



**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:** 3/26/2018    **VisitType:** Licensing Study    **Arrival:** 2:05 PM    **Departure:** 4:15 PM

**CCLC-29087**

**YMCA PrimeTime @ Lake Park Elementary**

604 W. Marion Avenue Lake Park, GA 31636 Lowndes County  
(229) 316-8603 rgaytan@valdostaymca.com

**Regional Consultant**

Beth Houtz

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beth.houtz@dec.al.gov

**Mailing Address**  
Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
03/26/2018	Licensing Study	Good Standing
11/29/2017	Monitoring Visit	Good Standing
03/01/2017	Monitoring Visit	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
Main	Lunchrm A	Six Year Olds and Over	5	51	C	92	C	NA	NA	Snack, Clean Up, Outside, Transitioning
Total Capacity @35 sq. ft.:						92				
Total Capacity @25 sq. ft.:						0				
Total # Children this Date: 51			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:				
						0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	196	C

**Comments**

the purpose of today's visit is a licensing study. This is the second visit of the fiscal year. The program is an after school program only. The center does not provide medication and does not transport children.

Plan of Improvement: No Plan Developed

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.

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.

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**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.

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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)



**Important New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.ga.gov/>  
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

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Charney Young, Program Official

Date

Beth Houtz, Consultant

Date



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### Findings Report

Date: 3/26/2018 VisitType: Licensing Study Arrival: 2:05 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)**

Technical Assistance

**Technical Assistance**

591-1-1-.12(2) - The center is using a plastic bin to store plastic food for the dramatic play area. The plastic bin is broken and cracked and has sharp edges. The Director stated that children in care do not have access to the bin and that the staff put the toys out and then removes the plastic bin from the play area.

**Correction Deadline: 3/26/2018**

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

Met

**Comment**

Center does not provide swimming activities.

### Facility

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

Met

**Comment**

Bathrooms observed to be clean and well maintained.

**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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

**Comment**

Playground observed to be clean and in good repair. The center uses the grassy area inside of the track as their outdoor play space.

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Technical Assistance

#### Technical Assistance

The center had the menu for the month of February posted. The center receives snacks from America's Second Harvest, snack is not provided by the parents. The consultant discussed with the Director about using a week rotation menu since the menu is the same each month.

**Correction Deadline: 3/26/2018**

## Health and Hygiene

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

N/A

#### Comment

There were no diapered children enrolled in the program on this date. The program is an after school program for school age children only.

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

Technical Assistance

#### Technical Assistance

591-1-1-.17(7) - The consultant discussed with the Director about having the children wash their hands before and after snack time. Children were only observed to wash hands before snack time.

**Correction Deadline: 3/26/2018**

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

Met

#### Comment

Documentation for medication dispensing observed complete. Program only administers emergency medication.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Met

**Correction Deadline: 12/4/2017**

**Corrected on 3/26/2018**

.21(3) - This citation was observed to be corrected on this date. Fire and Safety Drills were documented and up-to-date. The consultant discussed evacuation time with the Director during the visit.

## Safety

### 591-1-1-.05 Animals

Met

#### Comment

Center does not keep animals on premises.

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

Met

#### Comment

Age-appropriate discussion and/or redirection observed.

### 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)****Met****Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

The program is an after school only program that operates from school dismissal until 6:30pm, naps are not required.

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**Staff Records**

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**Records Reviewed: 7****Records with Missing/Incomplete Components: 1**

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Staff # 1	Met
Date of Hire: 03/07/2018	
Staff # 2	Met
Date of Hire: 06/13/2016	
Staff # 3	Met
Date of Hire: 08/21/2017	
Staff # 4	Met
Date of Hire: 07/10/2017	
Staff # 5	Not Met
Date of Hire: 09/01/2016	
<u>"Missing/Incomplete Components"</u>	
.33(4)-1st Yr. Training 4 Hrs. Missing	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 08/30/2016	

**Staff Credentials Reviewed: 7**

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

**Comment**

Criminal records checks were observed to be complete.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

**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 and staff statements that the following items were missing from the First Aid kit: anitibacterial ointment, cold packs, and an operable thermometer (the program had one but it did not work).

**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: 4/5/2018**

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

**Correction Deadline: 3/31/2017**

**Corrected on 3/26/2018**

**.33(3) - This citation was observed to be corrected on this date.**

**Correction Deadline: 12/29/2017**

**Corrected on 3/26/2018**

**.33(3) - This citation was observed to be corrected on this date. All staff had the required Health and Safety training.**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined that one employee who was hired in September, 2016 did not obtain the required four hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control within the first year of employment.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 3/26/2018**

**Recited on 3/26/2018**

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**Staffing and Supervision**

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

Center observed to maintain appropriate staff:child ratios.

**Comment**

Center observed to maintain appropriate staff:child ratios.