



**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: 11/29/2017 **VisitType:** Monitoring Visit

Arrival: 3:30 PM

Departure: 5:30 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

Rena Keene

Phone: (912) 544-9930

Fax: (912) 544-9926

rena.keene@dec.al.ga.gov

Mailing Address

Same

Quality Rated:

Compliance Zone Designation		
11/29/2017	Monitoring Visit	Good Standing
03/01/2017	Monitoring Visit	Good Standing
08/18/2016	Licensing Study	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	Four Year Olds and Six Year Olds and Over	5	49	C	92	C	NA	NA	Free Play,Art,Centers
Total Capacity @35 sq. ft.: 92						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 49						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	196	C

Comments

The purpose of today's visit was to conduct a Monitoring Visit and to follow up on previously cited rule violations. Site director stated that there had been five employees hires since last visit.

Plan of Improvement: Developed This Date 11/29/2017

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. 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.

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.

- 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.

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

Charney Young, Program Official

Date

Rena Keene, Consultant

Date



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Findings Report

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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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Observation-Center Clean/Well Maintained

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

No children are enrolled who require diapering. Program serves school age children in after school hours only.

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

Comment

Observed-Staff Remind Children Wash Hand

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

Comment

Discussed-Documentation/Procedures - Director stated that medications are not administered to children in care.

Policies and Procedures

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

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on consultant's observation and staff statements that monthly fire drills and other required semi-annual emergency drill were not documented. Site director stated that a fire drill was conducted on November 28, 2017, but no documentation was available.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 12/4/2017

591-1-1-.27 Posted Notices **Technical Assistance**

Technical Assistance

591-1-1-.27 - Please be sure that required posted notices are displayed during hours of operation.

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

Comment

Thank You for Reporting as Required. Recent incident was discussed.

Safety

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

Comment

No Animals Kept

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

Comment

Observed-Positive Learning Environment

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

Comment

No Field Trips at This Time

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

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

Comment

No nap time provided. Program serves school age children during after school hours only.

Staff Records

Records Reviewed: 7**Records with Missing/Incomplete Components: 3**

Staff # 1 Met
Date of Hire: 06/13/2016Staff # 2 Not Met
Date of Hire: 08/21/2017

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff # 3 Met
Date of Hire: 07/10/2017Staff # 4 Not Met
Date of Hire: 09/01/2016

"Missing/Incomplete Components"
.33(4)-1st Yr. Training - 10 hrs.,.33(3)-Health & Safety Certificate

Staff # 5 MetStaff # 6 Met
Date of Hire: 08/30/2016Staff # 7 Not Met
Date of Hire: 08/28/2017

"Missing/Incomplete Components"
.33(3)-Health & Safety Certificate

Staff Credentials Reviewed: 7

Technical Assistance

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. Please ensure that portability requests are made for all staff who transfer from another site and that all staff employed are listed on the KOALA data base for the center.

Correction Deadline: 11/29/2017**Correction Deadline: 3/1/2017****Corrected on 11/29/2017****.09(1)(d) - Current evidence of satisfactory background checks was observed for all staff.**

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined that three staff who were hired in August, 2017, had not obtained that required six hours of department approved Health and Safety Training.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 12/29/2017

Defer

591-1-1-.33(3)-Training requirements have been evaluated for the 2016 calendar year.

POI (Plan of Improvement)

The center will plan and schedule training and follow up to ensure that direct care staff complete the required training.

Correction Deadline: 3/31/2017

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 ten hours of training 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: 12/29/2017

Correction Deadline: 3/31/2017

Corrected on 11/29/2017

.33(5) - This rule has been evaluated for the 2016 calendar year and will be re-evaluated for the 2017 calendar year after December 31, 2017.

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

Met

Comment

Staff meet required qualifications.

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-Direct Supervision/Attentive Staff