



**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: 2/13/2019 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 3:10 PM

CCLC-18144

Winnford Academy

5796 Hog Mountain Rd. Flowery Branch, GA 30542 Hall County
(770) 945-3338 admin@winnford.com

Regional Consultant

Malissa Champion

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Mailing Address

Same

Quality Rated: ★ ★ ★

Compliance Zone Designation		
02/13/2019	Licensing Study	Good Standing
09/26/2018	Monitoring Visit	Good Standing
03/15/2018	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	Room A	Infants	1	6	C	12	C	NA	NA	Floor Play	
Main	Room B	One Year Olds	1	4	C	19	C	NA	NA	Free Play	
Main	Room C	One Year Olds	1	5	C	17	C	NA	NA	Free Play	
Main	Room D	Two Year Olds	2	11	C	23	C	NA	NA	Centers	
Main	Room E	Two Year Olds and Three Year Olds	2	12	C	22	C	NA	NA	Centers	
Main	Room F	Three Year Olds and Four Year Olds	2	18	C	37	C	NA	NA	Centers	
Main	Room H	Three Year Olds and Four Year Olds	1	13	C	23	C	NA	NA	Centers	
Main	Room I	PreK	2	21	C	22	C	NA	NA	Circle Time	
Main	Room J	PreK	2	18	C	22	C	NA	NA	Transitioning	
Total Capacity @35 sq. ft.: 197						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 108						Total Capacity @35 sq. ft.: 197					Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left-side	131	C
Main	Preschool playground	136	C

Comments

The purpose of this visit was to complete a licensing study and to follow up to the previous visit conducted on September 26, 2018.

Plan of Improvement: Developed This Date 02/13/2019

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.

- 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.decal.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@decal.ga.gov

Joshua Potters, Program Official

Date

Malissa Champion, Consultant

Date



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Findings Report

Date: 2/13/2019 **VisitType:** Licensing Study **Arrival:** 8:40 AM **Departure:** 3:10 PM

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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

Swimming activities provided off site and proper documentation and authorization was reviewed.

Children's Records

Records Reviewed: 6

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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

Met

Comment

Records were observed to be complete and well organized. Parent authorizations obtained/completed.

Facility

591-1-1-.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Correction Deadline: 3/16/2018

Corrected on 2/13/2019

.25(3) - The consultant observed on this date that the toilet paper holder in Room H had been repaired.

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - Consultant observed fence to be in good repair on this date. Consultant discussed monitoring the wooden fence surrounding the playground area for normal wear and tear (i.e. rotting wood, exposed nails, entrapment hazards, etc.) with the director on this date. Please check the wooden fence daily and complete repairs as needed to prevent potential incidents involving children and/or staff.

Correction Deadline: 2/13/2019

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

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

Proper diapering procedures observed and staff stated proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Technical Assistance**

591-1-1-.21(3) - Consultant discussed with provider to maintain documentation of all emergency preparedness procedures.

Correction Deadline: 2/18/2019**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center completed one tornado drill for the year 2018. Consultant observed the center to have completed one tornado drill during June 2018. It was also observed that there was no evidence that the smoke detector check, fire extinguisher check and lockdown drill had been completed in 2018.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 2/18/2019

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

Observed all required posted notices.

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

Discussed reporting requirements.

Safety

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

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Not Met****Finding**

591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation that one seat belt on the third row on the passenger van was torn and frayed.

POI (Plan of Improvement)

The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 2/28/2019**Correction Deadline: 9/27/2018**

Corrected on 2/13/2019

.36(7)(c)2. - Consultant observed transportation records to be complete on this date.

Sleeping & Resting Equipment

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

Not Met

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that seven crib sheets were not tight fitting.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 2/13/2019

Correction Deadline: 3/15/2018

Corrected on 2/13/2019

.30(1)(b)1 - The consultant observed the mats in Room D to be approximately 2 inches thick.

Staff Records

Records Reviewed: 35

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Date of Hire: 03/26/2018

Staff # 2 Not Met

Date of Hire: 01/02/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 3 Met

Date of Hire: 01/23/2017

Staff # 4 Met

Date of Hire: 10/04/2018

Staff # 5 Met

Date of Hire: 06/13/2018

Staff # 6 Met

Date of Hire: 01/02/2019

Staff # 7 Met

Date of Hire: 08/08/2016

Staff # 8 Met

Date of Hire: 09/14/2018

Staff # 9 Date of Hire: 06/04/2018	Met
Staff # 10 Date of Hire: 02/12/2019	Met
Staff # 11 Date of Hire: 07/30/2018	Met
Staff # 12 Date of Hire: 05/23/2017	Met
Staff # 13 Date of Hire: 09/18/2017	Met
Staff # 14 Date of Hire: 12/05/2018	Met
Staff # 15 Date of Hire: 08/15/2016	Met
Staff # 16 Date of Hire: 09/18/2018	Met
Staff # 17 Date of Hire: 02/11/2019	Met
Staff # 18 Date of Hire: 12/13/2016	Met
Staff # 19 Date of Hire: 04/29/2013	Met
Staff # 20 Date of Hire: 06/04/2018	Met
Staff # 21 Date of Hire: 08/09/2016	Met
Staff # 22 Date of Hire: 04/03/2017	Met
Staff # 23 Date of Hire: 09/24/2018	Met

Records Reviewed: 35

Records with Missing/Incomplete Components: 1

Staff # 24 Date of Hire: 07/24/2017	Met
Staff # 25 Date of Hire: 08/01/2018	Met
Staff # 26 Date of Hire: 01/08/2019	Met
Staff # 27 Date of Hire: 02/24/2016	Met
Staff # 28 Date of Hire: 02/24/2016	Met
Staff # 29 Date of Hire: 06/01/2011	Met
Staff # 30 Date of Hire: 01/30/2012	Met
Staff # 31 Date of Hire: 08/19/2013	Met
Staff # 32 Date of Hire: 01/19/2015	Met
Staff # 33 Date of Hire: 01/19/2015	Met
Staff # 34 Date of Hire: 08/04/2014	Met
Staff # 35 Date of Hire: 11/05/2018	Met

Staff Credentials Reviewed: 35

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided six files for employees hired since last visit. Consultant observed six of six newly hired staff members to have evidence of a satisfactory comprehensive criminal record check letter on file on this date.

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

Evidence observed of 100% of center staff certified in First Aid and CPR. Please be mindful of training expiration dates.

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that two of 34 staff members did not complete the required health and safety orientation training within the first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 3/15/2019**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined It was determined based on a review of records that two of 34 staff members did not complete the required 10 hours of annual training for the year 2018.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 3/15/2019

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.