



**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:** 9/14/2018    **VisitType:** Licensing Study    **Arrival:** 3:15 PM    **Departure:** 4:35 PM

**CCLC-3399**

**Y Afterschool @ Woodland Elementary**

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

**Regional Consultant**

Stephen Knighton

Phone: (770) 342-7943

Fax: (678) 891-5990

coty.cummings@decal.ga.gov

**Mailing Address**

3692 Ashford Dunwoody Road  
 Atlanta, GA 30319

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
09/14/2018	Licensing Study	Good Standing
02/20/2018	Monitoring Visit	Good Standing
09/07/2017	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	Five Year Olds and Six Year Olds and Over	8	91	C	45	NC	NA	NA	Snack, Transitioning
Main	B: Gymnasium		0	0	C	142	C	NA	NA	
Main	Classroom 120		0	0	C	25	C	NA	NA	
Main	Classroom 124		0	0	C	25	C	NA	NA	
Main	Classroom 126		0	0	C	25	C	NA	NA	
Main	Classroom 128		0	0	C	26	C	NA	NA	
Main	Classroom 133		0	0	C	25	C	NA	NA	
Main	Classroom 141		0	0	C	25	C	NA	NA	
Main	Classroom 143		0	0	C	25	C	NA	NA	
Main	Classroom 145		0	0	C	25	C	NA	NA	
Main	Classroom 146		0	0	C	25	C	NA	NA	
Main	Media Center		0	0	C	98	C	NA	NA	
Total Capacity @35 sq. ft.: 511						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 91			Total Capacity @35 sq. ft.: 511			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	529	C

## Comments

Discussed with director that all staff must acquire a satisfactory comprehensive background check by October 1, 2018.

Plan of Improvement: Developed This Date 09/14/2018

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)

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Jared Guyer, Program Official

Date

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Stephen Knighton, Consultant

Date



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### Findings Report

**Date:** 9/14/2018    **VisitType:** Licensing Study    **Arrival:** 3:15 PM    **Departure:** 4:35 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

Equipment and furniture observed to be properly secured, as applicable.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 3**

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

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 3

Not Met

"Missing/Incomplete Components"

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

**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 three out of three children's records reviewed did not have all required enrollment 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: 9/21/2018**

<b>Facility</b>
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**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.

<b>Food Service</b>
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**591-1-1-.18 Kitchen Operations**

Met

**Comment**

Please ensure that all food items are stored in airtight containers.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

Met

**Comment**

There were no diapered children enrolled in the program on this date.

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

Met

**Comment**

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

This is an after school program; no naps are taken.

**Staff Records**

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**Records Reviewed: 10****Records with Missing/Incomplete Components: 2**

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Staff # 1

Met

Date of Hire: 07/31/2004

Staff # 2

Met

Date of Hire: 08/08/2017

Staff # 3

Met

Date of Hire: 12/01/2013

Staff # 4

Not Met

Date of Hire: 09/20/2010

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5

Met

Date of Hire: 08/01/2015

Staff # 6

Met

**Records Reviewed: 10****Records with Missing/Incomplete Components: 2**

Date of Hire: 09/17/2015

Staff # 7

Met

Date of Hire: 08/06/2018

Staff # 8

Not Met

Date of Hire: 09/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9

Met

Date of Hire: 09/04/2018

Staff # 10

Met

Date of Hire: 11/14/2013

**Staff Credentials Reviewed: 10****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

**591-1-1-.14 First Aid & CPR****Met****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training****Not Met****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 a review of records that two staff members employed for over one year did not have 10 hours of annual training as required.

**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: 10/14/2018****591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.