



**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:** 3/7/2019    **VisitType:** Licensing Study    **Arrival:** 9:55 AM    **Departure:** 12:20 PM

**CCLC-15002**

**Westminster Christian Academy**

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

**Regional Consultant**

Coty Cummings

Phone: (770) 357-4919

Fax: (770) 357-4918

coty.cummings@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <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 rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
03/07/2019	Licensing Study	Good Standing	
09/19/2018	Monitoring Visit	Good Standing	
04/25/2018	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	Transitioning
Main	B- 2L	Infants and One Year Olds	2	7	C	12	C	NA	NA	Floor Play
Main	C-1R	Two Year Olds and Three Year Olds	2	14	C	16	C	NA	NA	Art
Main	D- 2R	Two Year Olds and Three Year Olds	2	14	C	16	C	NA	NA	Centers
Main	E-3R	One Year Olds	2	11	C	14	C	NA	NA	Circle Time
Main	F-1L Infant	Infants	3	10	C	14	C	NA	NA	Floor Play
Main	Upstairs G 1st R 3's	PreK	1	11	C	13	C	NA	NA	Centers
Main	Upstairs H 2nd L 3's	Three Year Olds and Four Year Olds	1	12	C	14	C	NA	NA	Centers
Main	Upstairs I Pre-K 1st Left	PreK	1	12	C	15	C	NA	NA	Centers, Transitioning
Main	Upstairs J 3rd L	Three Year Olds and Four Year Olds	2	12	C	15	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 142						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 112			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.

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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), e-mail the following information to [CCSRefutations@dec.al.ga.gov](mailto: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.

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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)



#### 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](mailto:qualityrated@dec.al.ga.gov)

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Heather Davis, Program Official

Date

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Coty Cummings, Consultant

Date



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### Findings Report

**Date:** 3/7/2019    **VisitType:** Licensing Study    **Arrival:** 9:55 AM    **Departure:** 12:20 PM

#### CCLC-15002

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities** **Met**

#### Comment

Please ensure lesson plans are current and reflect the current week or month.

**Correction Deadline: 3/7/2019**

**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.

### Facility

**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**

#### Comment

Please ensure ceiling tiles are removed once stained.

#### 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 observation that in the upstairs 1R room lysol wipes were observed in a child's cubby accessible to children. In the upstairs 3L room ointment cream that read "Keep out of reach of children" was observed in a child's cubby accessible to children.

**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.

**Correction Deadline: 3/7/2019**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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

**Not Met**

**Comment**

Please ensure that bottles are covered and fully labeled with child's full name.

**Comment**

Please ensure that infant feeding forms are updated regularly.

**Finding**

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that in the 2L downstairs room an infant bottle was warmed in the microwave.

**POI (Plan of Improvement)**

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

**Correction Deadline: 3/7/2019**

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

**Met**

**Comment**

The center does not prepare and provide food. The parent's bring the children's food.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing stated throughout the center.

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

**Met**

**Comment**

Only emergency medication is administered.

**Policies and Procedures**

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

**Met**

**Comment**

Observed documentation of fire and tornado drills.

**Correction Deadline: 3/12/2019**

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

**Met**

**Comment**

Observed all required posted notices.

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**Safety**

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

**Met**

**Comment**

Staff were observed to maintain a positive learning environment on this date.  
Redirection is stated to be used in the center.

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

**Met**

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Correction Deadline: 9/19/2018**

**Corrected on 3/7/2019**

**Previous citation observed corrected. No soft items observed in the cribs.**

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**Staff Records**

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**Records Reviewed: 27**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/16/2016	
Staff # 2	Met
Date of Hire: 04/19/2018	
Staff # 3	Met
Date of Hire: 07/30/2018	
Staff # 4	Met
Date of Hire: 01/02/2017	
Staff # 5	Met
Date of Hire: 04/03/2017	
Staff # 6	Met
Date of Hire: 05/21/2015	

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Staff # 7 Date of Hire: 02/04/2019	Met
Staff # 8 Date of Hire: 08/15/2005	Met
Staff # 9 Date of Hire: 10/09/2017	Met
Staff # 10 Date of Hire: 08/04/2006	Met
Staff # 11 Date of Hire: 02/05/2018	Met
Staff # 12 Date of Hire: 08/01/2007	Met
Staff # 13 Date of Hire: 01/02/2019	Met
Staff # 14 Date of Hire: 05/11/2017	Met
Staff # 15 Date of Hire: 07/30/2018	Met
Staff # 16 Date of Hire: 08/24/2015	Met
Staff # 17 Date of Hire: 09/19/2019	Met
Staff # 18 Date of Hire: 09/09/2010	Met
Staff # 19 Date of Hire: 05/15/2018	Met
Staff # 20 Date of Hire: 12/17/2007	Met
Staff # 21 Date of Hire: 07/18/2016	Met

**Records Reviewed: 27**

**Records with Missing/Incomplete Components: 0**

Staff # 22 Date of Hire: 10/27/2015	Met
Staff # 23 Date of Hire: 08/22/2016	Met
Staff # 24 Date of Hire: 11/28/2016	Met
Staff # 25 Date of Hire: 12/10/2015	Met
Staff # 26 Date of Hire: 02/26/2019	Met
Staff # 27 Date of Hire: 08/06/2020	Met

**Staff Credentials Reviewed: 27**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three file(s) for employees hired since last visit.

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

**Correction Deadline: 9/19/2018**

**Corrected on 3/7/2019**

**Previous citation observed corrected. Criminal records checks observed complete.**

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

**Comment**

Complete first aid kit observed in center.

**Comment**

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

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**591-1-1-.33 Staff Training Met**

**Comment**

Documentation observed of required staff training for the 2018 calendar year.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**



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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.