C

**Comments**

This visit was conducted at a temporary location at 3609 Hopkins Street.

Plan of Improvement: Developed This Date 10/16/2017

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](http://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.

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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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

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Elisha Russell, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 10/16/2017 **VisitType:** Monitoring Visit

**Arrival:** 6:45 AM

**Departure:** 8:00 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed a variety of equipment accessible to the children.

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 3**

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

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

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

Child # 3

Not Met

"Missing/Incomplete Components"

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

**Finding**

Previously Cited: 591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 on this date that emergency contact information was not fully completed on enrollment forms when complete address were not filled out. It was further determined that parents names, works addresses, and phone numbers were not completed fully on enrollment forms, and allergies were not listed on all reviewed forms.

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 review of files that two out of three children records did not have the number of the child's primary source of health care listed.

**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.

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**Correction Deadline: 10/17/2017**

**Recited on 10/16/2017**

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

Licensed Capacity Routinely Met

<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Observation-No Hazards Accessible

<b>591-1-1-.25 Physical Plant-Structural/Mechanical</b>	<b>Met</b>
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**Correction Deadline: 5/2/2017**

**Corrected on 10/16/2017**

**.25(19) - The previous citation has been corrected.**

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

The director stated that the center is using the gym for outdoor play due to issues with animals on the playground.

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

There are no diapered children enrolled in this program.

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

Observed-Proper Hand Washing Throughout

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

The director states that the center does not dispense medication.

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

No inappropriate discipline observed during the visit.

**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**

591-1-1-.30- This is a before and after school program. Children do not take naps at this program.

**Staff Records****Records Reviewed: 6****Records with Missing/Incomplete Components: 1**

Staff # 1

Not Met

Date of Hire: 07/20/2016

"Missing/Incomplete Components"

.33(3)-Health &amp; Safety Certificate

Staff # 2

Met

Date of Hire: 12/03/2015

Staff # 3

Met

Date of Hire: 05/01/2010

**Records Reviewed: 6****Records with Missing/Incomplete Components: 1**

Staff # 4	Met
Date of Hire: 05/01/2010	
Staff # 5	Met
Date of Hire: 08/03/2017	
Staff # 6	Met
Date of Hire: 06/27/2016	

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

**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 one out of six staff members did not have evidence 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. The director states that the training certificate is at the Pryme Tyme main office. The office will fax a copy of the certificate to the consultant by the end of the day.

**Correction Deadline: 10/17/2017****591-1-1-.31 Staff(CR)****Met****Comment**

Discussed teacher qualifications.

**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