



**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: 10/12/2017 **VisitType:** Licensing Study

Arrival: 3:55 PM

Departure: 6:00 PM

CCLC-30687

YMCA Pryme Tyme Southwest Elementary

6020 Ogeechee Road Savannah, GA 31419 Chatham County
(912) 663-5217 DC1prymetyme@ymcaofcoastalga.org

Regional Consultant

Stacey Foston

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stacey.foston@decal.ga.gov

Mailing Address

6400 Habersham St. Suite A
Savannah, GA 31405

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.
10/12/2017	Licensing Study	Good Standing	
02/28/2017	Licensing Study	Good Standing	
11/14/2016	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	Four Year Olds and Five Year Olds and Six Year Olds and Over	7	90	C	152	C	NA	NA	Transitioning,Snack,Outside,Free Play
Total Capacity @35 sq. ft.: 152			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 90			Total Capacity @35 sq. ft.: 152			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A, basketball court	51	C
Main	B, grassy area	100	C

Comments

Plan of Improvement: Developed This Date 10/12/2017

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.



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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.

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.

- 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.

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)

Abbie Chisholm, Program Official

Date

Stacey Foston, Consultant

Date



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Findings Report

Date: 10/12/2017 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

591-1-1-.03(5) - Daily schedule posted and children were engaged in a variety of activities.

Correction Deadline: 10/12/2017

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

Met

Comment

Observed-Variety Throughout Center

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records**Met****Correction Deadline: 3/3/2017****Corrected on 10/12/2017****.08(a)-(f) - The previous citation has been corrected.****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**

No hazards were observed on the open field that the Pryme Tyme uses for outdoor play area.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Snack menu posted as required.

Health and Hygiene

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

The director states that the center does not dispense medication.

Safety

591-1-1-.11 Discipline(CR)**Met****Comment**Observed-Discussion/Redirection

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

No Field Trips at This Time

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment**Comment**

This is a before and after school only program. Children do not take naps at this program.

Staff Records**Records Reviewed: 8****Records with Missing/Incomplete Components: 4**

Staff # 1	Met
Date of Hire: 10/04/2017	
Staff # 2	Met
Date of Hire: 07/25/2016	
Staff # 3	Not Met
Date of Hire: 08/01/2000	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 4	Not Met
Date of Hire: 02/15/2016	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 5	Not Met
Date of Hire: 08/06/2014	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate,.24(1)-Evidence of Orientation Missing	
Staff # 6	Met
Date of Hire: 08/22/2011	
Staff # 7	Met
Staff # 8	Not Met
Date of Hire: 07/29/2016	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	

Staff Credentials Reviewed: 8

Correction Deadline: 3/1/2017**Corrected on 10/12/2017****.09(1)(g) - Criminal record checks complete for all staff.**

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

Observed-50% Certified First Aid & CPR

Comment

Observed-Center kit complete

Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of files that the director did not have evidence of current CPR and first aid training available for review.

POI (Plan of Improvement)

The director states that she recently completed the training but has not received her CPR and first aid cards. The director will place a copy of the cards in her file.

Correction Deadline: 11/11/2017

591-1-1-.24 Personnel Records**Not Met****Finding**

Previously Cited: 591-1-1-.24(d) requires the center to have evidence of required orientation applicable to the position of director or employee. It was determined based on review of records that five staff did not have evidence of orientation on file.

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of files that two staff members did not have an orientation on file.

POI (Plan of Improvement)

The center will ensure that documentation of orientation is on file.

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 10/20/2017**Recited on 10/12/2017**

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 three staff members did not have evidence of completion of the health and safety training.

POI (Plan of Improvement)

The Center will obtain documentation and place in files.

Correction Deadline: 11/11/2017**Defer**

591-1-1-.33(5)-Annual training was evaluated on February 28, 2017. Training for 2017 will be evaluated at the next visit in 2018.

POI (Plan of Improvement)

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

Correction Deadline: 3/30/2017

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

Director qualifications were compliant.

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-Adequate Supervision