



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: 2/4/2020 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 12:15 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.
02/04/2020	Licensing Study	Good Standing	
08/28/2019	Monitoring Visit	Good Standing	
03/20/2019	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	10	C	10	C	NA	NA	Outside, Transitioning
Main	Chestnut	Infants	3	7	C	10	C	NA	NA	Floor Play, Nap
Main	Elm	Infants	2	6	C	10	C	NA	NA	Nap, Floor Play
Main	Fig	One Year Olds	1	8	C	9	C	NA	NA	Transitioning, Outside
Main	Jacaranda	Three Year Olds	2	9	C	10	C	NA	NA	Transitioning, Outside
Main	Sycamore	Two Year Olds	2	10	C	10	C	NA	NA	Outside, Transitioning
Main	Upstairs-Baobab	Infants	1	3	C	3	C	NA	NA	Floor Play
Main	Upstairs-Magnolia	Three Year Olds	2	8	C	8	C	NA	NA	Transitioning, Outside
Main	Upstairs-Maple	One Year Olds	3	10	C	11	C	NA	NA	Music, Story
Main	Upstairs-Pine	One Year Olds	3	11	C	12	C	NA	NA	Music, Free Play
Main	Upstairs-Pre-K	PreK	2	13	C	17	C	NA	NA	Outside
Main	Upstairs-Sequoia	Three Year Olds	3	13	C	18	C	NA	NA	Outside, Transitioning
Main	Willow	Three Year Olds	1	4	C	6	C	NA	NA	Transitioning, Outside

Total Capacity @35 sq. ft.: 134	Total Capacity @25 sq. ft.: 0
Total # Children this Date: 112	Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

Comments

The purpose of this visit was to conduct a licensing study and follow up to the previous visit on August 28, 2019. The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the assistant director on this date for staff member #24 on this date. The consultant left a 45-day POI follow up letter on this date for staff member # 8 with a national satisfactory due to waiting for out of state results.

Plan of Improvement: Developed This Date 02/04/2020

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.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.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.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

Caroline Diaz, Program Official

Date

Emma Smith, Consultant

Date



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Findings Report

Date: 2/4/2020 **VisitType:** Licensing Study **Arrival:** 9:20 AM **Departure:** 12:15 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**

Center does not provide swimming activities.

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**

Records were observed to be complete and well organized.

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.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

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.

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.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment

Program observed complete emergency drills on this date.

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

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

Comment

Center does not participate in field trips at this time.

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

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

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. Please ensure mats are in good repair.

Technical Assistance

591-1-1-.30(2) - The consultant discussed with staff that objects that should not be placed in or on the crib with an infant include: 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.

Correction Deadline: 2/4/2020

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/01/2016	
Staff # 3	Met
Date of Hire: 01/13/2020	
Staff # 4	Met
Date of Hire: 08/05/2015	
Staff # 5	Met
Date of Hire: 10/11/2016	
Staff # 6	Met
Date of Hire: 05/26/2017	
Staff # 7	Met
Date of Hire: 12/02/2019	
Staff # 8	Met
Date of Hire: 07/15/2017	
Staff # 9	Met
Date of Hire: 10/01/2013	
Staff # 10	Met
Date of Hire: 08/01/2016	
Staff # 11	Met
Date of Hire: 08/01/2019	

Records Reviewed: 21**Records with Missing/Incomplete Components: 1**

Staff # 12 Date of Hire: 01/06/2020	Met
Staff # 13 Date of Hire: 06/01/2015	Met
Staff # 14 Date of Hire: 08/03/2015	Met
Staff # 15 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 16 Date of Hire: 08/01/2019	Met
Staff # 17 Date of Hire: 03/01/2016	Met
Staff # 18 Date of Hire: 08/03/2015	Met
Staff # 19 Date of Hire: 01/09/2018	Met
Staff # 20	Met
Staff # 21 Date of Hire: 08/03/2015	Met

Staff Credentials Reviewed: 20

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)	Not Met
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Comment

Director provided 4 files for employees hired since last visit.

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 staff member #24 did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. The consultant observed the staff member to be supervised on this date. The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the assistant director on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 watch the videos to ensure the CRC rules are maintained.

Correction Deadline: 2/4/2020

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff member # 24 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center. The consultant observed the staff member to be supervised on this date. The consultant left a one-day letter, read the consultant script, and left the A to Z video affidavit with the assistant director on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is 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 watch the video affidavit to ensure the CRC rules are maintained.

Correction Deadline: 2/4/2020

Technical Assistance

591-1-1-.09(1)(h) - It was determined that staff member # 8 had a national satisfactory criminal record check letter on this date due to waiting for out of state results. The consultant left a 45- day POI follow up letter on this date and explained that the staff member must be supervised at all times by someone with a comprehensive criminal record check letter.

Correction Deadline: 2/4/2020

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

Comment

Documentation observed of required staff training.

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**

Correction Deadline: 8/28/2019

Corrected on 2/4/2020

.32(1) - The previous citation was corrected on this date. The consultant observed each classroom to maintain Staff:child ratios on this date.

Comment

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