



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: 2/28/2017 **VisitType:** Licensing Study **Arrival:** 4:10 PM **Departure:** 6:05 PM

CCLC-30687

YMCA Pryme Tyme Southwest Elementary

6020 Ogeechee Road Savannah, GA 31419 Chatham County
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Regional Consultant

Stacey Foston

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Compliance Zone Designation			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.
02/28/2017	Licensing Study	Good Standing	
11/14/2016	Monitoring Visit	Good Standing	
04/20/2016	Licensing Study	Good Standing	

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	cafeteria	Five Year Olds and Six Year Olds and Over and PreK	6	77	C	152	C	NA	NA	Snack, Transitioning, Homework, Outside, Free Play
					Total Capacity @35 sq. ft.: 152	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 77			Total Capacity @35 sq. ft.: 152			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	A, basketball court	51	C
Main	B, grassy area	100	C

Comments

The consultant left a one day letter on this date.

Plan of Improvement: Developed This Date 02/28/2017

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).

	<p>Reminder: All employees of child care programs must be fingerprinted before January 1, 2017. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.</p>
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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@decal.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://decal.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)

Abbie Chisholm, Program Official

Date

Stacey Foston, Consultant

Date

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 observations that enrollment information was incomplete for three of the six files reviewed on this date.

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: 3/3/2017

591-1-1-.23 Parental Authorization**Met****Comment**

Parent Authorizations Obtained/Completed

Facility

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

Observation-No Hazards Accessible

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

No hazards observed on the outdoor play area.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**N/A****Comment**

There are no diapered children enrolled in this center.

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

Observed-Proper Hand Washing Throughout

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

The staff states that the center does not dispense medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Met****Comment**

591-1-1-.21(3) - Observed documentation of drills.

Correction Deadline: 3/5/2017

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR)

Met

Comment

No Field Trips at This Time

591-1-1-.36 Transportation(CR)

N/A

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

N/A

Comment

This is a before and after school only program. Children do not take naps at this program.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 5

Staff # 1

Not Met

Date of Hire: 12/12/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 2

Not Met

Date of Hire: 07/25/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 02/15/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 08/06/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.24(d)-Evidence of Orientation Missing

Staff # 7

Not Met

Date of Hire: 09/16/2016

"Missing/Incomplete Components"

.24(d)-Evidence of Orientation Missing

591-1-1-.09 Criminal Records Check(CR)**Not Met****Correction Deadline: 11/14/2016****Corrected on 2/28/2017****.09(1)(c) - Observed all criminal record checks on file.****Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that an employee hired in November 2016 did not have evidence of submitting fingerprints to an authorized fingerprinting site.

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met. The consultant left a one day letter on this date.

Correction Deadline: 3/1/2017

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

Observed-50% Certified First Aid & CPR

Comment

591-1-1-.14(3) - Observed center kit to be complete.

Correction Deadline: 3/10/2017

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on review of records that five staff did not have evidence of orientation on file.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

Correction Deadline: 3/3/2017

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

591-1-1-.33(5) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on review of records that documentation of annual training was not on file for one employee.

POI (Plan of Improvement)

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

Correction Deadline: 3/30/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision(CR)

Met

Comment

Observed-Adequate Supervision