



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: 5/18/2017 **VisitType:** Licensing Study

Arrival: 11:40 AM

Departure: 3:10 PM

CCLC-2706

Westminster Schools, Inc.

1424 W Paces Ferry Road, NW Atlanta, GA 30327 Fulton County
 (404) 609-6471 carolinediaz@westminster.net

Regional Consultant

Margarita Collier

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Mailing Address

Same

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. 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.
05/18/2017	Licensing Study	Good Standing	
10/04/2016	Monitoring Visit	Good Standing	
02/24/2016	Licensing Study	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	Beetles	Three Year Olds and Four Year Olds	1	8	C	9	C	NA	NA	Nap
Main	Beetles	Three Year Olds and Four Year Olds	1	8	C	9	C	NA	NA	Nap
Main	Bumblebee	Two Year Olds	2	9	C	10	C	NA	NA	Transitioning, Nap
Main	Bumblebee	Two Year Olds	2	9	C	10	C	NA	NA	Transitioning, Nap
Main	Butterfly	Infants and One Year Olds	2	10	C	10	C	NA	NA	Floor Play, Free Play
Main	Butterfly	Infants and One Year Olds	2	10	C	10	C	NA	NA	Free Play, Floor Play
Main	Caterpillar	Infants	3	9	C	10	C	NA	NA	Floor Play, Free Play
Main	Caterpillar	Infants	3	9	C	10	C	NA	NA	Free Play, Floor Play
Main	Cricket	One Year Olds	2	10	C	10	C	NA	NA	Story
Main	Cricket	One Year Olds	2	10	C	10	C	NA	NA	Story
Main	Dragonfly	Two Year Olds	2	7	C	10	C	NA	NA	Nap
Main	Dragonfly	Two Year Olds	2	7	C	10	C	NA	NA	Nap
Main	Upstairs-Baobab		0	0	C	3	C	NA	NA	Not In Use
Main	Upstairs-Firefly	One Year Olds and Two Year Olds	3	14	C	11	NC	NA	NA	Nap
Main	Upstairs-Firefly	One Year Olds and Two Year Olds	3	14	C	11	NC	NA	NA	Nap

Main	Upstairs-Grasshoppers	Three Year Olds	1	12	C	18	C	NA	NA	Nap,Lunch,Transitioning
Main	Upstairs-Grasshoppers	Three Year Olds	1	12	C	18	C	NA	NA	Nap,Transitioning,Lunch
Main	Upstairs-Ladybugs	One Year Olds	3	14	C	12	NC	NA	NA	Nap
Main	Upstairs-Ladybugs	One Year Olds	3	14	C	12	NC	NA	NA	Nap
Main	Upstairs-Middle Classroom		0	0	C	8	C	NA	NA	Not In Use
Main	Upstairs-Pre-K	Four Year Olds	2	7	C	17	C	NA	NA	Lunch,Transitioning
Main	Upstairs-Pre-K	Four Year Olds	2	7	C	17	C	NA	NA	Lunch,Transitioning

Total Capacity @35 sq. ft.: 245

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 200

Total Capacity @35 sq. ft.: 245

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C
Main	Playground	111	C

Comments

The purpose of this visit was to conduct a licensing study and to follow-up on the previous visit conducted on October 4, 2016.

Consultant reviewed the proposed rule changes, criminal records rules, and the center's history grid with the director on this date.

Plan of Improvement: Developed This Date 05/18/2017

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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@decals.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://decals.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.

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)

Caroline Diaz, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 5/18/2017 VisitType: Licensing Study

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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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Emergency Contact information Missing,.08(a)-(f)-Parent Names, Work Numbers,.08(a)-(f)-Doctor, Clinic, Phone Numbers,.08(a)-(f)-Allergies and Disabilities,.08(1)(b)-Work Address Missing,.08(1)(b)-Home Number Missing,.08(c)-Name of Release Person Missing,.08(c)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities,.08(1)(b)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

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

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(b)-Work Address Missing,.08(1)(b)-Work Number Missing,.08(a)-(f)-Allergies and Disabilities

Child # 5

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Allergies and Disabilities,.08(1)(b)-Work Address Missing

591-1-1-.08 Children's Records

Not Met

Finding

591-1-1-.08(a)-(f) requires 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 that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) 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 consultant's review of the children's files four of five children's files did not have documentation of known allergies, one of five children's files did not have documentation of the doctor's name and contact information, and one of five children's files did not have documentation of the emergency contact persons. It was further determined based on consultant's review of the children's files one of five children's files did not have documentation of the parents' work and home numbers, one of five children's files did not have documentation of the name and address for the release to persons, and five of five children's files did not have documentation of the parents' work address.

