**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:** 9/29/2023 **VisitType:** Licensing Study **Arrival:** 3:00 PM **Departure:** 5:10 PM

**CCLC-29112**

**YMCA PrimeTime @ Dewar Elementary**

3539 Mt. Zion Church Road Valdosta, GA 31605 Lowndes County
(229) 244-4646 rgaytan@valdostaymca.com

**Regional Consultant**

Rena Keene

Phone: (912) 544-9930
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rena.keene@decal.ga.gov

**Mailing Address**
P.O. Box 1301
Valdosta, GA 31603

**Quality Rated:**

| Compliance Zone Designation | | |
|---|---|---|
| 09/29/2023 | Licensing Study | Good Standing |
| 02/07/2023 | Monitoring Visit | Good Standing |
| 09/13/2022 | 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 | cafeteria | Four Year Olds and Five Year Olds | 4 | 62 | C | 138 | C | NA | NA | Snack,Transitioning,Free Play,Centers |
| Main | Gym | | 0 | 0 | C | 89 | C | NA | NA | |
| | | Total Capacity @35 sq. ft.: 200 | | | Total Capacity @25 sq. ft.: 0 | | | Building @35 capacity limited by Centers Request | | |
| Total # Children this Date: 62 | | Total Capacity @35 sq. ft.: 200 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | playground 1 | 196 | C |

**Comments**
The purpose of today's visit was to conduct a Licensing Study.
KOALA/Rule Changes required that KOALA program be closed prior to 5:00 PM on day of visit. Consultant was, therefore, not able to complete printed report and acquire signatures by the Close of Business. Staff were advised that the report would be reviewed with Prime Tiime manager on October 2, 2023. Rule violations were reviewed with on site staff prior to consultant's departure.

Plan of Improvement: Developed This Date 09/29/2023

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.decal.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), do the following:

1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

QUALITY™ RATED CHILD CARE

CAPS CHILDCARE AND PARENT SERVICES

## Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!**

| | | | |
|---|---|---|---|
| Anna Wolford, Program Official | Date | Rena Keene, Regional Consultant | Date |

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**(Findings Report)**

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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 variety of equipment and toys were observed throughout the center.

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

**Comment**
Center does not provide swimming activities.

## Children's Records

**Records Reviewed: 5** **Records with Missing/Incomplete Components: 5**

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Name of Release Person Missing

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

| Records Reviewed: 5 | Records with Missing/Incomplete Components: 5 |
| --- | --- |

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(3)-Name of Release Person Missing

| Child # 5 | Not Met |
| --- | --- |

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)(a)-Work Address Missing,.08(1)-Emergency Contact information Missing

## 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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on a review of children's records that all required information for each child was not available on site as follows:

Child No. 1 - this child's record did not include the address of one of the persons to whom the child could be released
Child No. 2 - this child's record did not include the address and telephone number for both parents' employers, the addresses for release persons and the telephone number of the child's doctor
Child No. 3- this child's record did not include the address of one of the persons to whom the child could be released
Child No. 4 - no emergency contact information was listed for this child and no persons were authorized to pick up the child other than a parent
Child No. 5 - this child's record did not include the names of both parents, the address and telephone number of the parent's employer and no emergency contact was listed

**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: 9/29/2023**

**Finding**
591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on a review of five children's records that no authorization was on file from each child's parent authorizing the center to obtain emergency medical care.

**POI (Plan of Improvement)**
The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

**Correction Deadline: 9/29/2023**

## Facility

**591-1-1-.06 Bathrooms** | **Technical Assistance**

**Technical Assistance**
591-1-1-.06(6) requires Center Staff to equip bathrooms with soap, toilet tissue and single-use towels or cloth towels used only once between launderings. The bathrooms used by the children are equipped with air dryers, which do not meet the requirements of using single-use towels. Please provide single-use towels to have for use during program hours or apply for a variance of the rule.

**Correction Deadline: 9/29/2023**

**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**
Center appears clean and well maintained.

**591-1-1-.26 Playgrounds(CR)** | **Technical Assistance**

**Technical Assistance**
591-1-1-.26 - The boundaries observed by the program using the school playground was discussed. Children do not use playground equipment. Staff provides balls or other games and place cones to mark the areas where children must remain. Please be sure to mark potential hazards such as the drain when using the area.

## Food Service

**591-1-1-.15 Food Service & Nutrition** | **Technical Assistance**

**Technical Assistance**
Center menu meets USDA guidelines. Snack served on day of visit included tortilla wraps with chicken and no-fat chocolate milk. Please mark substitutions on menu when changes are made.

**Comment**
CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA’s website:
DECAL
http://decal.ga.gov/CACFP/Handbook.aspx
USDA
http://www.fns.usda.gov/cacfp/cacfp-handbooks

## Health and Hygiene

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

**Comment**
There were no children enrolled in the program on this date who require diapering.

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

**Comment**
Staff were observed to remind children to wash hands.

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

**Comment**
The Provider currently does not dispense/administer medication.

## Policies and Procedures

**591-1-1-.27 Posted Notices** **Technical Assistance**

**Technical Assistance**
591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. Please add to your posted notices who is in charge in the absence of the site director.

**Correction Deadline: 9/29/2023**

## Safety

**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

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

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

## Staff Records

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

**Comment**
Criminal record checks were observed to be complete.

**591-1-1-.09 Criminal Records Check(CR)** **Met**

**Comment**
Criminal records checks were observed to be complete.

**Comment**
Director provided four (4) files for employees hired since last visit.

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

**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 a review of staff records that the site director did not have current evidence of CPR and First Aid certification. Additionally, at least fifty percent of staff were not certified in CPR and First Aid.

**POI (Plan of Improvement)**
The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 10/29/2023**

**591-1-1-.24 Personnel Records** **Technical Assistance**

**Technical Assistance**
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; Please ensure that staff records are maintained on site that contain all required information including training requirements.

**Correction Deadline: 10/4/2023**

**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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined that one of four staff did not have 10 hours of Health and Safety Training.

**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 and will ensure that the training includes all required components as required.

**Correction Deadline: 10/29/2023**

**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.

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

**Comment**
Adequate supervision observed on this date.