



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: 3/26/2024 VisitType: POI Follow Up

Arrival: 5:20 PM

Departure: 6:45 PM

CCLC-10823

YMCA Prime Time at Cooper Elementary

555 Ozora Road Loganville, GA 30052 Gwinnett County
(770) 963-1313 deedrac@ymcaatlanta.org

Lead Consultant

Dianne Clarke

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Mailing Address

2985 Sugarloaf Parkway
Lawrenceville, GA 30045

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.
03/26/2024	POI Follow Up	Good Standing	
02/19/2024	Incident Investigation Closure	Support	
11/29/2023	Incident Investigation & Follow Up	Good Standing	
			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- Cafeteria	Five Year Olds and Six Year Olds and Over	3	18	C	114	C	NA	NA	Free Play
Main	B- Art Room		0	0	C	27	C	NA	NA	
Main	C- Gym		0	0	C	205	C	NA	NA	
Total Capacity @35 sq. ft.: 346					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 18					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	103	C

Comments

The purpose of the visit is to conduct a Plan of Improvement Follow up from November 29, 2023.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Gwinnett County Department of Health, if there are any outbreaks/clusters of positive COVID-19 cases immediately and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

You must be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

Please be sure to hire staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Please ensure that director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

**Beginning January 1, 2024, there is a free Transportation Training available on OLLI as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 18 hours, for free as well.

Provided updated orientation checklist.

Share information regarding the indicator manual and utilizing it.

Emailed updated Transportation forms including sample as of October 1, 2023, to begin using immediately.

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five-year expiration.

One Day Letter left

Plan of Improvement: Developed This Date 03/26/2024

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.dec.state.ga.us/CCS/RuleAndRegulations.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@dec.al.ga.gov for more information. Free technical assistance is available!

Jamieson Mason, Program Official

Date

Dianne Clarke, Lead Consultant

Date



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(Findings Report)

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The following information is associated with a POI Follow Up:

Children's Records

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

Met

Correction Deadline: 2/19/2024

Corrected on 3/26/2024

.08(6) - The previous citation was observed to be corrected in that the attendance was observed to be completed in that the facility uses a paper copy for attendance and staff were observed to have parents sign the children out when they left. Please ensure that the parents are signing the children in and out daily and that two weeks of past attendance are kept on site at all times.

Staff Records

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

Not Met

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff #2 present during the visit, did not have evidence of being electronically ported.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will be sure to complete portability request for all staff prior to them being present at the center to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 review the CRC modules regarding criminal records to ensure CRC rules are maintained.

Correction Deadline: 3/26/2024

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 a review of records that staff #1, hired on August 3, 2023, did not have evidence of their education credential on file as the site director.

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: 5/26/2024

Recited on 3/26/2024

Staffing and Supervision

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

Met

Correction Deadline: 2/19/2024

Corrected on 3/26/2024

.32(7) - The previous citation was observed to be corrected in that adequate supervision was observed. The director stated that staff communicate with one another, a staff is at the door to sign the children out. Please ensure that the children are supervised at all times.