



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: 8/14/2023 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:50 AM **Departure:** 5:30 PM

CCLC-262

West Chatham YMCA Child Learning Center

167 Isaac G Laroche Drive Pooler, GA 31322 Chatham County
 (912) 748-1408 Sara.kennedy@ymcaofcoastalga.org

Regional Consultant

Laura Johnson
 Phone: (470) 891-3520
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Mailing Address
 Same

Quality Rated: ★ ★

Compliance Zone Designation		
08/14/2023	Complaint Investigation & Monitoring Visit	Good Standing
06/21/2023	POI Follow Up	Good Standing
05/02/2023	Monitoring Visit	Support

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
A/S building	adult gym		0	0	C	108	C	NA	NA	
A/S building	conference room		0	0	C	13	C	NA	NA	Not In Use
A/S building	Gym		0	0	C	163	C	NA	NA	
A/S building	kid fit gym		0	0	C	28	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 175						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks		
Child Learning Center	1st left	One Year Olds	2	9	C	13	C	NA	NA	Diapering,Nap
Child Learning Center	1st right	Four Year Olds	1	4	C	10	C	NA	NA	Diapering,Nap
Child Learning Center	2nd left(PK)	Two Year Olds	2	8	C	19	C	NA	NA	Lunch,Nap
Child Learning Center	2nd right	Infants and One Year Olds	1	5	C	14	C	NA	NA	Free Play
Child Learning Center	3rd left	Two Year Olds and Three Year Olds	2	8	C	17	C	NA	NA	Nap,Story

Child Learning Center	3rd right		0	0	C	15	C	NA	NA	
Child Learning Center	4th left	GA PreK	2	17	C	30	C	NA	NA	Centers, Transitioning
Child Learning Center	4th right(PK)	Three Year Olds	3	19	C	22	C	NA	NA	Lunch, Story

Total Capacity @35 sq. ft.: 138

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Insufficient Toilets/Sinks

Total # Children this Date: 70

Total Capacity @35 sq. ft.: 313

Total Capacity @25 sq. ft.: 0


Building	Playground	Playground Occupancy	Playground Compliance
Child Learning Center	back left, twos	46	C
Child Learning Center	front left, toddlers	35	C
Child Learning Center	preschool/AS PG	74	C

Comments

The purpose of this visit was to complete a Licensing Study and Complaint Investigation. The visit generated as a CI/MV and should have been a CI/LS. Transportation and Medication rules were evaluated on this date. Criminal Record Checks were observed complete. The program does not provide swimming activities. There is a swimming pool on-site, but it is not used by the YMCA.

Plan of Improvement: Developed This Date 08/14/2023

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.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@dec.al.ga.gov for more information. Free technical assistance is available!

Sara Kennedy, Program Official

Date

Laura Johnson, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on a review of records that the following classrooms did not have current lesson plans available for review on this date as required:

- 1st Left Classroom
- 2nd Left Classroom
- 2nd Right Classroom
- 3rd Left Classroom

POI (Plan of Improvement)

The Center is in the process of transitioning to electronic lesson plans. The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 8/14/2023

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

Met

Comment

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

Comment

Discussed rotating toys to support the procedures of daily disinfecting.

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

Not Evaluated

Comment

Center does not provide swimming activities.

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 2 Not Met

"Missing/Incomplete Components"

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

Child # 3 Not Met

"Missing/Incomplete Components"

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

Child # 5 Not Met

"Missing/Incomplete Components"

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

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 that three out of five child enrollment records reviewed were missing the name and phone number of the child's primary source of health care as required. The child enrollment record for children #2, #3, and #5 were missing the child's doctor's phone number. The child enrollment record for child #3 was missing the child's doctor's name and phone number.

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: 8/31/2023

Technical Assistance

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.

Children are signed in and out of the program electronically each day. The consultant spoke with the Director about ensuring that the arrival and departure records include the signature or initials of the Parent or authorized person at the time of arrival and departure. The consultant explained that staff could not sign the children in and out each day. The consultant spoke with the Director about ensuring the paper sign-in and out sheets are available in case the electronic program is not available due to service outages or connection issues.

Correction Deadline: 8/14/2023

Facility

591-1-1-.06 Bathrooms **Met**

Comment

Bathrooms observed to be clean and well maintained.

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) **Not Met**

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a staff member's purse and wallet were stored in an unlocked cabinet in the 4th Left classroom and accessible to the children in care. Additionally, plastic grocery bags were observed in the 3rd Left classroom and the 2nd Left classroom in children's cubbies and not stored inaccessible to the children in care as required.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/14/2023

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

Correction Deadline: 6/30/2023

Corrected on 8/14/2023

.26(4) - This citation was corrected. The program purchased the fencing materials and were in the process of building a 5ft tall fence around the Pre-K Playground during the visit on this date. The Pre-K program was observed using the Gym in the A/S Building to ensure gross motor activities were being conducted each day.

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations **Met**

Comment

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **Not Met**

Finding

591-1-1-.10(9) requires Center Staff to not use the area used for diapering for food preparation and to keep the diapering area clear of formulas, food, food utensils and food preparation items. It was determined based on observation that spoons, bowls, bottles, and cups were observed in the diapering sinks of the 1st Left classroom, 1st Right classroom, and the 2nd Right classroom. The utensils were observed in the sink of the 1st Left classroom while the staff member was diapering and children were handwashing with the utensils, bowls, and bottles in the sink.

POI (Plan of Improvement)

The consultant had the staff member remove the food items and place them in a bucket. The center will place Center staff will be trained, specified areas will be available for food preparation and placement of food-related items, and the director will monitor.

Correction Deadline: 8/14/2023

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 two children in the first left classroom did not wash their hands after diapering. Handwashing was completed after the consultant reminded the staff member to clean out the sink and get the step stool out so that the children could wash their hands after diapering.

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: 8/14/2023

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

Technical Assistance

Technical Assistance

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication.

The consultant spoke with the Director about ensuring that the program was maintaining complete records of medication dispensed. The program had an isolated instance of missing documentation due to the parent not bring the medication. The consultant spoke with the Director about ensuring that it is noted on the medication record the dates that the medication was not brought in by the parent.

Correction Deadline: 8/14/2023

Organization

591-1-1-.16 Governing Body & License

Technical Assistance

Technical Assistance

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.

The consultant spoke with the Director about ensuring that an Amendment was submitted to the Department requesting the removal of the conference room and kit fit gym from the A/S Building after the removal of these rooms due to recent construction at the program.

Correction Deadline: 8/14/2023

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires 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. It was determined based on a review of records and statements from the Director that the program did not have written documentation of completing a lockdown drill during calendar year 2023. The Director stated that the program had practiced a lockdown drill, but it had not been documented on the emergency drills log as required.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 12/31/2023**Comment**

591-1-1-.21(1)(p) - Complete Emergency Preparedness Plans were observed during the visit.

Correction Deadline: 8/19/2023

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

591-1-1-.05 Animals**Not Evaluated****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Not Evaluated****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Comment**

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

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 Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

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

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

591-1-1-.31 Staff(CR) Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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.