



**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:** 4/18/2019    **VisitType:** Licensing Study    **Arrival:** 9:30 AM    **Departure:** 12:15 PM

**CCLC-16753**

**West Cobb Preparatory Academy (front bldg)**

270 Windy Hill Road Marietta, GA 30060 Cobb County  
 (770) 435-5720 info@westcobbprep.com

**Regional Consultant**

Courtney Moody

Phone: (800) 796-7861

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courtney.moody@decal.ga.gov

**Mailing Address**

5205 Timber Ridge Rd  
 Marietta, GA 30068

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
04/18/2019	Licensing Study	Good Standing
10/23/2018	Monitoring Visit	Good Standing
06/19/2018	Monitoring Visit	Good Standing

**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.

**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	1L	PreK	1	13	C	19	C	NA	NA	Centers
Main	1R	Infants	1	4	C	15	C	NA	NA	Floor Play, Diapering
Main	2L	PreK	1	13	C	26	C	NA	NA	Centers
Main	2R	Two Year Olds	1	10	C	20	C	NA	NA	Centers
Main	3-4 YRS.		0	0	C	26	C	NA	NA	
Main	3R	Infants	2	5	C	5	C	NA	NA	Floor Play, Nap
Main	4R	Two Year Olds	2	12	C	17	C	NA	NA	Floor Play
Main	5R	One Year Olds	2	9	C	17	C	NA	NA	Centers
Main	6R	Three Year Olds	2	17	C	29	C	NA	NA	Story
Main	7R	Three Year Olds	3	21	C	26	C	NA	NA	Centers
Main	DOWNSTAIRS	Five Year Olds and Six Year Olds and Over	2	18	C	50	C	NA	NA	Story

Total Capacity @35 sq. ft.: 250

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 122

Total Capacity @35 sq. ft.: 250

Total Capacity @25 sq. ft.: 0


Building	Playground	Playground Occupancy	Playground Compliance
Main	1-2 YR PLAYGROUND	20	C
Main	3-4 YR. PLAYGROUND	64	C

Main	INF. PLAYGROUND	12	C
Main	SCHL. AGE PLAYGROUND	98	C

**Comments**

Plan of Improvement: Developed This Date 04/18/2019

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Bose Imoukhuede, Program Official

Date

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Courtney Moody, 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-.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.

### 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.

### Food Service

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

**Technical Assistance**

**Technical Assistance**

Please ensure that infant feeding forms are signed by the parents.

### Health and Hygiene

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

**Comment**  
Proper diapering procedures observed.

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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.

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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.

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

**Correction Deadline: 10/24/2018**

**Corrected on 4/18/2019**  
**.36(4)(b) - Previous citation corrected.**

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**Sleeping & Resting Equipment**

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

**Comment**  
Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 22** **Records with Missing/Incomplete Components: 1**

Staff # 1 Met  
Date of Hire: 11/14/2017

Staff # 2 Met  
Date of Hire: 10/30/2017

Staff # 3 Met  
Date of Hire: 04/10/2017

Staff # 4 Met

Staff # 5 Met

Staff # 6 Met  
Date of Hire: 04/09/2018

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Staff # 7 Date of Hire: 08/07/2017	Met
Staff # 8 Date of Hire: 07/23/2015	Met
Staff # 9 Date of Hire: 10/10/2016	Met
Staff # 10	Met
Staff # 11 Date of Hire: 10/23/2017	Met
Staff # 12 Date of Hire: 03/13/2018	Met
Staff # 13 Date of Hire: 02/05/2007	Met
Staff # 14 Date of Hire: 08/01/2005	Met
Staff # 15 Date of Hire: 03/14/2011	Met
Staff # 16 Date of Hire: 07/20/2016	Met
Staff # 17	Met
Staff # 18	Met
Staff # 19 Date of Hire: 08/23/2017	Met
Staff # 20 Date of Hire: 05/16/2016	Met
Staff # 21 Date of Hire: 09/08/2010	Met
Staff # 22 Date of Hire: 08/01/2007	Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 22

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that one staff member did not meet this requirement in that the staff member was present with a fingerprint clearance letter that expired on December 31, 2018.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will to ensure the CRC rules are maintained.

Correction Deadline: 4/18/2019

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that one staff member did not meet this requirement in that the fingerprint clearance letter expired on December 31, 2019.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 4/18/2019

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

Met

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)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Staff observed to provide direct supervision and be attentive to children's needs.