



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: 3/13/2024 **VisitType:** Licensing Study

Arrival: 2:30 PM

Departure: 5:30 PM

CCLC-54804

Todd Grant Elementary - Afterschool

1102 CA Devillars Road Darien, GA 31305 McIntosh County
(919) 235-4548 tyree.shelton@ymcaofcoastalga.org

Regional Consultant

Jerica Davis

Phone: (478) 314-9452

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jerica.davis@decal.ga.gov

Mailing Address

6400 Habersham Street
Savannah, GA 31405

Quality Rated: No

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.
03/13/2024	Licensing Study	Good Standing	
10/25/2023	Monitoring Visit	Good Standing	
04/18/2023	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	Cafeteria		0	0	C	54	C	NA	NA	
Main	Gym	Five Year Olds and Six Year Olds and Over	0	22	NC	252	C	NA	NA	Snack
Total Capacity @35 sq. ft.:			306		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 22			Total Capacity @35 sq. ft.:		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Front Grass Area	482	C

Comments

The purpose of today's visit is to conduct a Licensing Study.

Plan of Improvement: Developed This Date 03/13/2024

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

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov for more information. Free technical assistance is available!

Leyla Clarke, Program Official

Date

Jerica Davis, Regional 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

Not Met

Finding

591-1-1-.03(3) requires the Center to offer opportunities for each child to make choices in a variety of activities. It was determined based on observation that for approximately 45 minutes, enrolled children were observed to be required to sit in the gym floor and were only allowed access to books and were not provided opportunities to make choices in a variety of activities. Additionally, the children were required to be quiet and limited talking was allowed.

POI (Plan of Improvement)

The Center will train Staff to offer a variety of activity choices for each child. The Center will monitor regularly to ensure this is done.

Correction Deadline: 3/13/2024

Recited on 3/13/2024

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

Not Met

Finding

591-1-1-.12(5) requires Center Staff to provide table space for each child who is able to sit at a table unassisted and an appropriately sized chair or bench for each child who is not an infant and who is able to use a chair or bench. It was determined based on observation that 22 children were served snack and were not provided an appropriate size chair or bench and a table for eating as required.

POI (Plan of Improvement)

The Center will provide required equipment as noted.

Correction Deadline: 4/12/2024

Finding

591-1-1-.12(6) requires that a variety of age-appropriate toys and play materials be available, stored on low, open shelves accessible to children in each room or assigned area. It was determined based on observation that for approximately 45 minutes, enrolled children were observed to be required to sit in the gym floor and were only allowed access to books and were not provided access to age-appropriate toys or materials as required.

POI (Plan of Improvement)

The Center director will ensure there is a variety of age-appropriate toys and play materials in each room for each age group. that are stored on low, open shelves accessible to children.

Correction Deadline: 3/13/2024

Recited on 3/13/2024

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records and the staff member's statement that the center did not have current child files on site as required. The staff member stated that center staff have to call the office located off site in order to get contact information for families.

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: 3/26/2024

Finding

591-1-1-.08(5) requires center staff to maintain daily attendance records for each child for the 12 preceding months that need not be filed in each child's record, and to make these records available to the Department in printed or written form upon request. It was determined based on a review of records and the staff member's statement that no daily attendance records were kept due to the program's tablet being locked out. No attendance records were available to review.

POI (Plan of Improvement)

The Center will maintain attendance records as required.

Correction Deadline: 3/13/2024

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**Technical Assistance****Technical Assistance**

Please ensure that the Center provide a menu listing all meals and snacks to be served during the current week.

Correction Deadline: 3/13/2024

Health and Hygiene

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

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

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

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that snack was served and the children did not wash their hands before and after snack with liquid soap and warm running water as required.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 3/13/2024

Recited on 3/13/2024

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

The Provider currently does not dispense/administer medication.

Organization

Finding

591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department. It was determined based on the staff member's statement that the playground used for outdoor play is the playground located behind the gym with the large play structure that is not licensed and an amendment has not been submitted 30 days prior to using the outdoor space as required.

POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

Correction Deadline: 3/13/2024

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

Please ensure that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. Please ensure that emergency drills are conducted as required and recorded on an emergency drill form.

