



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: 8/19/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 1:45 PM

CCLC-47648

The YMCA A.V. Kennedy Learning Center

105 Darling Avenue Waycross, GA 31501 Ware County
 (912) 285-8660 rhall@ymcawaycross.org

Regional Consultant

Connie Boatright

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connie.boatright@dec.al.ga.gov

Mailing Address

1634 Plant Avenue
 Waycross, GA 31501

Quality Rated: ★ ★

Compliance Zone Designation		
08/19/2019	Licensing Study	Good Standing
03/21/2019	Monitoring Visit	Good Standing
09/10/2018	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	A- 1's		0	0	C	9	C	NA	NA	Not In Use
Main	B- 2's	Two Year Olds	1	2	C	24	C	NA	NA	Lunch,Nap,Centers
Main	E - 3's & 4's		2	0	C	13	C	NA	NA	Not In Use
Main	F- 3's & 4's	Three Year Olds and Four Year Olds	2	3	C	19	C	NA	NA	Nap,Centers,Lunch

Total Capacity @35 sq. ft.: 65

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 5

Total Capacity @35 sq. ft.: 65

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Toddlers	9	C
Main	B -2's, 3's & 4's	135	C
Main	Covered Deck	0	C

Comments

This Licensing study is the first regulatory visit for The YMCA A. V. Kennedy Learning Center this 2019 - 2020 fiscal year.

The center director stated the center is waiting for their Quality Rated Observation to renew their Quality Rating.

The center director stated medication is administered, one field trip has been provided since the consultant's last visit and no routine transportation is provided.

The consultant reviewed all staff files and finds that each staff member has a SAT COMP fingerprint criminal records clearance determination letter on file. The center director stated five new staff has been hired since the consultant's last visit.

Plan of Improvement: To Be Submitted 08/29/2019

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.al.ga.gov/CCS/RulesAndRegulations.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.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.

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

Nancy Cruz, Program Official

Date

Connie Boatright, Consultant

Date



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Findings Report

Date: 8/19/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 1:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultants observation that all classrooms in use had current and up to date lesson plans posted.

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Correction Deadline: 8/19/2019

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

Met

Comment

A variety of equipment and toys were observed throughout the center.

Comment

The consultant observed equipment and toys to be clean and in good repair.

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities	
Child # 6	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Doctor, Clinic, Phone Numbers	
Child # 7	Met
Child # 8	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 upon the consultants review of eight random child files, the consultant observed that one child file did not have the allergy section completed. Additionally, one child file did not have the doctor section completed.

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Correction Deadline: 8/19/2019

	Facility
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591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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 the consultants observation that one electric plug located in the dramatic play area in classroom F had been capped over however, there was a hole the size of a dime in the sheet rock posing as an entrapment hazard to the three and four-year-old children. Additionally, the black carpet rug was observed to be pulling away from the top and bottom of the porch screen door on the left.

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Correction Deadline: 8/29/2019

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that on the smaller playground there were twenty-six (26) fence bolts that protruded more than the required two threads in length. On the big playground by the gate two of the cut bolts were sharp and posed a scratching hazard to children in care. Additionally, in the back left hand corner the small wooden fence was missing a slat on the right hand side creating a gap in the fence that measured five inches in width.

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Correction Deadline: 8/29/2019

Recited on 8/19/2019

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultants observation that dirt had washed away from the bottom of the fenced drain leaving a two inch gap around the bottom of the chain link and causing an entrapment hazard for all children while on the playground.

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Correction Deadline: 8/29/2019

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Correction Deadline: 3/31/2019

Corrected on 8/19/2019

.26(6) - The previous citation was observed to be corrected on this date.

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on the consultants observation that one of two Little Tykes coupe cars was missing the steering wheel leaving a broken black piece of PVC pipe with jagged edges. Additionally, one of two Little Tykes coupe cars was chewed on the door leaving the edge of the door to have sharp edges. Additionally, three white balls located on the octagon shaped equipment was broken and had sharp edges.

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Correction Deadline: 8/29/2019

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Correction Deadline: 3/21/2019

Corrected on 8/19/2019

.26(9) - The previous citation is observed to be corrected on this date.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the consultants observation that weeds and grass was overgrown on both playgrounds and needed cutting. Additionally, weeds was growing through the white lattice panels from the outside to the inside of the child playground area.

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Correction Deadline: 8/29/2019

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

591-1-1-.17 Hygiene(CR) **Not Met**

Finding

591-1-1-.17(6) requires garbage and organic waste to be stored in containers that are lined with plastic liners and have tight-fitting covers. Trash and garbage shall be removed from the building daily or as often as necessary to maintain the premises in a clean condition. It was determined based on the consultants observation that the trash can located in the bathroom in the hallway by classrooms E and F did not have a right fitting lid as required.

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Correction Deadline: 8/19/2019

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.27 Posted Notices

Not Met

Finding

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined based on the consultants observation that a current and up to date emergency plan was not posted on the parent bulletin board.

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Correction Deadline: 8/19/2019

Safety

591-1-1-.05 Animals

Met

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)

Met

Comment

Field trip documentation observed to be complete.

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

Pleasant naptime environment observed.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Comment

The center director stated no infants are enrolled.

Correction Deadline: 8/29/2019

Staff Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 2

Staff # 1 Met
Date of Hire: 02/16/2010

Staff # 2 Met
Date of Hire: 06/18/2010

Staff # 3 Not Met
Date of Hire: 08/14/2019

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Name Missing,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing

Staff # 4 Met
Date of Hire: 08/08/2017

Staff # 5 Not Met
Date of Hire: 11/13/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6 Met
Date of Hire: 01/21/2019

Staff Credentials Reviewed: 5

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided five file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR Not Met

Comment

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

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Finding

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on the consultants observation that the first aid kit was missing the goggles. Additionally, the tube of anti-septic expired March of 2011. Additionally, the tube of anti-bacterial ointment expired January of 2018. Additionally, the tube of insect sting expired April of 2013.

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Correction Deadline: 8/29/2019

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 the consultants review of all staff files that two of ten staff files was missing the employment application.

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Correction Deadline: 8/29/2019

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on the consultants observation and review of all staff files that five of ten staff files was missing the required orientation training form.

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Correction Deadline: 8/29/2019

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 the consultants observation and review of all staff files that one staff member hired January, 19, 2019 did not have a completed Health & Safety and Orientation Training certificate on file as required.

Correction Deadline: 8/29/2019

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

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.