



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: 3/7/2019 **VisitType:** Licensing Study **Arrival:** 2:25 PM **Departure:** 3:45 PM

CCLC-3581

Prime Time - Manning Oaks

405 Cumming Street Alpharetta, GA 30004 Fulton County
 (770) 664-3547 sarahf@ymcaatlanta.org

Regional Consultant

Shannon Curtis

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Mailing Address

3655 PRESTON RIDGE ROAD
 ALPHARETTA, GA 30005

Quality Rated: ★ ★

Compliance Zone Designation		
03/07/2019	Licensing Study	Good Standing
11/08/2018	Monitoring Visit	Good Standing
02/20/2018	Licensing Study	Good Standing

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.

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	Six Year Olds and Over	4	67	C	103	C	NA	NA	Snack
Main	F105		0	0	C	25	C	NA	NA	Not In Use
Main	Gym		0	0	C	126	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 254						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 67			Total Capacity @35 sq. ft.: 254			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance

Comments

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted as of November 8, 2018.

Plan of Improvement: Developed This Date 03/07/2019

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

Ouida Lyons, Program Official

Date

Shannon Curtis, 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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent authorizations obtained/completed.

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-.26 Playgrounds(CR) **Met**

Comment

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment

Center menu meets USDA guidelines.

Health and Hygiene

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

Comment

There were no children enrolled in the After School that require diapering program on this date.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices **Met**

Comment

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting **Met**

Comment

Discussed reporting requirements.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

Comment

The After School Program does not participate in resting activities.

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Date of Hire: 08/03/2013	
Staff # 2	Met
Date of Hire: 08/03/2013	
Staff # 3	Met
Date of Hire: 10/24/2017	
Staff # 4	Met
Date of Hire: 08/22/2016	
Staff # 5	Met
Date of Hire: 08/22/2016	
Staff # 6	Met
Date of Hire: 01/03/2019	
Staff # 7	Met
Date of Hire: 08/04/2013	
Staff # 8	Not Met
Date of Hire: 08/04/2013	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 9	Met
Date of Hire: 11/06/2015	
Staff # 10	Met
Date of Hire: 05/18/2013	

Records Reviewed: 15**Records with Missing/Incomplete Components: 2**

Staff # 11 Not Met

Date of Hire: 09/09/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 12 Met

Date of Hire: 05/07/2018

Staff # 13 Met

Date of Hire: 11/27/2017

Staff # 14 Met

Date of Hire: 08/07/2017

Staff # 15 Met

Date of Hire: 08/07/2017

Staff Credentials Reviewed: 15

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided one file for employees hired since last visit on November 8, 2018 on this date.

591-1-1-.09 Criminal Records Check(CR) Met

Correction Deadline: 2/21/2018

Corrected on 3/7/2019

Previous citation corrected. Consultant observed all staff satisfactory determination letters on this date.

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

Correction Deadline: 3/6/2018

Corrected on 3/7/2019

-Previous citation corrected. Consultant observed evidence of completed First Aid/CPR of four of the five staff members on this date.

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 review of staff files, that one staff member did not have evidence of completed staff orientation or applicable information for employment history and applicable to the position on this date.

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: 3/7/2019

Recited on 3/7/2019

591-1-1-.33 Staff Training **Met**

Comment

Documentation observed of required staff training for 2018 on this date.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Correction Deadline: 2/20/2018

Corrected on 3/7/2019

Previous citation corrected. Consultant observed appropriate ratios on this date.

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

Comment

Adequate supervision observed on this date.