



**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:** 3/3/2021    **VisitType:** Licensing Study    **Arrival:** 4:00 PM    **Departure:** 5:00 PM

**CCLC-3399**

**Y Afterschool @ Woodland Elementary**

1130 Spalding Drive Dunwoody, GA 30350 Fulton County  
 (770) 451-9622 JessicaS@ymcaatlanta.org

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.gov

**Mailing Address**

3692 Ashford Dunwoody Road  
 Atlanta, GA 30319

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
03/03/2021	Licensing Study	Good Standing
02/12/2020	Monitoring Visit	Good Standing
09/05/2019	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	A: Cafeteria	Six Year Olds and Over	3	22	C	45	C	NA	NA	Snack,Transitioning,Clean Up
Main	B: Gymnasium		0	0	C	142	C	NA	NA	Not In Use
Main	Classroom 120		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 124		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 126		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 128		0	0	C	26	C	NA	NA	Not In Use
Main	Classroom 133		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 141		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 143		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 145		0	0	C	25	C	NA	NA	Not In Use
Main	Classroom 146		0	0	C	25	C	NA	NA	Not In Use
Main	Media Center		0	0	C	98	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 511						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 22			Total Capacity @35 sq. ft.: 511			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	529	C

### Comments

An Administrative Review was conducted on March 3, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 16, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

CBC Video Affidavit was sent to the Director on this date.

Discussed new revision to the restricted food rule and emergency plans on this date.

Plan of Improvement: Developed This Date 03/03/2021

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.al.ga.gov/CCS/RulesAndRegulations.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.

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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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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)



**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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Jessica Stewart, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

**Date:** 3/3/2021      **VisitType:** Licensing Study      **Arrival:** 4:00 PM      **Departure:** 5:00 PM

#### CCLC-3399

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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

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

N/A

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 4**

Child # 1      Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2      Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3      Met

Child # 4      Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

**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 review of records that four of five children records reviewed did not list the name and telephone number of the child's primary source of health care. It was also determined that one of five children records did not list the work addresses and telephone numbers for both parents.

**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: 3/3/2021**

**Facility**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed and observed

There were no hazards observed to be accessible to the children this date.

**591-1-1-.26 Playgrounds(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

**Food Service**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.15 - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center snack menu meets USDA guidelines.

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No children enrolled who require diapering. School age children attend only for after school hours.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the program. Consultant observed the children transition to the restroom prior to snack time to wash hands.

**591-1-1-.20 Medications(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider medication was not dispensed.

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

591-1-1-.21(3) - A Virtual Visit was conducted due to the COVID-19 pandemic. Complete emergency drills and emergency plans were observed and discussed on this date.

**Safety****591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director and staff on this date. Please ensure staff train/review appropriate child guidance techniques and have a system in place to monitor and identify inappropriate actions.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider there was no routine transportation provided.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Records Reviewed: 5**

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

Staff # 1 Not Met

Date of Hire: 10/12/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2 Not Met

Date of Hire: 10/12/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 3 Met

Staff # 4 Met

Staff # 5 Not Met

Date of Hire: 10/12/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied,.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 1**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met**

**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 review of records that staff member #5 that was hired October 12, 2020, did not have the most recently issued determination letter ported to the facility. The letter was still within portability and portability steps were sent to the Director and consultant observed letter to be ported successfully. Consultant left a video affidavit with the Director on this date.

**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 watch the video units to ensure CRC rules are maintained.

**Correction Deadline: 3/3/2021**

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**591-1-1-.14 First Aid & CPR****Met****Correction Deadline: 3/23/2021****Corrected on 3/3/2021****.14(2) - The previous citation was corrected on this date. A Virtual Visit was conducted due to the COVID-19 pandemic. Consultant observed current First and CPR certification for staff on this date.**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on review of records that no staff member had Initial Center Orientation on file.

**POI (Plan of Improvement)**

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

**Correction Deadline: 3/3/2021****Correction Deadline: 3/13/2020****Corrected on 3/3/2021****.33(3) - The previous citation was corrected on this date. Consultant observed health and safety orientation training to be complete for all staff on this date.**

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratios were observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through staff were observed to provide direct supervision and be attentive to children's needs. A positive learning environment was observed.