



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: 1/21/2021 **VisitType:** Licensing Study **Arrival:** 4:30 PM **Departure:** 5:30 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

Emma Smith

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Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
01/21/2021	Licensing Study	Good Standing	
09/14/2020	Monitoring Visit	Good Standing	
02/04/2020	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	Two Year Olds	2	4	C	10	C	NA	NA	Outside
Main	Chestnut	Infants	3	9	C	10	C	NA	NA	Floor Play,Nap
Main	Elm	Two Year Olds	2	9	C	10	C	NA	NA	Centers,Art
Main	Fig	Infants	2	8	C	9	C	NA	NA	Feeding,Nap,Floor Play
Main	Jacaranda	Three Year Olds	2	8	C	10	C	NA	NA	Outside,Transitioning,Not In Use
Main	Sycamore	Two Year Olds	2	7	C	10	C	NA	NA	Free Play
Main	Upstairs-Baobab		0	0	C	3	C	NA	NA	Not In Use
Main	Upstairs-Magnolia		0	0	C	8	C	NA	NA	Not In Use
Main	Upstairs-Maple		0	0	C	11	C	NA	NA	Not In Use
Main	Upstairs-Pine	One Year Olds	2	8	C	12	C	NA	NA	Floor Play
Main	Upstairs-Pre-K	PreK	2	15	C	17	C	NA	NA	Outside
Main	Upstairs-Sequoia	Three Year Olds	2	9	C	18	C	NA	NA	Story,Circle Time
Main	Willow		0	0	C	6	C	NA	NA	Not In Use,Outside,Transitioning
Total Capacity @35 sq. ft.:						134	Total Capacity @25 sq. ft.:		0	
Total # Children this Date: 77			Total Capacity @35 sq. ft.:			134	Total Capacity @25 sq. ft.:		0	

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

Comments

An Administrative Review was conducted on January 21, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 4, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

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).



Please refer to the website, <http://www.dec.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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

Caroline Diaz, Program Official

Date

Emma Smith, Consultant

Date



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Findings Report

Date: 1/21/2021 **VisitType:** Licensing Study **Arrival:** 4:30 PM **Departure:** 5:30 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 Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. A variety of equipment and toys were observed throughout the center.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)**N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

Children's Records

Records Reviewed: 5**Records with Missing/Incomplete Components: 0**

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

591-1-1-.08 Children's Records**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Records were observed to be complete and well organized.

Facility

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed and observed locked in a cabinet.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

591-1-1-.15 - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Technical Assistance

591-1-1-.15 - Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center menu meets USDA guidelines.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

Health and Hygiene

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

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director and staff on this date. During the virtual walk through staff displayed proper knowledge of the rules and regulations.

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

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements were discussed with the Director and staff on this date. Liquid soap and paper towels were observed accessible in the restroom area.

591-1-1-.20 Medications(CR)**N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider medication was not dispensed.

Safety

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

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director and staff on this date.

591-1-1-.36 Transportation(CR)**N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider there was no routine transportation provided.

Sleeping & Resting Equipment

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

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 27**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 11/30/2020	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 08/01/2016	

Staff # 4	Met
Staff # 5	Met
Date of Hire: 01/13/2020	
Staff # 6	Met
Date of Hire: 08/05/2015	
Staff # 7	Met
Date of Hire: 10/11/2016	
Staff # 8	Met
Date of Hire: 05/26/2017	
Staff # 9	Met
Date of Hire: 12/02/2019	
Staff # 10	Met
Date of Hire: 07/15/2017	
Staff # 11	Met
Date of Hire: 10/01/2013	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 08/01/2016	
Staff # 14	Met
Date of Hire: 08/01/2019	
Staff # 15	Met
Date of Hire: 01/06/2020	
Staff # 16	Met
Date of Hire: 06/01/2015	
Staff # 17	Met
Date of Hire: 08/03/2015	
Staff # 18	Met
Date of Hire: 08/01/2019	
Staff # 19	Met
Date of Hire: 03/01/2016	

Records Reviewed: 27

Records with Missing/Incomplete Components: 0

Staff # 20 Date of Hire: 08/03/2015	Met
Staff # 21 Date of Hire: 03/01/2016	Met
Staff # 22 Date of Hire: 09/24/2020	Met
Staff # 23 Date of Hire: 01/09/2018	Met
Staff # 24	Met
Staff # 25 Date of Hire: 08/03/2015	Met
Staff # 26	Met
Staff # 27	Met

Staff Credentials Reviewed: 20

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR **Technical Assistance**

Technical Assistance

591-1-1-.14 - Discussed CPR/First Aid Requirements with the Director on this date. Please ensure staff with online CPR/First Aid certificates during pandemic, register for in-preson CPR/First Aid class.

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

Comment

Documentation observed of required staff training.

Technical Assistance

591-1-1-.33(6) - Please ensure evidence of orientation and training are documented in the Personnel file of each Staff member and available to the Department for inspection.

Correction Deadline: 1/31/2021

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

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

Staffing and Supervision

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

591-1-1-.32 - 1.) Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through staff were observed to provide direct supervision and be attentive to children's needs.