



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: 3/20/2019 **VisitType:** Licensing Study **Arrival:** 10:40 AM **Departure:** 1:30 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.
03/20/2019	Licensing Study	Good Standing	
08/07/2018	Complaint Closure	Good Standing	
08/07/2018	Complaint Investigation & Monitoring Visit	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	10	C	10	C	NA	NA	Transitioning,Lunch
Main	Chestnut	Infants	3	10	C	10	C	NA	NA	Floor Play,Nap
Main	Elm	Two Year Olds	2	9	C	10	C	NA	NA	Floor Play,Free Play
Main	Fig	One Year Olds	2	9	C	10	C	NA	NA	Transitioning,Lunch
Main	Jacaranda	Three Year Olds	3	10	C	9	NC	NA	NA	Lunch,Transitioning
Main	Sycamore	Infants	2	8	C	10	C	NA	NA	Lunch,Floor Play
Main	Upstairs-Baobob	Infants	1	2	C	3	C	NA	NA	Floor Play
Main	Upstairs-Magnolia	Four Year Olds and Five Year Olds	2	8	C	8	C	NA	NA	Free Play,Floor Play
Main	Upstairs-Maple	Two Year Olds	2	10	C	11	C	NA	NA	Lunch,Transitioning
Main	Upstairs-Pine	Two Year Olds	3	12	C	12	C	NA	NA	Floor Play,Free Play
Main	Upstairs-Pre-K	PreK	1	14	C	17	C	NA	NA	Outside,Transitioning

Main	Upstairs-Sequoia	Three Year Olds	3	16	C	18	C	NA	NA	Outside, Transitioning	
Main	Willow	Infants	2	6	C	6	C	NA	NA	Floor Play, Nap	
Total Capacity @35 sq. ft.: 134					Total Capacity @25 sq. ft.: 0						
Total # Children this Date: 124					Total Capacity @35 sq. ft.: 134					Total Capacity @25 sq. ft.: 0	


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

Comments

The purpose of this visit was a licensing study on this date.

Plan of Improvement: Developed This Date 03/20/2019

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.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.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

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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.

Comment

Equipment and furniture observed to be properly secured, as applicable.

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 for all children's files reviewed.

Facility

591-1-1-.06 Bathrooms

Met

Comment

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

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)

Technical Assistance

Technical Assistance

Please ensure that playground resilient surface is fluffed and redistributed throughout the playground areas. Please ensure to remove build up of wood chips along perimeter fence, ensuring the fence is at least 4 feet high.

Correction Deadline: 3/20/2019

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Technical Assistance

Please ensure that bottles are covered and fully labeled with child's full name in the infant rooms.

591-1-1-.18 Kitchen Operations

Technical Assistance

Comment

Kitchen appears clean and well organized.

Technical Assistance

Please ensure all milk jugs stored in refrigerators in the classrooms are not expired and not served to children if past expiration date.

Correction Deadline: 3/20/2019

Health and Hygiene

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

Technical Assistance

Comment

Staff state proper knowledge of diapering procedures in diapering rooms.

Technical Assistance

Please ensure children's jackets are not placed on top of the diaper changing table in classrooms.

Correction Deadline: 3/20/2019

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

Met

Comment

Staff were observed to remind children to wash hands and children washing hands when transitioned from the playground.

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

The Provider currently does not dispense/administer medication on this date.

Policies and Procedures

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

Observed completed documentation for fire drills and other emergency drills being conducted on this date. The fire drill was last conducted on March 13, 2019 and the last lock down drill was on January 14, 2019.

Correction Deadline: 3/25/2019

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

Observed all required posted notices.

Safety

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

Animals maintained clean and appropriately caged.

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 on this date.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position in all infant rooms where staff stated proper knowledge.

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.

Staff Records

Records Reviewed: 30**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 03/27/2017

Staff # 2 Date of Hire: 01/01/2018	Met
Staff # 3 Date of Hire: 09/20/2018	Met
Staff # 4 Date of Hire: 11/05/2018	Met
Staff # 5 Date of Hire: 08/01/2016	Met
Staff # 6 Date of Hire: 08/01/2016	Met
Staff # 7 Date of Hire: 08/05/2015	Met
Staff # 8 Date of Hire: 08/01/2016	Met
Staff # 9 Date of Hire: 09/20/2018	Met
Staff # 10 Date of Hire: 01/30/2017	Met
Staff # 11 Date of Hire: 10/01/2013	Met
Staff # 12 Date of Hire: 10/15/2018	Met
Staff # 13 Date of Hire: 01/19/2016	Met
Staff # 14 Date of Hire: 10/11/2016	Met
Staff # 15 Date of Hire: 08/03/2015	Met
Staff # 16 Date of Hire: 08/03/2015	Met

Records Reviewed: 30

Records with Missing/Incomplete Components: 0

Staff # 17 Date of Hire: 07/15/2017	Met
Staff # 18 Date of Hire: 08/06/2018	Met
Staff # 19 Date of Hire: 06/01/2015	Met
Staff # 20 Date of Hire: 10/28/2018	Met
Staff # 21 Date of Hire: 08/03/2015	Met
Staff # 22 Date of Hire: 01/09/2018	Met
Staff # 23 Date of Hire: 08/03/2015	Met
Staff # 24 Date of Hire: 03/01/2016	Met
Staff # 25 Date of Hire: 08/08/2017	Met
Staff # 26 Date of Hire: 10/08/2016	Met
Staff # 27 Date of Hire: 08/01/2016	Met
Staff # 28 Date of Hire: 02/01/2019	Met
Staff # 29 Date of Hire: 05/26/2017	Met
Staff # 30 Date of Hire: 11/01/2018	Met

Staff Credentials Reviewed: 30

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

Comment

Criminal record checks were observed to be complete for all staff including ten new hires.

Comment

Director provided 10 new staff files for employees hired since last visit.

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

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training complete for records reviewed on this date.

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.