



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: 10/15/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 1:05 PM **Departure:** 3:45 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

Chrissy Miller

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
10/15/2021	Complaint Investigation & Licensing Study	Good Standing
05/18/2021	Monitoring Visit	Good Standing
12/07/2020	Licensing Study	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
A/S building	adult gym		0	0	C	108	C	NA	NA	
A/S building	conference room		0	0	C	13	C	NA	NA	
A/S building	Gym		0	0	C	163	C	NA	NA	
A/S building	kid fit gym		0	0	C	28	C	NA	NA	
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	Infants	2	9	C	13	C	NA	NA	Nap, Floor Play
Child Learning Center	1st right		0	0	C	10	C	NA	NA	
Child Learning Center	2nd left(PK)	One Year Olds and Two Year Olds	3	12	C	19	C	NA	NA	Nap
Child Learning Center	2nd right		0	0	C	14	C	NA	NA	
Child Learning Center	3rd left	Two Year Olds and Three Year Olds	2	17	C	17	C	NA	NA	Nap

Child Learning Center	3rd right	Infants and One Year Olds	2	7	C	15	C	NA	NA	Floor Play
Child Learning Center	4th left	GA PreK	2	19	C	30	C	NA	NA	Nap
Child Learning Center	4th right(PK)	Three Year Olds	2	16	C	22	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 138

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Insufficient Toilets/Sinks

Total # Children this Date: 80

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

An Administrative Review was conducted on October 12, 2021. Staff files, children's files, training, and background checks were all reviewed. An in-person visit was conducted on October 15, 2021 at the facility.

Plan of Improvement: Developed This Date 10/15/2021

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

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.

- 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)

Sara Kennedy, Program Official

Date

Chrissy Miller, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Met

Comment

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

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure that the work information of the parents and the addresses of whom the child may be released to are updated and included on the children's enrollment forms.

Correction Deadline: 10/15/2021

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**

Center appears clean and well maintained.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

591-1-1-.26(8) - Discussed adding more mulch to the fall zones on the playground. The Director had evidence of ordering more mulch to the playground prior to the visit. Compliance will be checked on the next visit.

Correction Deadline: 10/25/2021**Food Service****591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

Health and Hygiene**591-1-1-.07 Children's Health****Not Met****Finding**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. It was determined based on the consultant's observation that a sleeping infant was observed with an attached pacifier to their clothes.

POI (Plan of Improvement)

The Center will instruct Staff regarding this safety requirement.

Correction Deadline: 10/15/2021**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Met****Comment**

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting**Met****Comment**

Thank you for reporting as required.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current/completed inspection was observed for the vehicle used in transporting children this date. The vehicle was inspected on May 12, 2021.

Technical Assistance

591-1-1-.36(6) - Please ensure that all children transported have written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. The consultant observed four out of 146 children listed on the transportation logs for the week of September 27, 2021 to October 1, 2021 who were missing transportation agreements.

Correction Deadline: 10/16/2021**Technical Assistance**

591-1-1-.36(7)(a) - Please ensure that the center's information is listed for each route on the transportation logs. The consultant observed the transportation logs missing the staff names, the name of the Driver, and the vehicle tag number.

Correction Deadline: 10/16/2021**Technical Assistance**

591-1-1-.36(7)(b) - Please ensure that an emergency medical information record for each child is maintained. The record shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. The consultant observed four out of 146 children listed on the transportation logs for the week of September 27, 2021 to October 1, 2021 who were missing their emergency medical information records.

Correction Deadline: 10/16/2021**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 the consultant's review of records that a check or other mark/symbol was not used when a child unloaded from the bus at Pooler Elementary during the week of September 27, 2021 to October 1, 2021.

POI (Plan of Improvement)

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: 10/16/2021**Sleeping & Resting Equipment**

Comment

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

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on the consultant's observation that the center did not have crib sheets available for the infants to use during nap time.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 10/15/2021

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the consultant's observation that a safe sleep environment was not provided when an infant was observed sleeping in a crib with an attached pacifier laying across their neck.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 10/15/2021

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on the consultant's observation that an infant was allowed to sleep in a bouncy seat due to the center not having available crib sheets to place on the mats of the cribs.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 10/15/2021

Staff Records

Records Reviewed: 27

Records with Missing/Incomplete Components: 7

Staff # 1

Met

Date of Hire: 09/10/2018

Staff # 2 Date of Hire: 01/26/2012	Met
Staff # 3 Date of Hire: 09/10/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 4 Date of Hire: 02/27/2014	Met
Staff # 5	Met
Staff # 6 Date of Hire: 04/30/2019	Met
Staff # 7 Date of Hire: 10/04/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8 Date of Hire: 12/03/2013	Met
Staff # 9 Date of Hire: 09/13/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10 Date of Hire: 10/10/2017	Met
Staff # 11 Date of Hire: 10/13/2013 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 12 Date of Hire: 02/01/2013	Met
Staff # 13 Date of Hire: 09/16/2021 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14 Date of Hire: 01/04/2020	Met

Staff # 15 Date of Hire: 03/03/2014	Met
Staff # 16 Date of Hire: 07/28/2014	Met
Staff # 17 Date of Hire: 03/30/2021	Met
Staff # 18 Date of Hire: 05/31/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 19 Date of Hire: 02/09/2017 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing,.33(5)-10 Hrs. Annual Training	Not Met
Staff # 20 Date of Hire: 07/19/2021	Met
Staff # 21 Date of Hire: 06/01/2020	Met
Staff # 22 Date of Hire: 06/02/2020	Met
Staff # 23 Date of Hire: 01/31/2021	Met
Staff # 24 Date of Hire: 09/14/2015 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 25 Date of Hire: 02/22/2021 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 26 Date of Hire: 01/11/2021	Met

Staff # 27

Met

Date of Hire: 09/27/2021

Reminder - Health & Safety training is required within 90 calendar days of hired**Staff Credentials Reviewed: 12**

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Not Met****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 the consultant's review of records that staff member #19, who was hired on February 9, 2017, did not have a valid and current satisfactory Comprehensive Records Check Determination on file as required. Staff member #19 was observed to be present with children in the three-year-old classroom.

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 that the CRC rules are maintained.

Correction Deadline: 10/15/2021**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 the consultant's review of records that a staff member who was hire don September 16, 2021 was not ported electronically to the current center as required.

POI (Plan of Improvement)

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

Correction Deadline: 10/15/2021

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on the consultant's observation and review of records that staff member #19, who was hired on February 9, 2017, had a Comprehensive Records Check Determination that expired on August 17, 2021 and did not acquire a new Comprehensive Records Check Determination prior to the previous letter expiring as required by this rule.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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 that the CRC rules are maintained.

Correction Deadline: 10/15/2021

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on the consultant's review of records that staff member who was hired on February 22, 2021 did not have evidence of obtaining certification in first aid and CPR within 90 days of their hire date as required.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 11/19/2021

591-1-1-.33 Staff Training**Not Met****Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on the consultant's review of records that staff members #3, #11, #18, #19, and #24 did not complete at least ten (10) annual training hours for January 2020 to December 2020 as required.

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.

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.