



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: 2/14/2020 **VisitType:** Monitoring Visit **Arrival:** 4:15 PM **Departure:** 6:15 PM

CCLC-30411

YMCA Pryme Tyme Heard Elementary

414 Lee Boulevard Savannah, GA 31405 Chatham County
 (912) 663-4624 DC1prymetyme@ymcaofcoastalga.org

Regional Consultant

Chrissy Miller

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Mailing Address

6400 Habersham St. Suite A
 Savannah, GA 31405

Quality Rated: ★ ★

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.
02/14/2020	Monitoring Visit	Good Standing	
09/10/2019	Licensing Study	Good Standing	
02/13/2019	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	Four Year Olds and Five Year Olds and Six Year Olds and Over	5	82	C	103	C	NA	NA	Snack,Clean Up,Transitioning
Total Capacity @35 sq. ft.: 103						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 82			Total Capacity @35 sq. ft.: 103			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	54	C

Comments

This is the second regulatory visit of the fiscal year. The center currently has a two-star rating from quality rated.

The center does not currently dispense medication, provide routine transportation, field trips, or swimming activities.

Plan of Improvement: Developed This Date 02/14/2020

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

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@dec.state.ga.us.

- 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.state.ga.us/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).

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

Shaniel Archie, Program Official

Date

Chrissy Miller, 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-.03 Activities

Met

Correction Deadline: 9/10/2019

Corrected on 2/14/2020

.03(9) - The Consultant observed this rule to be corrected on this day.

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 the Consultant's review of seven previously cited records, that five out of seven files were missing the address of the person(s) to whom the child may be released.

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: 2/10/2020

Recited on 2/14/2020

Facility

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

No hazards observed accessible to children on this date.

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)

Met

Comment

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

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

Met

Comment

Staff were observed to remind children to wash hands.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Correction Deadline: 9/15/2019

Corrected on 2/14/2020

.21(3) -The Consultant observed this rule to be corrected on this date.

591-1-1-.27 Posted Notices

Met

Correction Deadline: 9/10/2019

Corrected on 2/14/2020

.27 - The Consultant observed this rule to be corrected on this day. Please update the posted notices as needed.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed. The Consultant discussed the center's discipline procedures with the Director during this visit on this day.

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

N/A

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

N/A

Comment

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

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 1

Staff # 1

Not Met

Date of Hire: 11/08/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied,.31(2)(b)2.-Staff Qualifications-Education Missing

Records Reviewed: 7

Records with Missing/Incomplete Components: 1

Staff # 2 Date of Hire: 08/05/2019	Met
Staff # 3 Date of Hire: 01/10/2020	Met
Staff # 4 Date of Hire: 03/08/2019	Met
Staff # 5 Date of Hire: 01/22/2018	Met
Staff # 6 Date of Hire: 08/23/2019	Met
Staff # 7 Date of Hire: 01/12/2012	Met

Staff Credentials Reviewed: 0

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

Not Met

Correction Deadline: 9/10/2019

Corrected on 2/14/2020

.09(1)(c) - The Consultant observed this rule to be corrected on this date.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on the Consultant's review of Comprehensive Determination letters that a staff member, who was hired on November 8, 2019, was not ported electronically to the current center as required.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure CRC rules are maintained.

Correction Deadline: 2/14/2020

Correction Deadline: 9/10/2019

Corrected on 2/14/2020

.09(1)(l)3. - The Consultant observed this rule to be corrected on this date.

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

Met

Correction Deadline: 2/28/2020

Corrected on 2/14/2020

.14(1) - The Consultant observed this rule to be corrected on this date. The Director's CPR and First aid certification expires on July 27, 2021.

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

Not Met

Finding

591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2. (i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on the Consultant's review of new staff records, that the center did not have a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer as required.

POI (Plan of Improvement)

The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

Correction Deadline: 2/17/2020

Recited on 2/14/2020

Staffing and Supervision

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

Met

Correction Deadline: 9/10/2019

Corrected on 2/14/2020

.32(1) - The Consultant observed appropriate ratios in the center on this day.

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

Met

Comment

Adequate supervision observed on this date.