



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: 3/4/2020 **VisitType:** Licensing Study **Arrival:** 9:25 AM **Departure:** 2:20 PM

CCLC-15002

Westminster Christian Academy

1941 Shorter Avenue Rome, GA 30165 Floyd County
 (706) 235-8561 hdaviswpc@bellsouth.net

Regional Consultant

Rachael Brown

Phone: (770) 342-7795

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rachael.brown@decal.ga.gov

Mailing Address

Same

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. 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.
03/04/2020	Licensing Study	Good Standing	
07/18/2019	Monitoring Visit	Good Standing	
03/07/2019	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	A-3L Toddlers	One Year Olds	3	9	C	13	C	NA	NA	Free Play
Main	B- 2L	One Year Olds	3	10	C	12	C	NA	NA	Free Play
Main	C-1R	Three Year Olds	2	12	C	16	C	NA	NA	Free Play
Main	D- 2R	Two Year Olds	2	14	C	16	C	NA	NA	Free Play
Main	E-3R	Two Year Olds	2	11	C	14	C	NA	NA	Snack
Main	F-1L Infant	Infants and One Year Olds	3	13	C	14	C	NA	NA	Nap,Floor Play,Feeding
Main	Upstairs G 1st R 3's	Three Year Olds and Four Year Olds	2	11	C	13	C	NA	NA	Free Play
Main	Upstairs H 2nd L 3's	Three Year Olds and Four Year Olds	2	11	C	14	C	NA	NA	Free Play
Main	Upstairs I Pre-K 1st Left	Four Year Olds and Five Year Olds	2	11	C	15	C	NA	NA	Transitioning,Free Play
Main	Upstairs J 3rd L	Three Year Olds	2	11	C	15	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 142

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 113

Total Capacity @35 sq. ft.: 142

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	48	C

Comments

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.

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.

- 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.

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.al.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@dec.al.ga.gov

Heather Davis, Program Official

Date

Rachael Brown, 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-.03 Activities**Technical Assistance****Technical Assistance**

591-1-1-.03(2) - Ensure weekly lesson plans are posted in a timely manner.

Correction Deadline: 3/4/2020

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

A variety of equipment and toys were observed throughout the center.

Comment

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

591-1-1-.35 Swimming Pools & Water-related Activities(CR)**N/A****Comment**

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 1**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Not Met

"Missing/Incomplete Components"

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

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

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Met

Comment

Licensed capacity observed to be met by center on this date.

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.

Food Service

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

Met

Comment

Center menu meets USDA guidelines. Lunches provided by parents.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Staff stated proper knowledge of handwashing procedures.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

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

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **N/A**

Comment

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Technical Assistance

591-1-1-.30(1)(a) - Ensure a crib is available for each enrolled infant.

Correction Deadline: 3/14/2020

Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Date of Hire: 10/09/2017

Staff # 2 Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 1**

Date of Hire: 05/19/2011

Staff # 3 Met

Date of Hire: 08/15/2002

Staff # 4 Met

Date of Hire: 04/03/2017

Staff # 5 Met

Date of Hire: 10/27/2015

Staff # 6 Met

Date of Hire: 12/17/2007

Staff # 7 Met

Date of Hire: 07/08/2016

Staff # 8 Met

Date of Hire: 08/22/2016

Staff # 9 Met

Date of Hire: 07/22/2019

Staff # 10 Met

Date of Hire: 02/04/2019

Staff # 11 Met

Date of Hire: 08/01/2007

Staff # 12 Not Met

Date of Hire: 09/09/2010

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 13 Met

Date of Hire: 08/15/2005

Staff # 14 Met

Date of Hire: 12/12/2016

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided nine files for employees hired since last visit.

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

Met

Comment

Complete first aid kits observed in center.

Comment

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

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

591-1-1-.31 Staff(CR)

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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)

Technical Assistance

Technical Assistance

591-1-1-.32(1) - Ensure appropriate ratios in the infant classroom are maintained at all times.

Correction Deadline: 3/4/2020

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

Met

Comment

Adequate supervision observed on this date.