Correction Deadline: 3/18/2024

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 observation that the following posted notices were not posted near the the front entrance as required:

- Copy of the Bright from the Start rules
- Emergency plan
- The center's most recent evaluation report

POI (Plan of Improvement)

The Center will post the notices as required and ensure they remain posted.

Correction Deadline: 3/13/2024

Recited on 3/13/2024

Safety

591-1-1-.11 Discipline(CR)**Not Met****Finding**

591-1-1-.11(1) requires that disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the Center shall not be detrimental to the physical or mental health of any child. It was determined based on observation that the staff member present harshly yelled "hush" to the school age children present on many occasions as a form of discipline.

POI (Plan of Improvement)

Center staff will cease use of this disciplinary method; the director will provide staff training on appropriate child guidance techniques and have a system in place to monitor and identify/prevent inappropriate actions.

Correction Deadline: 3/13/2024

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**

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

Staff Records

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records and the consultant's observation, two adults from a separate after school program was observed supervising the enrolled children due to the center staff not being present for the first 20 minutes of the program's operating time. The two adults did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. Additionally, based on the staff member's statement, staff member # 3 has been present working with the children with the last working date on March 8, 2024, and did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site before employment as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will complete the provided affidavit form to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 3/13/2024

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records and the consultant's observation, two adults from a separate after school program was observed supervising the enrolled children due to the center staff not being present for the first 20 minutes of the program's operating time. The two adults did have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center as required. Additionally, based on the staff member's statement, staff member # 3 had been present working with the children with the last working date on March 8, 2024, and did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will complete the provided affidavit form to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will complete all steps to ensure the CRC rules are maintained.

Correction Deadline: 3/13/2024

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

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

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 a review of records that there was no staff file for staff member # 3 as required.

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: 3/18/2024

Finding

.24(2) requires Personnel files to also contain daily attendance records or other employee payroll records for the Employee for the preceding six (6) month period which may be stored away from the Center provided that the Center notifies the Department of its intention to store these records off-site, provides the Department with the name, address and phone number of the custodian of these records and allows the Department, at its discretion, to have access to these records at the custodian's location immediately or access at the Center within seven (7) business days of a Department representative's request. The Department may, at its discretion, accept photocopies of the requested records which are provided within seven (7) business days of the Department representative's request for the same;. It was determined based on a review of records and the staff member's statement that there were no daily attendance records kept on site for center staff. The staff member stated that the tablet used to clock in and out was locked out.

POI (Plan of Improvement)

Within seven business days, the Center will submit photocopies of requested records or have these available at the Center for review. The Center will ensure the Department's access to personnel records according to these rules.

Correction Deadline: 3/19/2024

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 a review of records that three of three staff did not complete 10 annual training hours for the 2023 calendar year.

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: 1/1/2025

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

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that the director did not possess at least one of the sets of minimum academic requirements as required.

POI (Plan of Improvement)

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

Correction Deadline: 4/15/2024

Recited on 3/13/2024

Finding

591-1-1-.31(10)(b)(1.-2.) requires the School-age Center to have at least one lead teacher/caregiver who is responsible for:

1. Day-to-day programming and
 2. Supervision of the assistant caregivers/aides assigned to each classroom or group of School-age Children.
- It was determined based on observation there was not at least one lead teacher/caregiver present from 2:45 p.m. until 3:05 p.m., to provide supervision to 22 children present who ranged in age from five to 11 years of age.

POI (Plan of Improvement)

The School-age Center will ensure that it has identified at least one lead teacher/caregiver who is responsible for the day-to-day programming of the facility and the supervision of assistant caregivers/aides assigned to each classroom.

Correction Deadline: 3/13/2024

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Not Met****Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that the staff member went outside of the gymnasium to take two children their parent, leaving 20 children ages five and six and older unattended for a ratio of 0:20 when a ratio of 1:20 was required. Additionally, the staff member was observed to take an additional child outside to their parent, leaving 19 ages five and six and older undattended for a ratio of 0:19 when a ratio of 1:19 was required.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 3/13/2024

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that from 2:45 p.m. until 3:05 p.m., there were no staff members present from the licensed program to provide supervision to 22 children present who ranged in age from five to 11 years of age. Additionally, once the staff member arrived, she was observed to step out of the gym briefly on two separate occasions to take children out to their vehicle leaving all children present in the gym unattended.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 3/13/2024