



**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:** 8/31/2017    **VisitType:** Licensing Study    **Arrival:** 2:50 PM    **Departure:** 5:05 PM

**CCLC-30654**

**YMCA Pryme Tyme Southwest Middle School**

6030 Ogeechee Road Savannah, GA 31419 Chatham County  
(912) 663-5111 ginac@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston

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**Mailing Address**

6400 Habersham St. Suite A  
Savannah, GA 31405

<b>Compliance Zone Designation</b>		
08/31/2017	Licensing Study	Good Standing
02/28/2017	Licensing Study	Good Standing
11/14/2016	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	801	Six Year Olds and Over	3	13	C	23	C	NA	NA	Snack, Homework, Transitioning
Total Capacity @35 sq. ft.: 23						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 13			Total Capacity @35 sq. ft.: 23			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	26	C

**Comments**

Plan of Improvement: Developed This Date 08/31/2017

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(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@decal.ga.gov](mailto: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.

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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)

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Brittany Richardson, Program Official

Date

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Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 8/31/2017    **VisitType:** Licensing Study    **Arrival:** 2:50 PM    **Departure:** 5:05 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

No equipment hazards were observed on this date.

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 5**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities, .08(a)-(f)-Doctor, Clinic, Phone Numbers, .08(c)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

Child # 4

Met

Child # 5

Met

**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 a review of files that two out five enrollment records were missing the child's known allergy information. In addition, one out of five files was missing the number of the child's primary source of health care. The address of the authorized release person was not documented on two out of five records.

**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: 9/1/2017**

**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-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)**

**N/A**

**Comment**

There are no diapered children enrolled in this program.

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

**Met**

**Comment**

Observed-Proper Hand Washing Throughout

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

**Met**

**Comment**

Th director 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 emergency drills.

Correction Deadline: 9/5/2017

## Safety

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

Met

#### Comment

No Animals Kept

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

Met

#### Comment

No inappropriate discipline observed during the visit.

### 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 after school only program. Children do not take naps at this program.

## Staff Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Staff # 1

Not Met

Date of Hire: 10/02/2007

"Missing/Incomplete Components"

.33(2)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.16(b)-40 Hr. Director Training Missing

Staff # 2

Not Met

Date of Hire: 08/04/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Date of Hire: 08/03/2016

**Staff Credentials Reviewed: 3**

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**591-1-1-.09 Criminal Records Check(CR)****Not Met****Correction Deadline: 3/3/2017****Corrected on 8/31/2017****.09(1)(c) - The previous citation has been corrected.****Finding**

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined based on a review of records that one employee who transferred from another center in August 2017, had a satisfactory determination letter that was past the 12 month portability date.

**POI (Plan of Improvement)**

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The employee will obtain a new determination letter. The consultant left a one day letter.

**Correction Deadline: 8/31/2017**

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

Observed-100% Certified First Aid & 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 that the first aid kit was missing antibacterial ointment.

**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.

**Correction Deadline: 9/10/2017**

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**591-1-1-.24 Personnel Records****Met****Correction Deadline: 3/5/2017****Corrected on 8/31/2017****.24 - Observed personnel files on site.**

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**591-1-1-.33 Staff Training****Not Met****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 based on review of files that one employee had not completed the health and safety training as required.

**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. Th employee is scheduled to attend training next month.

**Correction Deadline: 9/30/2017**

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

**Corrected on 8/31/2017**

**.33(6) -The previous citation has been corrected.**

**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of files and discussion that one employee did not complete the annual training for the year 2016.

**POI (Plan of Improvement)**

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

**Correction Deadline: 9/30/2017**

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**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 a review of records that the director did not have evidence of her credential on file.

**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: 9/7/2017**

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<b>Staffing and Supervision</b>
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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-Direct Supervision/Attentive Staff