



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: 9/10/2018 **VisitType:** Licensing Study **Arrival:** 11:05 AM **Departure:** 2:00 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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Mailing Address

1634 Plant Avenue
 Waycross, GA 31501

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. 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.
09/10/2018	Licensing Study	Good Standing	
02/13/2018	Monitoring Visit	Good Standing	
08/01/2017	Initial 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
Main	A- 1's	One Year Olds	1	7	C	9	C	NA	NA	Free Play,Nap,Lunch
Main	B- 2's	Two Year Olds	2	17	C	24	C	NA	NA	Lunch,Transitioning,Nap,Diapering,Story
Main	E- 3's & 4's	Three Year Olds and Four Year Olds	1	8	C	13	C	NA	NA	Transitioning,Lunch,Nap,Centers
Main	F- 3's & 4's	Three Year Olds and Four Year Olds	1	15	C	19	C	NA	NA	Story,Lunch,Nap,Transitioning

Total Capacity @35 sq. ft.: 65

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 47

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 2018 - 2019 fiscal year.

The center is working with the Quality Rated Program and currently has a one-star Quality Rating.

The center provides medication, does not provide field trips or routine transportation.

The consultant reviewed all staff files and finds that each staff member has a satisfactory fingerprint criminal records clearance determination letter on file. The consultant discussed effective October 1, 2018 all staff will be required to have a satisfactory comprehensive fingerprint criminal records clearance determination letter on file.

Plan of Improvement: Developed This Date 09/10/2018

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).



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

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

The consultant observed a variety of age appropriate activities throughout the center.

Correction Deadline: 9/10/2018

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**Not Met****Comment**

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Finding

591-1-1-.08(6) requires the Center to maintain records of a child's daily arrival and departure for the twelve (12) preceding months that the Parent or person(s) authorized by the Parent documents, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request. It was determined based on the consultant's observation that seven children was present in the one-year-old classroom and five children was signed in. Additionally, fifteen children was present in the three and four-year-old classroom located on the left side of the hall and fourteen children was signed in.

POI (Plan of Improvement)

The Center will maintain arrival and departure records as required, will ensure the documentation includes all of the required information, and will provide the records to the Department when requested.

Correction Deadline: 9/10/2018

Facility

591-1-1-.06 Bathrooms**Technical Assistance****Technical Assistance**

The center director and staff will ensure that the pottys are flushed after each child use.

Correction Deadline: 9/10/2018

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**

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 2/13/2018

Corrected on 9/10/2018

.25(3) - The previous citation is observed to be corrected on this date.

591-1-1-.26 Playgrounds(CR)**Not Met****Technical Assistance**

591-1-1-.26 - The center director / person in charge will ensure that weeds and bushes are cut away from the fence on the inside of the playground area.

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on the consultant's observation that the blue slide located on the big playground had no resilient surface at the end of the slide within the fall zone and cement was exposed causing a potential hazard for all children exposed to this piece of equipment.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 9/20/2018

Correction Deadline: 2/23/2018

Corrected on 9/10/2018

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

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

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Organization

591-1-1-.16 Governing Body & License **Met**

Comment

The center is operating with a valid 2018 license with Bright From The Start.

Correction Deadline: 9/24/2018

Correction Deadline: 8/1/2017

Corrected on 9/10/2018

.16(c) - The previous citation is observed to be corrected on this date.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

The consultant observed a thoroughly documented fire and tornado drill log.

Correction Deadline: 9/15/2018

591-1-1-.22 Parental Access**Met****Comment**

The consultant observed the Parental Access Notice to be posted on the parent bulletin board.

Correction Deadline: 9/10/2018

591-1-1-.27 Posted Notices**Technical Assistance****Technical Assistance**

The center director / person in charge will ensure that the Emergency Plan and a list of emergency numbers are posted on the parent bulletin board.

Correction Deadline: 9/10/2018

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.

Comment

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

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**

No infants are enrolled.

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.

Staff Records

Records Reviewed: 8**Records with Missing/Incomplete Components: 1**

Staff # 1 Date of Hire: 04/19/2016	Met
Staff # 2 Date of Hire: 08/09/2018	Met
Staff # 3 Date of Hire: 11/17/2017	Met
Staff # 4 Date of Hire: 01/05/2018	Not Met
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate	
Staff # 5 Date of Hire: 12/07/2015	Met
Staff # 6 Date of Hire: 08/07/2017	Met
Staff # 7 Date of Hire: 06/18/2010	Met
Staff # 8 Date of Hire: 02/16/2010	Met

Staff Credentials Reviewed: 8

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

Comment

Criminal records checks were observed to be complete.

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

Comment

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

Comment

Please be mindful of training expiration dates for CPR and First Aid.

Comment

The consultant observed the first aid kit to contain all required items.

Correction Deadline: 9/20/2018

591-1-1-.24 Personnel Records **Met**

Correction Deadline: 2/18/2018

Corrected on 9/10/2018

.24(1) - The previous citation is observed to be corrected on this date.

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 the consultant's review of all staff files that one staff member hired on 01-05-2018 has not completed Health & Safety and Orientation Training as required.

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: 10/10/2018**Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on the consultant's review of all staff files that one staff member hired 01-05-2018 does not have a completed orientation form on file.

POI (Plan of Improvement)

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

Correction Deadline: 9/20/2018

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**

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