



**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:** 5/2/2017      **VisitType:** Monitoring Visit      **Arrival:** 2:15 PM      **Departure:** 3:45 PM

**CCLC-33795**

**YMCA Pryme Tyme Button Gwinnett Elementary**  
635 Taylor Road Hinesville, GA 31313 Liberty County  
(912) 312-1059 tanyaj@ymcaofcoastalga.org

**Regional Consultant**

Kesha McNeal  
Phone: (866) 359-1672  
Fax: (866) 359-7490  
kesha.mcneal@dec.al.gov

**Mailing Address**

201 Mary Lou Dr.  
Hinesville, GA 31313

<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.  <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.
05/02/2017	Monitoring Visit	Good Standing	
11/16/2016	Licensing Study	Good Standing	
04/28/2016	Monitoring Visit	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		0	0	C	92	C	NA	NA		
Main	Gym	Six Year Olds and Over	3	36	C	100	C	NA	NA	Snack, Transitioning, Free Play	
Main	Room 19		0	0	C	18	C	26	C		
Main	Room 20		0	0	C	18	C	26	C		
Total Capacity @35 sq. ft.:					228	Total Capacity @25 sq. ft.:					244

Total # Children this Date: 36      Total Capacity @35 sq. ft.: 228      Total Capacity @25 sq. ft.: 244

Building	Playground	Playground Occupancy	Playground Compliance
Main	Grassy Area #2	169	C
Main	Climber/slide area	21	C

**Comments**

The center director provided two files for employees hired since the last visit on this date.

Plan of Improvement: Developed This Date 05/02/2017

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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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O.C.G.A. Section 42.1.12(j)(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.ga.gov](mailto:CCSRefutations@dec.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.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)

Dayisaray Baker, Program Official

Date

Kesha McNeal, Consultant

Date



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### Findings Report

**Date:** 5/2/2017    **VisitType:** Monitoring Visit    **Arrival:** 2:15 PM    **Departure:** 3:45 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

N/A

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 3**

**Records with Missing/Incomplete Components: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

**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 the consultant's review of children records that the following items were incomplete:

\* 1 of 3 children were missing the 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: 5/12/2017**

Recited on 5/2/2017

**Facility**

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Observation-Clean/Good Repair

**Health and Hygiene**

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

**Comment**

There were no diapering children enrolled in the program on this date.

**591-1-1-.17 Hygiene(CR) Not Met**

**Finding**

591-1-1-17(7)(a-d) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids; after contamination by any other means. It was determined based on the consultant's observation that children were observed to not wash their hands as required after eating snack.

**POI (Plan of Improvement)**

To ensure proper hand washing by children, the center will post hand washing poster.

**Correction Deadline: 5/2/2017**

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

**Comment**

Discussed-Documentation/Procedures. On this date the center director stated that no medication is being dispensed.

**Policies and Procedures**

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

**Correction Deadline: 11/21/2016**

**Corrected on 5/2/2017**

**It was determined based on the consultant's observation that the center had documented and conducted emergency drills since the last visit on this date.**

**Safety**

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

**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

**Comment**

No Field Trips at This Time

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

No Routine Transportation Provided

**Sleeping & Resting Equipment**

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

**Comment**

It was determined based on the consultant's observation that no nap is provided in that this an after school program only.

**Staff Records**

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

**Comment**

Two new staff hired since last visit.

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**591-1-1-.24 Personnel Records** **Met**

**Correction Deadline: 11/21/2016**

**Corrected on 5/2/2017**

**It was determined based on the consultant's review of records that the center had obtained the missing information on this date.**

**Staffing and Supervision**

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

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Comment**

Observed-Adequate Supervision