



**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:** 12/3/2025 **VisitType:** Monitoring Visit

**Arrival:** 4:50 PM **Departure:** 5:45 PM

**CCLC-30658**  
**YBASE at May Howard Elementary**  
115 Wilmington Island Road Savannah, GA 31410 Chatham  
County  
(912) 663-2962

Regional Consultant  
Rebecca Owsley  
Phone: (229) 238-2130  
Fax:  
rebecca.owsley@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★ ★

| <u>Compliance Zone Designation</u> |                  |               | <b>Compliance Zone Designation</b> - 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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/03/2025                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 05/12/2025                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/04/2024                         | 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 | Four Year Olds and Five Year Olds and Six Year Olds and Over | 2                               | 11       | C                             | 105        | C            | NA         | NA           | Free Play |
|                                |           |                                                              | Total Capacity @35 sq. ft.: 105 |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |           |
| Total # Children this Date: 11 |           |                                                              | Total Capacity @35 sq. ft.: 105 |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |           |

| Building | Playground      | Playground Occupancy | Playground Compliance |
|----------|-----------------|----------------------|-----------------------|
| Main     | PGD large field | 529                  | C                     |
| Main     | PGD A           | 82                   | C                     |

| Enrolled Children |         |         |         |         |                    |                   |
|-------------------|---------|---------|---------|---------|--------------------|-------------------|
| Under 1 years     | 1 years | 2 years | 3 years | 4 years | 5 years (Prekonly) | 5 years and older |
| 0                 | 0       | 0       | 0       | 1       | 1                  | 19                |

**Comments**

The Consultant conducted the exit conference with Staff on this date and sent the Docusign email to Joquanna Sheppard to be signed.

Plan of Improvement: Developed This Date

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.

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#### 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](http://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.

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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](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**



## Summary Report

Date: 12/3/2025 VisitType: Monitoring Visit

Arrival: 4:50 PM Departure: 5:45 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Met

#### Comment

A variety of equipment and toys were observed throughout the center on this date.

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

N/A

#### Comment

Center does not provide swimming activities.

### Facility

591-1-1-.19 License Capacity(CR)

Met

#### Comment

Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

#### Comment

The Center appeared clean and well maintained on this date.

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

Met

#### Comment

Playground observed to be clean and in good repair on this date.

### 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

Staff stated proper hand washing and hygiene procedures throughout the center on this date.

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

N/A

#### Comment

The Provider currently does not dispense/administer medication.

### Policies and Procedures

**Technical Assistance**

591-1-1-.21(1)(a-o) - New - Discussed updating the Center's policies and procedures to include the program's practices regarding the expulsion and suspension of children enrolled for care within the description of behavior management and discipline actions used by the Center.

**Correction Deadline: 12/8/2025**

**Technical Assistance**

591-1-1-.21(2)(r) - New - Also discussed to ensure a description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children. Additional information can be found in the CCLC Indicator Manual found on DECAL's website at: <https://www.dec.state.ga.us/CCS/Regulations.aspx> or through the Center on Shaken Baby Syndrome found at: <https://dontshake.org/>.

**Correction Deadline: 12/8/2025**

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

Met

**Comment**

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

**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: 7**

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

Staff # 7

Not Met

Date of Hire: 08/26/2025

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

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

Met

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR(CR)**

Not Met

**Finding**

591-1-1-.14(1)(a) requires all Staff who provide direct care to children must obtain certification in a biennial training program in pediatric cardiopulmonary resuscitation (CPR) and a triennial training program in pediatric first aid within the first 45 days of employment. Current and valid evidence of the successful completion of such training shall be maintained on the Center's premises. The hours obtained completing this certification will not count towards the required annual training hours. It was determined based on a review of records that Staff #7, with a hire date of August 26, 2025, did not obtain certification in a biennial training program in pediatric cardiopulmonary resuscitation (CPR) and a triennial training program in pediatric first aid within the first 45 days of employment as required.

**POI (Plan of Improvement)**

All caregiver Staff will complete the required training. The Director will send copies via email verification of completed CPR/First Aid certification to the Consultant upon completion and will develop a plan to ensure all caregiver Staff have completed this training within the first 45 days of employment and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 1/2/2026**

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

591-1-1-.24(1) - New - Discussed that all Employees, including volunteers, independent contractors, students-in-training, etc. should have a completed initial program orientation form on file.

**Correction Deadline: 12/8/2025**

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**591-1-1-.33 Staff Training****Met****Comment**

591-1-1-.33(5)(b)1. - New - Discussed that effective July 1, 2025, all staff are required to obtain at least two hours in evidence based, developmentally appropriate language and literacy practices and at least two hours in on-going child development and health and safety related topics as part of their 10 hours of annual training.

**Correction Deadline: 1/2/2026**

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

591-1-1-.31(1)(a) requires the Center to have a Director who is responsible for the supervision, operation and maintenance of the Center. The Director must be on the Center's premises. If the Director is absent from the Center at any time during the hours of the Center's operation, there shall be an officially designated person on the Center site to assume responsibility for the operation of the Center, and this person shall have full access to all records required to be maintained under these rules. It was determined based a review of records and staff statements that the program does not have a director on the premises who is responsible for the supervision, operation and maintenance of the Center.

**POI (Plan of Improvement)**

The Center will ensure a director, responsible for the supervision, operation and maintenance of the Center is on the premises during operating hours. The Center will officially designate a person to assume responsibility for the operation of the Center when the director is not present who has full access to all records.

**Correction Deadline: 12/31/2025**

**Recited on 12/3/2025**

|                                 |
|---------------------------------|
| <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.