



**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:** 10/28/2022 **VisitType:** Monitoring Visit

**Arrival:** 2:55 PM

**Departure:** 7:00 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.
10/28/2022	Monitoring Visit	Good Standing	
03/22/2022	Licensing Study	Good Standing	
09/29/2021	Monitoring Visit	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
Main	A-B	Six Year Olds and Over	4	44	C	68	C	NA	NA	Supper, Transitioning
Main	C	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	15	C	18	C	NA	NA	Supper
Main	Gym 1		0	0	C	256	C	NA	NA	
Main	Gym 2		0	0	C	108	C	NA	NA	
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Insufficient Toilets/Sinks			
Total # Children this Date: 59			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**

The purpose of this visit was to conduct a monitoring visit and to follow up to the previous visit conducted on March 22, 2022.

Plan of Improvement: Developed This Date 10/28/2022

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:** 10/28/2022 **VisitType:** Monitoring Visit

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Met**

**Comment**

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

**Comment**

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

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.35 - Swimming rules discussed.

**Comment**

Pools observed to be inaccessible to children when not in use.

**Children's Records**

**Records Reviewed: 5**

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

Child # 1 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3 Met

Child # 4 Met

Child # 5

Met

**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 a review of records that child #1 and child #2 did not have documentation of parent's work numbers and child #1 did not have documentation of name and telephone number of the child's primary source of health care.

**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: 12/5/2022****Recited on 10/28/2022****Correction Deadline: 3/22/2022****Corrected on 10/28/2022**

**.08(1)(b) - The previous citation was observed to be corrected. Consultant observed five of five children's records to have written authorization for the Center to obtain emergency medical care for the child when the parent is not available.**

**Facility****591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that there was peeling paint on the back wall in classroom A-B.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 10/28/2022****591-1-1-.26 Playgrounds(CR)****Met****Comment**

Playground observed to be clean and in good repair.

## Health and Hygiene

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

Not Evaluated

#### Comment

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

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

Met

#### Comment

Staff stated proper hand washing procedures.

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

Not Evaluated

#### Comment

The Provider currently does not dispense/administer medication.

## Organization

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

Not Met

#### Finding

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. It was determined based on observation that one staff member and ten school age children were present in the Youth Advocacy Room which was not a room licensed for use by the program.

#### POI (Plan of Improvement)

An application for amendment and all necessary documentation will be submitted.

**Correction Deadline: 10/28/2022**

## Policies and Procedures

### 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: 11/4/2022

Recited on 10/28/2022

**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**

Consultant observed complete documentation of arrival and departure times, vehicle loading and unloading, and first and second checks of the vehicles.

**Comment**

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

Correction Deadline: 3/23/2022

Corrected on 10/28/2022

**.36(6) -The previous citation was observed to be corrected. Consultant observed written parental authorization for transportation for 134 of 134 children receiving transportation services.**

**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 six of 134 children's emergency medical information records did not have documentation of the doctor's name and contact information.

**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.

Correction Deadline: 12/5/2022

Recited on 10/28/2022

**Sleeping & Resting Equipment**

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

**Not Evaluated**

**Comment**

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

**Staff Records**

**Records Reviewed: 12**

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

Staff # 1

Met

Staff # 2

Met

Date of Hire: 07/31/2018

**Records Reviewed: 12**

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

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Staff # 3 Date of Hire: 05/23/2022	Met
Staff # 4 Date of Hire: 06/04/2021	Met
Staff # 5 Date of Hire: 05/30/2014	Met
Staff # 6 Date of Hire: 02/05/2019	Met
Staff # 7 Date of Hire: 08/01/2017	Met
Staff # 8 Date of Hire: 05/24/2021	Met
Staff # 9 Date of Hire: 05/23/2022	Met
Staff # 10	Met
Staff # 11 Date of Hire: 08/03/2021	Met
Staff # 12 Date of Hire: 09/22/2021	Met

**Staff Credentials Reviewed: 2**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit March 22, 2022.

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**591-1-1-.14 First Aid & CPR** **Met**

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

**Corrected on 10/28/2022**

**.14(3) - The previous citation was observed to be corrected. Consultant observed complete first aid kits for vehicle tag # EMC141, vehicle tag # DJH874, and vehicle tag # DWF200. An additional vehicle was in use at the time of the visit.**

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

**Technical Assistance**

591-1-1-.33(2) - Consultant discussed with the provider topics required for initial center orientation.

**Correction Deadline: 10/29/2022**

**Defer**

591-1-1-.33(5)-The previous citation was deferred due to the center having until December 31, 2022, to complete annual training for the year 2022. Consultant discussed training requirements with the assistant director.

**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.

<b>Staffing and Supervision</b>
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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.