



**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:** 2/13/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:15 AM    **Departure:** 12:00 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

Phone: (912) 544-9701

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connie.boatright@decal.ga.gov

**Mailing Address**

1634 Plant Avenue  
 Waycross, GA 31501

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
02/13/2018	Monitoring Visit	Good Standing
08/01/2017	Initial 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	One Year Olds	2	5	C	9	C	NA	NA	Art
Main	B- 2's	Two Year Olds	3	22	C	24	C	NA	NA	Centers,Circle Time,Story,Free Play
Main	E - 3's & 4's	Three Year Olds	1	9	C	13	C	NA	NA	Floor Play,Free Play
Main	F- 3's & 4's	Four Year Olds	2	15	C	19	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 65						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 51			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 Monitoring Visit is the second regulatory visit for The YMCA A.V. Kennedy Learning Center this2017 - 2018 fiscal year.

The consultant reviewed all staff files and finds that each staff member has a satisfactory fingerprint criminal records clearance determination letter on file.

The center director stated one child has been administered medication, no field trips or transportation is provided.

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.

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](mailto: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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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 Monitoring Visit:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

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

**Correction Deadline: 2/13/2018**

**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: 2**

**Records with Missing/Incomplete Components: 0**

Child # 1

Met

Child # 2

Met

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

**Met**

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

	<b>Facility</b>
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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 consultant's observation that a floor air vent located in classrooms E and F is rusting and accessible to the three and four-year-old children.

**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: 2/13/2018**

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

**Not Met**

**Correction Deadline: 8/1/2017**

**Corrected on 2/13/2018**

**.26(4) 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 consultant's observation that an active ant bed is located on the right side of the large playground on the fence line. Additionally, a second active ant bed is located on the back of the large playground on the fence line.

**POI (Plan of Improvement)**

The Center will contact the pest control and routinely check for ants.

**Correction Deadline: 2/23/2018**

**Recited on 2/13/2018**

	<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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**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.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**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**

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**Records Reviewed: 12****Records with Missing/Incomplete Components: 4**

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Staff # 1

Met

Date of Hire: 04/19/2016

Staff # 2

Met

Date of Hire: 10/14/2016

Staff # 3

Not Met

Date of Hire: 01/18/2018

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 4

Not Met

Date of Hire: 11/17/2017

**Records Reviewed: 12****Records with Missing/Incomplete Components: 4**"Missing/Incomplete Components"

.24(1)-No Record

Staff # 5 Met  
 Date of Hire: 12/07/2015

Staff # 6 Met  
 Date of Hire: 08/07/2017

Staff # 7 Not Met  
 Date of Hire: 12/27/2017

"Missing/Incomplete Components"

.24(1)-No Record

Staff # 8 Met  
 Date of Hire: 06/18/2010

Staff # 9 Met  
 Date of Hire: 11/02/2017

Staff # 10 Met  
 Date of Hire: 02/16/2010

Staff # 11 Not Met  
"Missing/Incomplete Components"

.24(1)-No Record

Staff # 12 Met  
 Date of Hire: 02/17/2017

**Staff Credentials Reviewed: 12**

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

**Comment**

Criminal records checks were observed to be complete.

**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 consultant's observation and the director's statement that one employee hired January 18, 2018 did not have an employee file. Additionally, a second employee was hired on December 27, 2017 and did not have an employee file. Additionally, a third employee was hired on November 17, 2017 and did not have an employee file. Additionally, a fourth employee was hired on January 29, 2018 and did not have an employee file.

**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: 2/18/2018**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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