



**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

**Cover Sheet**

**Date:** 9/16/2021 **VisitType:** Licensing Study

**Arrival:** 2:20 PM

**Departure:** 3:25 PM

**CCLC-47822**

**YMCA at Rossville Elementary**

1250 Wilson Road Rossville, GA 30741 Walker County  
(706) 935-2226 jdonahoo@ymcachattanooga.org

**Regional Consultant**

Chasity Baugh

Phone: (770) 357-1717

Fax: (770) 357-1720

chasity.baugh@decals.ga.gov

**Mailing Address**

1735 Battlefield Pkwy  
Fort Oglethorpe, GA 30742

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
09/16/2021	Licensing Study	Good Standing
03/03/2021	Monitoring Visit	Good Standing
10/08/2020	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	2	7	C	60	C	NA	NA	Transitioning,Snack
Total Capacity @35 sq. ft.:						60	Total Capacity @25 sq. ft.: 0			
Total # Children this Date: 7			Total Capacity @35 sq. ft.:			60	Total Capacity @25 sq. ft.: 0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	112	C

**Comments**

An Administrative Review was conducted on September 16, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 16, 2021 with the Provider.

Plan of Improvement: Developed This Date 09/16/2021

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.decal.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

Reannah Gelnett, Program Official

Date

Chasity Baugh, Consultant

Date



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

### Findings Report

**Date:** 9/16/2021    **VisitType:** Licensing Study    **Arrival:** 2:20 PM    **Departure:** 3:25 PM

**CCLC-47822**

**YMCA at Rossville Elementary**

1250 Wilson Road Rossville, GA 30741 Walker County  
(706) 935-2226 jdonahoo@ymcachattanooga.org

**Mailing Address**

1735 Battlefield Pkwy  
Fort Oglethorpe, GA 30742

**Regional Consultant**

Chasity Baugh

Phone: (770) 357-1717

Fax: (770) 357-1720

chasity.baugh@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

**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 review of child records, child records for #2 and #5 were missing telephone numbers of the child's primary source of health care.

**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: 9/16/2021**

**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 review of documents, arrival and departure records were not provided for consultant to review.

**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: 9/16/2021**

	<b>Facility</b>
--	-----------------

**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**

Please be mindful to keep items that pose a hazard inaccessible to children.

---

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

591-1-1-.26 - Consultant discussed resilient surface requirements with the Owner and Director. Program submitted a playground supervision plan, the plan stated: Cones will be setup each day prior to going outside to play. The line of cones will be made around the basketball court between the wooden border to the playground where the mulch begins. A line of cones will meet by the 4-square area, run through the canopy area and all along the wooden border to the playground perpendicular with the school. This will enclose the grassy areas next to the school and the basketball court/blacktop where students can safely play outdoors. Staff will be positioned to ensure that no students cross the cone barrier and play on the playground equipment during the YMCA After School program. One staff member will be positioned on the basketball court/blacktop, moving around, supervising student play. The second staff member will be positioned on the mulch outside of the cones, moving around, ensuring no students cross the cone barrier. If within ratio and only one staff member is present, the staff member should be positioned on the mulch outside of the cones, moving around, ensuring no students cross the cone barrier. Students will be allowed to play in following areas during the YMCA After School program, the basketball court/blacktop, the 4-square area, underneath canopy, any of the grassy area next to the school and between the line of cones.

---

**Food Service**

---

**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15(1) - Consultant discussed with Provider menu requirements as the current menu for September 2021, snacks served did not meet nutritional guidelines as chocolate chip cookies and chips are regularly served as a snack.

**Correction Deadline: 9/16/2021**

---

**591-1-1-.18 Kitchen Operations****N/A****Comment**

This program cares for After-School Ages only.

---

**Health and Hygiene**

---

**591-1-1-.10 Diapering Areas & Practices(CR)****N/A****Comment**

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

---

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

Hand washing and sanitizing requirements were discussed with the Provider on this date.

---

**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

---

**Policies and Procedures**

---

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

Thank you for reporting as required.

---

**Safety**

---

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

**Comment**

Age-appropriate discussion and/or redirection observed.

---

**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

---

**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

---

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **N/A**

**Comment**

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

---

**Staff Records**

---

**Records Reviewed: 6**

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

---

Staff # 1 Not Met  
Date of Hire: 07/23/2018  
"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 2 Met

Staff # 3 Met  
Date of Hire: 05/09/1998

Staff # 4 Not Met  
Date of Hire: 04/05/2021  
"Missing/Incomplete Components"  
.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 5 Met  
Date of Hire: 08/24/2019

Staff # 6 Met  
Date of Hire: 08/14/2019

---

**Staff Credentials Reviewed: 0**

---

---

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

**Comment**

Criminal record checks were observed to be complete.

---

**591-1-1-.33 Staff Training****Not Met****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of staff records, staff member #1 did not complete annual ten (10) clock hours of training for 2020.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 10/16/2021**

---

**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2. (i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on review of staff files, the Director's credential or degree was not provided.

**POI (Plan of Improvement)**

The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

**Correction Deadline: 9/16/2021**

<b>Staffing and Supervision</b>
---------------------------------

---

**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.