



**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:** 11/18/2021 **VisitType:** Complaint Investigation **Arrival:** 2:15 PM **Departure:** 4:05 PM  
Follow Up

**CCLC-4122**

**Islands YMCA Fun Club**

66 Johnny Mercer Boulevard Savannah, GA 31410 Chatham County  
(912) 897-1192 john.napotnik@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston

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stacey.foston@decal.ga.gov

**Mailing Address**

66 Johnny Mercer Blvd  
Savannah, GA 31410

**Quality Rated:**

<b>Compliance Zone Designation</b>		
11/18/2021	Complaint Investigation Follow Up	Deficient
09/16/2021	Monitoring Visit	Good Standing
12/16/2020	Monitoring Visit	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	1, Chapel		0	0	C	14	C	NA	NA	
Main	5, kids fit gym		0	0	C	33	C	NA	NA	
Main	Childwatch 3		0	0	C	14	C	NA	NA	
Main	Childwatch 4		0	0	C	14	C	NA	NA	
Main	Main Gym-Rm2		0	0	C	209	C	NA	NA	
Total Capacity @35 sq. ft.: 284						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 0			Total Capacity @35 sq. ft.: 411			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGD A	70	C
Main	PGD-fenced field	57	C

**Comments**

An in-person visit was conducted at the center on November 18, 2021. The center staff and children were not present. Complaint allegations and paperwork was discussed with the administrative staff.  
Interviews conducted during a virtual visit on December 6, 2021.  
A copy of this report was emailed to the center on January 14, 2022.

Plan of Improvement: Developed This Date 11/18/2021

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.dec.state.ga.us/CCS/Regulations.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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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)

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John Napotnik , Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 11/18/2021 **VisitType:** Complaint Investigation **Arrival:** 2:15 PM **Departure:** 4:05 PM  
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The following information is associated with a Complaint Investigation Follow Up:

### Policies and Procedures

#### 591-1-1-.29 Required Reporting

Not Met

#### Finding

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). It was determined based on observation and discussion that center did not report a temporary closure to the Department as required. The consultant visited the center on November 18, 2021 and the staff stated the center was closed for for the week due to staff shortage.

#### POI (Plan of Improvement)

The Center will develop a procedure so everyone knows how and when to report these incidents to the Department and will follow-up to make sure they are reported as required.

**Correction Deadline: 11/18/2021**

### Safety

#### 591-1-1-.36 Transportation(CR)

Not Met

#### Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records and discussion that the center did not have documentation that the staff had obtained the required two (2) hours of state-approved or state-accepted transportation training since the last visit on September 16, 2021.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 12/20/2021**

**Recited on 11/18/2021**

**Finding**

591-1-1-.36(7)(c) requires the center to use passenger transportation checklists, in a format approved by the Department, to account for each child during transportation. A separate passenger checklist must be used for each vehicle. It was determined based on a review of documents and discussion that the center did not have documentation of approved passenger transportation checklists for September, October and the beginning of November 2021 school transportation.

**POI (Plan of Improvement)**

The Center will maintain a passenger checklist as required. The consultant emailed the director resources and a template of the DECAL passenger transportation checklists

**Correction Deadline: 12/20/2021**

**Recited on 11/18/2021**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records and discussion with staff that the center did not have documentation to account for each child that entered and exited the vehicle during school transportation in September, October and the beginning of November 2021

**POI (Plan of Improvement)**

The new staff has implemented a new checklist and will ensure records are kept o file for two years.The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 12/20/2021**

**Recited on 11/18/2021**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records and discussion that the center did not have documentation of a passenger transportation checklist and did not have documentation in writing that the staff performed the first check of the vehicle for September, October and the beginning of November 2021.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 12/20/2021**

**Recited on 11/18/2021**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records and discussion that the center did not have documentation of passenger transportation checklists and did not document in writing that the staff performed the second check of the vehicle for September, October and the beginning of November 2021 school transportation.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 12/20/2021**

**Recited on 11/18/2021**

<b>Staff Records</b>
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**Records Reviewed: 10**

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

Staff # 1	Met
Date of Hire: 08/01/2021	
Staff # 2	Not Met
Date of Hire: 08/14/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 3	Met
Date of Hire: 08/01/2021	
Staff # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 5	Met
Date of Hire: 08/01/2021	
Staff # 6	Met
Date of Hire: 10/05/2018	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 06/10/2019	
Staff # 9	Met
Date of Hire: 10/19/2016	

Staff # 10

Met

Date of Hire: 05/22/2021

**Staff Credentials Reviewed: 0**

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**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 that staff #2 and staff #4 had not submitted both a complete Records Check Application to the Department and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained. A one day letter was issued and the video affidavit is to be submitted by January 22, 2022.

**Correction Deadline: 1/14/2022****Finding**

591-1-1-.09(1)(b) requires the Center to ensure that every Director 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 Director 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 that staff #4 who is listed as the current director does not have valid and current satisfactory Comprehensive Records Check Determination on file. During a December 6, 2021 virtual visit, staff #4 was observed to be in the center while children were present.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that the Director 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 Director 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 ensure the CRC rules are maintained.

**Correction Deadline: 1/14/2022**

**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 documents that staff #2 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children were present for care. Staff #2 who listed as a current staff member does not have a current satisfactory comprehensive record check determination on file. In addition staff time cards indicated staff #2 was present at the center every morning for the week of October 25, 2021.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained. A one day letter was issued.

**Correction Deadline: 1/13/2022**