



**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:** 11/12/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:00 AM

**CCLC-1950**

**West Broad Street YMCA Early Learning Center**

1110 May Street Savannah, GA 31415 Chatham County  
 (912) 233-1951 twilliams@westbroadstreetyymca.org

**Regional Consultant**

Chrissy Miller

Phone: (770) 408-5457

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chrissy.miller@decal.ga.gov

**Mailing Address**

1110 May Street  
 Savannah, GA 31415-5470

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<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.
11/12/2021	Licensing Study	Good Standing	
05/21/2021	Monitoring Visit	Good Standing	
12/03/2020	Licensing Study	Good Standing	
			<b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.
			<b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.
			<b>Deficient</b> - 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
Building II	Dance Rm.		0	0	C	30	C	NA	NA	
Building II	Gym		0	0	C	245	C	NA	NA	
Building II	Multipurpose Rm.		0	0	C	39	C	NA	NA	
Total Capacity @35 sq. ft.: 314			Total Capacity @25 sq. ft.: 0							
Main	Central Left-PreK	GA PreK	2	13	C	21	C	NA	NA	Circle Time
Main	Central Right -School		0	0	C	23	C	NA	NA	
Main	Left-back infant	Infants	1	4	C	16	C	NA	NA	Transitioning
Main	Left-front toddler	One Year Olds	1	3	C	17	C	NA	NA	Art
Main	Right back 2 1/2-3	Two Year Olds	2	9	C	16	C	NA	NA	Art
Main	Right front-3's	Three Year Olds	1	3	C	17	C	NA	NA	Art
Total Capacity @35 sq. ft.: 110			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 32			Total Capacity @35 sq. ft.: 424			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Large Playground	862	C
Main	New Area(Kaboom)	30	C
Main	West	13	C
Main	West	13	C

### Comments

An Administrative Review was conducted on November 12, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 12, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 11/12/2021

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.al.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



### 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.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 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.al.ga.gov/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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Tonia Williams, Program Official

Date

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Chrissy Miller, 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-.12 Equipment & Toys(CR)

Met

##### Comment

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

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

N/A

##### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

**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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on the consultant's review of records that two out of three records were missing the parent's work addresses and five out of five records were missing the addresses of the person(s) to whom the child may be released.

**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: 12/3/2021****Recited on 11/12/2021****Technical Assistance**

591-1-1-.08(6) - Please ensure that the Parent or person(s) authorized by the Parent documents the time, in written or electronic format, each time the Parent or authorized person drops off and picks up the child.

**Correction Deadline: 11/12/2021****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**

The center appeared clean and well maintained during the virtual inspection. Please be mindful to keep items that pose a hazard inaccessible to children.

**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26 - A virtual visit was completed due to COVID-19. Discussed using colorful cones to temporarily place over the exposed pipe on the playground. The Director stated that more mulch was added last week to fill in the playground and to make the pipe inaccessible to the children in care. There were no children observed on the playground during the virtual inspection. The consultant also discussed daily monitoring of the playground and playground equipment to ensure that hazards are not present while children are present for care.

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Technical Assistance

#### Technical Assistance

591-1-1-.15(2) - Please use the template provided to update the infant feeding plans for the infants currently enrolled and for new infants who enroll at the center.

**Correction Deadline: 11/12/2021**

#### Technical Assistance

591-1-1-.15(7) - Please ensure that foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Correction Deadline: 11/12/2021**

## Health and Hygiene

### 591-1-1-.10 Diapering Areas & Practices(CR)

Met

#### Comment

Staff state proper knowledge of diapering procedures.

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

The staff stated proper knowledge of hand washing procedures during the virtual inspection. The consultant also observed hand washing supplies at the sinks.

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

N/A

#### Comment

The Provider currently does not dispense/administer medication.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Technical Assistance

#### Technical Assistance

591-1-1-.21(1)(p) - Please update the Center's written emergency plans to include procedures for the death of a child and emergency locations that the center will utilize.

**Correction Deadline: 11/17/2021**

#### Technical Assistance

591-1-1-.21(3) - Please be sure to review and document the review of the Center's written emergency plans every six months as indicated.

**Correction Deadline: 11/17/2021**

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

Met

#### Comment

Thank you for reporting as required.

## Safety

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

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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)****Met****Comment**

Cleaning and disinfecting of mats was discussed with the director on this date.

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/31/2020	
Staff # 2	Met
Date of Hire: 03/11/2016	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 08/24/2020	
Staff # 5	Met
Date of Hire: 08/22/2016	
Staff # 6	Met
Date of Hire: 01/09/2019	
Staff # 7	Met
Date of Hire: 08/25/2020	
Staff # 8	Met
Date of Hire: 02/06/2016	
Staff # 9	Met
Date of Hire: 03/07/2019	
Staff # 10	Met
Date of Hire: 08/02/2021	

**Records Reviewed: 12**

**Records with Missing/Incomplete Components: 0**

Staff # 11

Met

Date of Hire: 10/12/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 12

Met

Date of Hire: 09/26/2017

**Staff Credentials Reviewed: 11**

**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**

Evidence observed of 50% of center staff certified in First Aid and CPR who were present during the virtual inspection.

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

**Defer**

**Defer**

591-1-1-.33(5)- The staff must complete at least ten (10) annual training hours by December 2021 to be in compliance with this rule. This rule will be evaluated at the first visit in 2022.

**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: 12/31/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations. Please be mindful of the staff's Professional Learning Plan (PLP) deadlines.

**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**

Adequate supervision observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.