



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: 10/7/2019 **VisitType:** Licensing Study **Arrival:** 2:15 PM **Departure:** 4:35 PM

CCLC-33877

Prime Time A.J. McClung

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 (706) 322-2579 dfiquett@ymcacolumbusga.com

Regional Consultant

Penny Svenson

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Mailing Address

1175 Martin Luther King Jr. Blvd.
 Columbus, GA 31906

Quality Rated: ★ ★ ★

| <u>Compliance Zone Designation</u> | | | 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. |
|------------------------------------|------------------|---------------|--|
| 10/07/2019 | Licensing Study | Good Standing | |
| 02/13/2019 | Monitoring Visit | Good Standing | |
| 09/13/2018 | 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 |
|---------------------------------|-------|--|-------------------------------|----------|------|------------|--------------|------------|--------------|-----------|
| One bldg. | A | Four Year Olds and Five Year Olds and Six Year Olds and Over | 3 | 20 | C | 20 | C | NA | NA | Snack |
| One bldg. | B | | 0 | 0 | C | 10 | C | NA | NA | |
| One bldg. | C | | 0 | 0 | C | 12 | C | NA | NA | |
| One bldg. | D-gym | Six Year Olds and Over | 2 | 16 | C | 146 | C | NA | NA | Free Play |
| Total Capacity @35 sq. ft.: 188 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |
| Total # Children this Date: 36 | | | Total Capacity @25 sq. ft.: 0 | | | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|-----------|--------------|----------------------|-----------------------|
| One bldg. | Playground A | 10 | C |
| One bldg. | Playground B | 57 | C |

Comments

The consultant reviewed and discussed the Compliance and Determination Worksheet on this date.

Plan of Improvement: Developed This Date 10/07/2019

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.

- 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

Edmund Peabody, Program Official

Date

Penny Svenson, Consultant

Date



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Findings Report

Date: 10/7/2019 **VisitType:** Licensing Study

Arrival: 2:15 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

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(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 three out of five children's files didn't have the address listed for the release person.

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: 10/7/2019

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Facility

591-1-1-.06 Bathrooms**Met****Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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)**Not Met****Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant observation that the vents in the bathrooms in Room B and Room C were not operable as required.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 10/7/2019

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 2/13/2019****Corrected on 10/7/2019**

The correction was observed on this date. There were no hazards observed on the playground on this date.

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Health and Hygiene

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

Comment

No children enrolled who require diapering. School age children attend only for after school hours.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

The consultant discussed with the director that fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center is expected to maintain documentation of the dates and times of these drills for two years.

Correction Deadline: 10/12/2019**Safety****591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

Staff Records**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/30/2018

| | |
|--------------------------|-----|
| Staff # 2 | Met |
| Staff # 3 | Met |
| Date of Hire: 11/12/2017 | |
| Staff # 4 | Met |
| Date of Hire: 08/20/2018 | |
| Staff # 5 | Met |
| Date of Hire: 08/18/2016 | |
| Staff # 6 | Met |
| Date of Hire: 04/01/2018 | |
| Staff # 7 | Met |
| Date of Hire: 09/19/2019 | |
| Staff # 8 | Met |
| Date of Hire: 09/11/2019 | |
| Staff # 9 | Met |
| Date of Hire: 08/18/2018 | |

Staff Credentials Reviewed: 6

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

Correction Deadline: 2/13/2019**Corrected on 10/7/2019****The correction was observed on this date.****Correction Deadline: 2/13/2019****Corrected on 10/7/2019****The correction was observed on this date.**

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

Comment

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

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

The consultant discussed with the director the rules for personnel files and that each file should 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.

Correction Deadline: 10/12/2019

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

Staff observed to be compliant with applicable laws and regulations.

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|---------------------------------|
| 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**

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