



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: 1/11/2024 VisitType: Licensing Study

Arrival: 2:20 PM

Departure: 5:00 PM

CCLC-28973

YMCA PrimeTime @ Hahira Elementary

350 Claudia Drive Hahira, GA 31632 Lowndes County  
(229) 244-4646 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

Phone: (706) 855-3458

Fax: (706) 434-7639

rena.keene@decal.ga.gov

Mailing Address

P.O. Box 1301  
Valdosta, GA 31603

Quality Rated: ★

| 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. |
|-----------------------------|------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01/11/2024                  | Licensing Study  | Good Standing |                                                                                                                                                                                                                         |
| 10/27/2023                  | Monitoring Visit | Good Standing |                                                                                                                                                                                                                         |
| 03/14/2023                  | POI Follow Up    | Good Standing |                                                                                                                                                                                                                         |
|                             |                  |               | <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 the rules.                                                                                                                      |
|                             |                  |               | <b>Deficient</b> - 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         |
|--------------------------------|--------------|---------------------------------|-------|----------|---------------------------------|------------|--------------|--------------------------------------------------|--------------|---------------|
| Bld 1                          | Cafeteria    | Five Year Olds                  | 4     | 61       | C                               | 79         | C            | 110                                              | C            | Snack,Centers |
| Bld 1                          | Gym          |                                 | 0     | 0        | C                               | 99         | C            | NA                                               | NA           |               |
| Bld 1                          | Media Center |                                 | 0     | 0        | C                               | 18         | C            | NA                                               | NA           |               |
|                                |              | Total Capacity @35 sq. ft.: 100 |       |          | Total Capacity @25 sq. ft.: 227 |            |              | Building @35 capacity limited by Centers Request |              |               |
| Total # Children this Date: 61 |              | Total Capacity @35 sq. ft.: 100 |       |          | Total Capacity @25 sq. ft.: 227 |            |              |                                                  |              |               |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Bld 1    | open field | 610                  | C                     |

Comments

The purpose of today's visit was to conduct a Licensing Study.

January 12, 2024: The Licensing Study Report was revised to remove the citation for Rule No. 591-1-1-.14(3) because all items for the first aid kit were located prior to Consultant's departure. Consultant was unable to revise form on site due to the weak internet connection, which prevented the form from syncing also while on site.

Plan of Improvement: Developed This Date 01/11/2024

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/RuleAndRegulations.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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the user id 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.

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 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 at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

Anna Wolford, Program Official

Date

Rena Keene, Regional Consultant

Date



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

(Findings Report)

Date: 1/11/2024 VisitType: Licensing Study

Arrival: 2:20 PM

Departure: 5:00 PM

CCLC-28973

YMCA PrimeTime @ Hahira Elementary

350 Claudia Drive Hahira, GA 31632 Lowndes County  
(229) 244-4646 rgaytan@valdostaymca.com

Regional Consultant

Rena Keene

Phone: (706) 855-3458

Fax: (706) 434-7639

rena.keene@dec.al.ga.gov

Mailing Address

P.O. Box 1301  
Valdosta, GA 31603

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,.08(1)-Emergency Contact information Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Name of both parents,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

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

Child # 4

Not Met

"Missing/Incomplete Components"

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-No Record

**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 none of the five children's records requested for review contained all information required for enrollment. Information was missing as follows:

Child No. 1 - No one was listed other than a parent who could be contacted in the case of an emergency and no one other than the parent was listed to whom the child could be released

Child No. 2 - The names of both parents were not listed, there was no address listed for the release person given, and the telephone number for the child's doctor was not listed

Child No. 3 and Child No. 4 - No work addresses listed for the parent(s)

Child No. 5 had no record.

**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: 1/11/2024****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 children's records that none of the children enrolled have written parental authorization on file 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: 1/11/2024****Facility****591-1-1-.06 Bathrooms****Not Met**

**Finding**

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. It was determined based on Consultant's observation and children's statements that there are no single-use towels furnished for handwashing in the bathrooms used by the children. The program utilizes the school bathrooms where air-dryer machines are used.

**POI (Plan of Improvement)**

The Center will provide all required supplies and will train and monitor Staff to ensure that supplies are available in bathrooms. Arrangements should be made by the Prime Time program to provide towels for drying the children's hands.

**Correction Deadline: 1/11/2024**

---

**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)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on Consultant's observation that hazardous materials and equipment were not stored in a locked area and inaccessible to children. At 4:30 PM, sixteen children were observed to be in the gym with staff and the following items were observed to be accessible to children:

1. Two standing fans that were plugged into an electrical outlet
2. An orange utility cord was coiled up and lying on the floor along the back wall of the gym
3. A Ryobi gas-powered fogger was on the floor underneath a chair
4. Several electrical cords were plugged into a power strip and were not secured
5. Tables were observed to be leaning against one of the walls and not secured
6. Two sheared concrete blocks were observed accessible to the children
7. Other miscellaneous rods, and other parts to various items were lying on the floor and accessible to the children
8. A dust pan was left out in an area where children's coats, etc., were hanging.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The gym should not be utilized for children's activities until arrangements can be made with the school or program personnel to ensure that hazardous items are not accessible and present where activities for children are being conducted.

**Correction Deadline: 1/11/2024**

---

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

Playground observed to be clean and in good repair. An open field area of the school playground is used for games and ball-playing. The children in care do not utilize the school's playground equipment.

---

**Food Service**

---

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

Center menu meets USDA guidelines.

**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://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

The snack served during the visit included peanut butter and jelly sandwiches, applesauce, carrots and ranch dressing, and non-fat chocolate milk.

**Comment**

591-1-1-.15(11) - The snacks served to the children in care are catered to the site by Second Harvest of South Georgia. The caterer has a current Georgia Department of Public Health sanitation score of 100 based on an inspection completed June 26, 2023.

**Correction Deadline: 1/11/2024**

**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. Only school-aged children are served.

**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-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of the center's emergency drill log that no drills for tornados and other emergency situations were documented to have been conducted in the past year.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 1/16/2024**

**Technical Assistance**

591-1-1-.27 - Please make sure that all required signs are posted and up to date. Consultant observed that the person listed as the site director is no longer employed.

**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.

**Comment**

Director provided two (2) files for employees hired since last visit.

**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-.31 Staff(CR)****Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined that the center currently has no one employed who is qualified to be a lead teacher.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

**Correction Deadline: 1/11/2024**

**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.