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: 5/18/2017

591-1-1-.23 Parental Authorization

Met

Comment

Parent Authorizations Obtained/Completed

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation the ventilation in the restrooms located in the Grasshoppers classroom and the Beetles classroom were observed to be inoperable on this date.

POI (Plan of Improvement)

The center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed..

Correction Deadline: 6/17/2017

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

Not Met

Finding

591-1-1-.19(1) requires the Center to provide 35 square feet of usable space per child. It was determined based on consultant's observation the center cared for 14 one year old in a space that was licensed for 12 children in the upstairs Ladybug classroom. It was further determined based on consultant's observation the center cared for 14 one and two year old in a space that was licensed for 11 children in the upstairs Firefly classroom.

POI (Plan of Improvement)

The center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 5/18/2017

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Finding**

591-1-1-.25(13) requires that hazardous equipment, materials and supplies be inaccessible to children. It was determined based on consultant's observation unsafe storage of materials hazardous to children were observed as follows: classroom upstairs-Pre-K-consultant observed a staff member's purse to be sitting in a chair across from the stairs and a stapler and two pair of adult size scissors were observed to be sitting on a table on the back right side of the classroom. All items were observed to be accessible to the children receiving care on this date.

POI (Plan of Improvement)

To ensure the safe storage of hazardous items, the center will store all hazardous items and/or materials in a locked cabinet and/or container inaccessible to the children receiving care.

Correction Deadline: 5/18/2017

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

Discussed-Fluff/Redistribute Surface

Food Service**591-1-1-.15 Food Service & Nutrition****Not Met****Technical Assistance**

Ensure feeding plans are updated.

Technical Assistance

Ensure that bottles are labeled with the children's first and last name.

Finding

591-1-1-.15(2) requires that for the feeding of children less than one year old the following must be met: 1) a signed written feeding plan from Parent(s); 2) updated instructions as new food are added or changes made; 3) posting of the feeding plan in the child's assigned room; 4) amount of formula or breast milk/food to be given; 5) instructions for introducing solid foods; and 6) notation of any types of commercially premixed formula which may not be given in an emergency. It was determined based on consultant's review of the center's infant feeding plans the center did not have a feeding plan for one infant.

POI (Plan of Improvement)

The center will secure all required information, and to ensure that all information is on file for future children enrolled, the center will obtain a signed written feeding plan for all children less than one year old.

Correction Deadline: 5/18/2017

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

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Consultant discussed diapering requirements with the director on this date.

Comment

Staff Stated Proper Knowledge

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

Observed-Proper Hand Washing Throughout

Comment

Observed-Staff Remind Children Wash Hand

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

Per director the center does not administer any medications at this time.

Policies and Procedures

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

Consultant observed the center to have complete documentation of fire drills and tornado drills for the year 2016, January 2017, February 2017, March 2017, April 2017, and May 2017.

Correction Deadline: 5/23/2017

591-1-1-.29 Required Reporting**Met****Comment**

Thank You for Reporting as Required

Safety

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

No Animals Kept

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

Observed-Positive Learning Environment

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

No Field Trips at This Time

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

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Correct number of mats; disinfecting discussed

Staff Records

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

Met

Comment

Consultant reviewed 21 staff files on this date. Consultant observed 21 of 21 staff members to have evidence of a current satisfactory determination letter on file on this date.

Comment

The director provided two files for staff members hired since the previous visit was conduct on October 4, 2017. Consultant observed two of two newly hired staff members to have evidence of a current satisfactory determination letter on file.

591-1-1-.14 First Aid & CPR

Met

Comment

Observed-50% Certified First Aid & CPR

Comment

Please add a thermometer and insect sting preparation to the center's first aid kit.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Observed - Documentation Of Training

Technical Assistance

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within the first 90-days of their date of hire. Please ensure that all current staff members complete the health and safety orientation training and first aid and CPR training by June 30, 2017. The health and safety orientation training does not replace the required basic six-clock hours of first year training for newly hired staff members. Newly hired staff members will need to complete the health and safety orientation training, two-clock hours in child abuse training, and four-clock hours in basic hygiene, cleanliness, illness disposition, illness detection, illness prevention, and childhood injury control.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Direct Supervision/Attentive Staff