



**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:** 11/14/2019 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 2:35 PM **Departure:** 6:00 PM

**CCLC-33795**

**YMCA Pryme Tyme Button Gwinnett Elementary**  
 635 Taylor Road Hinesville, GA 31313 Liberty County  
 (912) 312-1059 tanyaj@ymcaofcoastalga.org

**Regional Consultant**

Kimberly Stoy  
 Phone: (678) 747-6836  
 Fax: (706) 314-7859  
 kimberly.stoy@dec.al.ga.gov

**Mailing Address**  
 201 Mary Lou Dr.  
 Hinesville, GA 31313

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
11/14/2019	Incident Investigation/Licensing Study	Good Standing	
11/14/2019	Incident Investigation Closure	Good Standing	
04/04/2019	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		0	0	C	92	C	NA	NA	
Main	Gym	Five Year Olds and Six Year Olds and Over	2	40	C	100	C	NA	NA	Snack, Transitioning
Main	Room 19		0	0	C	18	C	26	C	
Main	Room 20		0	0	C	18	C	26	C	
Total Capacity @35 sq. ft.: 228						Total Capacity @25 sq. ft.: 244				
Total # Children this Date: 40			Total Capacity @35 sq. ft.: 228			Total Capacity @25 sq. ft.: 244				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Grassy Area #2	169	C
Main	Climber/slide area	21	C

**Comments**

Plan of Improvement: Developed This Date 11/14/2019

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

Rueta Worthy, Program Official

Date

Kimberly Stoy, Consultant

Date



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### Findings Report

**Date:** 11/14/2019 **VisitType:** Incident  
Investigation/Licensing  
Study

**Arrival:** 2:35 PM

**Departure:** 6:00 PM

**CCLC-33795**

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

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

Met

Correction Deadline: 5/4/2019

Corrected on 11/14/2019

.12(6) - Consultant observed a variety of equipment on this date.

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: 2**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(1)-Emergency Contact information Missing

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information 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 records that two of five children's files were missing addresses for the person(s) whom the child may be released to and one of five children's files were missing the physicians information.

**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: 11/30/2019**

**Recited on 11/14/2019**

**Facility**

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

**Met**

**Comment**

Licensed capacity observed to be met on this date.

**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.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines. Discussed with staff about ensuring juice is not frozen for the children.

**591-1-1-.18 Kitchen Operations**

**Met**

**Comment**

Program is after school only and does not have a kitchen on site.

**Health and Hygiene**

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

**Comment**

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

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

**Correction Deadline: 4/4/2019**

**Corrected on 11/14/2019**

**.17(7) - Consultant observed proper hand washing on this date.**

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Correction Deadline: 4/30/2019**

**Corrected on 11/14/2019**

**.21(3) - Consultant observed that emergency drills had been conducted since the last visit.**

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**Safety**

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Correction Deadline: 4/4/2019**

**Corrected on 11/14/2019**

**.11(1) - Consultant observed appropriate discipline on this date.**

**Correction Deadline: 4/4/2019**

**Corrected on 11/14/2019**

**.11(2) - Consultant observed appropriated discipline on this date.**

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**591-1-1-.13 Field Trips(CR)** **N/A**

**Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)** **N/A**

**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)** **Not Evaluated**

**Comment**

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

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**Staff Records**

Staff # 1

Not Met

Date of Hire: 09/24/2018

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

**Staff Credentials Reviewed: 1**

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

**Met**

**Comment**

Director provided two file(s) for employees hired since last visit.

**591-1-1-.33 Staff Training**

**Met**

**Correction Deadline: 4/30/2019**

**Corrected on 11/14/2019**

**.33(1) - Consultant observed that all staff members had completed orientation on this date.**

**Correction Deadline: 5/4/2019**

**Corrected on 11/14/2019**

**.33(3) - Consultant observed that all employees that required health and safety orientation had completed it on this date.**

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

**Not Met**

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records and staff interviews that the Director does not meet the minimum academic requirements.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 12/31/2019**

**Recited on 11/14/2019**

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.