



**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:** 8/7/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:05 AM    **Departure:** 1:00 PM

**CCLC-2706**

**Westminster Schools, Inc.**

1424 W Paces Ferry Road, NW Atlanta, GA 30327 Fulton County  
 (404) 609-6471 carolinediaz@westminster.net

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@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.
08/07/2018	Complaint Closure	Good Standing	
08/07/2018	Complaint Investigation & Monitoring Visit	Good Standing	
05/16/2018	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	Banyan	Three Year Olds	2	9	C	10	C	NA	NA	Breakfast
Main	Chestnut	Infants	2	5	C	10	C	NA	NA	Floor Play, Nap, Feeding
Main	Elm	Two Year Olds	1	9	C	10	C	NA	NA	Circle Time
Main	Fig	One Year Olds	2	8	C	10	C	NA	NA	Circle Time
Main	Jacaranda	Three Year Olds	2	10	C	9	NC	NA	NA	Circle Time
Main	Sycamore	Infants	2	9	C	10	C	NA	NA	Feeding, Nap, Floor Play
Main	Upstairs-Baobab		0	0	C	3	C	NA	NA	Not In Use
Main	Upstairs-Magnolia	Four Year Olds and Five Year Olds	2	5	C	8	C	NA	NA	Circle Time
Main	Upstairs-Maple	Two Year Olds	2	11	C	11	C	NA	NA	Breakfast
Main	Upstairs-Pine	Two Year Olds	3	12	C	12	C	NA	NA	Breakfast
Main	Upstairs-Pre-K	PreK	2	14	C	17	C	NA	NA	Circle Time
Main	Upstairs-Sequoia	Four Year Olds	2	14	C	18	C	NA	NA	Transitioning, Breakfast
Main	Willow		0	0	C	6	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 134						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 106			Total Capacity @35 sq. ft.: 134			Total Capacity @25 sq. ft.: 0				

<b>Building</b>	<b>Playground</b>	<b>Playground Occupancy</b>	<b>Playground Compliance</b>
Main	Playground	111	C


**Comments**

The purpose of this visit was to conduct a Complaint Investigation/Monitoring Visit and to follow up to the previous visit conducted on May 16, 2018.

Consultant discussed with the Director to rename rooms of Jacaranda and the Fig classroom on this date to reflect correct license capacity.

Plan of Improvement: No Plan Developed

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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)

---

Caroline Diaz, Program Official

Date

---

Shannon Curtis, Consultant

Date



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

### Findings Report

**Date:** 8/7/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:05 AM    **Departure:** 1:00 PM

---

**CCLC-2706****Westminster Schools, Inc.**

1424 W Paces Ferry Road, NW Atlanta, GA 30327 Fulton County  
(404) 609-6471 carolinediaz@westminster.net

**Mailing Address**  
Same

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802  
Fax: (678) 891-5904  
shannon.curtis@decal.ga.gov

The following information is associated with a Monitoring Visit:

<b>Activities and Equipment</b>
---------------------------------

---

**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.

<b>Facility</b>
-----------------

---

**591-1-1-.06 Bathrooms** **Met**

**Correction Deadline: 6/15/2018**

**Corrected on 8/7/2018**

Previous citation corrected. Consultant observed vents repaired in Sequoia and Banyan Classrooms on this date.

---

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

**Correction Deadline: 5/16/2018**

**Corrected on 8/7/2018**

Previous citation corrected. Consultant observed all classrooms throughout the facility to have the required amount of children for the space 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**

Discussed maintenance of resilient surface. Please fluff and redistribute. Consultant observed maintenance adding mulch to play area on this date.

---

**Health and Hygiene**

---

---

**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Correction Deadline: 5/16/2018****Corrected on 8/7/2018**

Previous citation corrected. Consultant observed the classroom to have proper ventilation in the diapering area located on the back-right side of the classroom.

---

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

Proper hand washing observed throughout the center.

---

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

The Provider currently does not dispense/administer medication.

---

**Safety**

---

---

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

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

---

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

Center does not provide routine transportation.

---

**Sleeping & Resting Equipment**

---

---

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

---

**Staff Records**

---

**Records Reviewed: 29****Records with Missing/Incomplete Components: 0**

---

Staff # 1

Met

Date of Hire: 03/27/2017

Staff # 2

Met

Date of Hire: 01/01/2018

Staff # 3

Met

Date of Hire: 08/01/2017

Staff # 4 Met

Date of Hire: 08/01/2016

Staff # 5 Met

Date of Hire: 08/01/2016

Staff # 6 Met

Date of Hire: 08/05/2015

Staff # 7 Met

Date of Hire: 08/01/2016

Staff # 8 Met

Date of Hire: 11/16/2015

Staff # 9 Met

Date of Hire: 01/30/2017

Staff # 10 Met

Date of Hire: 10/01/2013

Staff # 11 Met

Date of Hire: 01/17/2017

Staff # 12 Met

Date of Hire: 09/23/2016

Staff # 13 Met

Date of Hire: 01/19/2016

Staff # 14 Met

Date of Hire: 10/11/2016

Staff # 15 Met

Date of Hire: 08/03/2015

Staff # 16 Met

Date of Hire: 08/03/2015

Staff # 17 Met

Date of Hire: 07/15/2017

Staff # 18 Met

Date of Hire: 08/06/2018

**Records Reviewed: 29**

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

---

Staff # 19 Date of Hire: 06/01/2015	Met
Staff # 20 Date of Hire: 08/17/2017	Met
Staff # 21 Date of Hire: 08/01/2017	Met
Staff # 22 Date of Hire: 08/03/2015	Met
Staff # 23 Date of Hire: 03/01/2016	Met
Staff # 24 Date of Hire: 12/27/2017	Met
Staff # 25 Date of Hire: 08/08/2017	Met
Staff # 26 Date of Hire: 08/21/2017	Met
Staff # 27 Date of Hire: 08/01/2016	Met
Staff # 28 Date of Hire: 09/13/2017	Met
Staff # 29 Date of Hire: 05/26/2017	Met

---

**Staff Credentials Reviewed: 29**

---

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

**Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided one file for employees hired since last visit.

---

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

**Met**

**Comment**

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

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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**

Adequate supervision observed on this date.