



**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:** 9/19/2018    **VisitType:** Monitoring Visit

**Arrival:** 11:15 AM

**Departure:** 2:50 PM

**CCLC-15002**

**Westminster Christian Academy**

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

**Regional Consultant**

Patty Malone

Phone: (912) 544-9991

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coty.cummings@dec.al.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.
09/19/2018	Monitoring Visit	Good Standing	
04/25/2018	Licensing Study	Good Standing	
11/30/2017	Monitoring Visit	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	2	11	C	13	C	NA	NA	Lunch
Main	B- 2L	Infants	2	9	C	12	C	NA	NA	Lunch, Transitioning
Main	C-1R	Two Year Olds	2	14	C	16	C	NA	NA	Lunch
Main	D- 2R	Two Year Olds and Three Year Olds	2	12	C	16	C	NA	NA	Lunch
Main	E-3R	One Year Olds	2	12	C	14	C	NA	NA	Transitioning, Lunch
Main	F-1L Infant	Infants	3	8	C	14	C	NA	NA	Nap, Floor Play, Feeding
Main	Upstairs G 1st R 3's	PreK	2	11	C	13	C	NA	NA	Outside
Main	Upstairs H 2nd L 3's	Three Year Olds	2	13	C	14	C	NA	NA	Lunch, Transitioning
Main	Upstairs I Pre-K 1st Left	PreK	1	10	C	15	C	NA	NA	Outside
Main	Upstairs J 3rd L	Three Year Olds	2	12	C	15	C	NA	NA	Lunch, Transitioning

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

<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
Main	Playground	48	C

**Comments**

The purpose of the visit was to conduct a monitoring visit and follow up from the previous visit on April 25, 2018.

Plan of Improvement: Developed This Date 09/19/2018

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](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.

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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Heather Davis, Program Official

Date

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Patty Malone, Consultant

Date



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### Findings Report

**Date:** 9/19/2018    **VisitType:** Monitoring Visit    **Arrival:** 11:15 AM    **Departure:** 2:50 PM

#### CCLC-15002

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The following information is associated with a Monitoring Visit:

### 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)** **N/A**

#### 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)** **Met**

#### Comment

Center appears clean and well maintained.

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

#### Comment

Playground observed to be clean and in good repair.

### Health and Hygiene

**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**

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

**Safety**

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

Age-appropriate discussion and/or redirection observed.

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

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that an infant was sleeping in a crib with a small stuffed animal attached to the pacifier.

**POI (Plan of Improvement)**

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 9/19/2018****Staff Records****Records Reviewed: 26****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 08/16/2016

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Staff # 2 Date of Hire: 04/19/2018	Met
Staff # 3 Date of Hire: 07/30/2018	Met
Staff # 4 Date of Hire: 01/02/2017	Met
Staff # 5 Date of Hire: 04/03/2017	Met
Staff # 6 Date of Hire: 05/21/2015	Met
Staff # 7 Date of Hire: 09/10/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not 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: 05/11/2017	Met
Staff # 14 Date of Hire: 07/30/2018	Met
Staff # 15 Date of Hire: 08/24/2015	Met
Staff # 16	Met

**Records Reviewed: 26****Records with Missing/Incomplete Components: 1**

Date of Hire: 09/09/2010

Staff # 17 Met

Date of Hire: 05/15/2018

Staff # 18 Met

Date of Hire: 05/29/2018

Staff # 19 Met

Date of Hire: 07/27/2015

Staff # 20 Met

Date of Hire: 12/17/2007

Staff # 21 Met

Date of Hire: 07/18/2016

Staff # 22 Met

Date of Hire: 10/27/2015

Staff # 23 Met

Date of Hire: 08/22/2016

Staff # 24 Met

Date of Hire: 11/28/2016

Staff # 25 Met

Date of Hire: 12/10/2015

Staff # 26 Met

Date of Hire: 08/06/2020

**Staff Credentials Reviewed: 26****591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

The assistant director provided five files for staff hired since the last visit.

**Finding**

591-1-1-.09(1)(c) requires the Center to maintain valid evidence of a satisfactory criminal records check for the Director, each Employee and each Provisional Employee of the Child Care Learning Center for the duration of their employment plus one year, such evidence must be made immediately available to the Department upon request. It was determined based on a review of records that the center had a provisional employee hired on September 10, 2018, with a satisfactory local criminal record check dated more than ten days prior to the hire date.

**POI (Plan of Improvement)**

The Center has registered the provisional employee for fingerprinting and has submitted an application to the department. The center will ensure that the employee completes the fingerprinting process within 21 days of hire date. The center will not allow the provisional employee to return to the center while children are present until a new satisfactory local criminal record check is provided.

A 1-day letter was left at the center on this date.

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

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.32 - The consultant discussed required staff:child ratios when transitioning from activities.

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

**Met**

**Comment**

Adequate supervision observed on this date.