



**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:** 3/22/2022    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 4:15 PM

**CCLC-11535**

**Brad Akins YMCA**

50 Brad Akins Drive Winder, GA 30680 Barrow County  
 (770) 868-2917 todd@gapiedmontymca.org

**Regional Consultant**

Lynn Schnitzer

Phone: (678) 717-5720  
 Fax: (770) 344-5683  
 lynn.schnitzer@decal.ga.gov

**Mailing Address**  
 Same

**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.
03/22/2022	Licensing Study	Good Standing	
09/29/2021	Monitoring Visit	Good Standing	
01/20/2021	Licensing Study	Good Standing	

**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	A-B	Six Year Olds and Over	5	66	C	68	C	NA	NA	Transitioning
Main	C	Five Year Olds	1	10	C	18	C	NA	NA	Lunch
Main	Gym 1		0	0	C	256	C	NA	NA	
Main	Gym 2	Six Year Olds and Over	1	16	C	108	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 200						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks		
Total # Children this Date: 92			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	858	C
Main	PG B	91	C

**Comments**

A virtual inspection was conducted on March 22, 2022 with the Director, Todd Lee. An Administrative Review was conducted during the week of March 28, 2022. Staff files, children's files, training, and background checks were all reviewed. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 03/22/2022

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 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.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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](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.'

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)

Todd Lee, Program Official

Date

Lynn Schnitzer, Consultant

Date



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### Findings Report

**Date:** 3/22/2022    **VisitType:** Licensing Study    **Arrival:** 3:00 PM    **Departure:** 4:15 PM

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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**

Equipment and furniture appeared to be properly secured, as applicable.

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

The pool was not in use at this time and was not accessible to children in care.

**Children's Records****Records Reviewed: 5****Records with Missing/Incomplete Components: 2**

Child # 1 Met

Child # 2 Met

Child # 3 Not Met

**"Missing/Incomplete Components"**

.08(1)-Emergency Contact information Missing,.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 4 Not Met

**"Missing/Incomplete Components"**

.08(1)-Emergency Contact information Missing,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing

Child # 5 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 a review of records that child #3 and child #4 did not have documentation of the emergency contact persons' name and contact information and name(s) and 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: 3/22/2022**

**Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of records that five of five children's records did not have written authorization for the Center to obtain emergency medical care for the child when the parent is not available.

**POI (Plan of Improvement)**

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

**Correction Deadline: 3/22/2022**

**Facility**

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

**Met**

**Comment**

During the virtual walk through, the bathrooms appeared to be clean and well maintained.

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

**Met**

**Comment**

Licensed capacity observed to be met by center.

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

**Met**

**Comment**

Consultant did not observe any hazards accessible to children on this date.

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

**Met**

**Comment**

During the virtual walk through, the playground appeared to be clean and in good repair.

**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

Staff stated knowledge of appropriate hand washing practices.

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

**Comment**

Consultant discussed with director proper medication documentation and procedures.

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**Policies and Procedures**

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

**Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on review of records that the center's emergency plan did not include the following: plan for handling a loss of power, a designated meeting location, a plan for communication and reunification with families, and accommodations for children with disabilities, and children with chronic medical conditions.

**POI (Plan of Improvement)**

The Center will write or revise an emergency plan that includes all of the required items.

**Correction Deadline: 3/27/2022**

**Comment**

Program observed complete emergency drills. Consultant discussed with the director to aim for an evacuation time of two minutes or less for fire drills.

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

**Comment**

Consultant discussed with the director to ensure that all required signs are posted and up to date.

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

Thank you for reporting as required.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Staff stated knowledge of appropriate disciplinary procedures.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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

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

**Comment**

Consultant observed complete documentation of forms used for school transportation services.

**Comment**

Consultant observed the center to use separate passenger checklists for each vehicle to account for each child during transportation.

**Comment**

The consultant observed an approved fire extinguisher on each vehicle on this date.

**Finding**

591-1-1-.36(6) requires 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. It was determined based on review of records that one of 126 children receiving school transportation services did not have written parental authorization for transportation services.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 3/23/2022**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child 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. It was determined based on a review of records that four of 126 children's emergency medical information record did not have documentation of the doctor's name and contact information, ten of 126 forms did not have documentation of any known allergies, special medical needs, and current prescribed medications. Further review of records revealed that the center did not have documentation of an emergency medical information form for 15 of 126 children receiving school transportation services.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

<b>Staff Records</b>
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<b>Records Reviewed: 16</b>	<b>Records with Missing/Incomplete Components: 2</b>
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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Date of Hire: 06/02/2021	
Staff # 4	Met
Date of Hire: 07/31/2018	
Staff # 5	Met
Date of Hire: 06/04/2021	
Staff # 6	Met
Date of Hire: 05/30/2014	
Staff # 7	Not Met
Date of Hire: 02/05/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 8	Met
Date of Hire: 08/01/2017	
Staff # 9	Met
Date of Hire: 05/24/2021	
Staff # 10	Met
Date of Hire: 01/27/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/03/2021	
Staff # 13	Not Met

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**Records Reviewed: 16****Records with Missing/Incomplete Components: 2**

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Date of Hire: 05/21/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 14

Met

Date of Hire: 02/07/2022

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

Staff # 15

Met

Date of Hire: 08/30/2018

Staff # 16

Met

Date of Hire: 09/22/2021

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**Staff Credentials Reviewed: 2**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 9/29/2021****Corrected on 3/22/2022****.09(1)(c) - The previous citation was observed to be corrected. All center staff were observed to have valid and current satisfactory Comprehensive Records Check Determination on file.**

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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Director provided two files for employees hired since last visit on September 29, 2021.

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

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the center's first aid kit did not have protective eye wear, a protective face mask and a first aid instruction manual. Further, vehicle tag # DJH874 did not have a pair of tweezers, adhesive tape, thermometer, insect-sting preparation, protective eye wear, and a protective face mask. Vehicle tag #EMC141 did not contain a pair of scissors, tweezers, adhesive tape, thermometer, protective eye wear, and a protective face mask. Vehicle Y16 did not contain a pair of scissors, tweezers, gauze pads, adhesive tape, thermometer, protective eye wear, and a protective face mask. Vehicle Y13 did not have protective eye wear and a face mask.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 4/1/2022**

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**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 a review of records that staff #7, hired February 6, 2019, and staff #13, hired May 21, 2015, did not complete the required 10-clock hours of annual training for the year 2021.

**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: 4/21/2022**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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**

Adequate supervision observed on this date.