



**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:** 5/16/2018    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 3:00 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**

Margarita Collier

Phone: (770) 342-7934  
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margarita.collier@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.
05/16/2018	Licensing Study	Good Standing	
11/01/2017	Monitoring Visit	Good Standing	
05/18/2017	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	10	C	10	C	NA	NA	Nap
Main	Chestnut	One Year Olds	3	10	C	10	C	NA	NA	Nap
Main	Elm	Two Year Olds	2	10	C	10	C	NA	NA	Nap
Main	Fig	One Year Olds	2	8	C	10	C	NA	NA	Nap
Main	Jacaranda	Three Year Olds	2	9	C	9	C	NA	NA	Nap
Main	Sycamore	Infants and One Year Olds	3	9	C	10	C	NA	NA	Nap
Main	Upstairs-Baobob	Infants and One Year Olds	2	4	C	3	NC	NA	NA	Nap
Main	Upstairs-Magnolia	Two Year Olds	2	8	C	8	C	NA	NA	Nap
Main	Upstairs-Maple	Two Year Olds	2	11	C	11	C	NA	NA	Nap
Main	Upstairs-Pine	Two Year Olds	2	10	C	12	C	NA	NA	Nap
Main	Upstairs-Pre-K	Four Year Olds and Five Year Olds	2	16	C	17	C	NA	NA	Nap
Main	Upstairs-Sequoia	Four Year Olds	2	15	C	18	C	NA	NA	Nap
Main	Willow	Infants	3	6	C	6	C	NA	NA	Nap, Floor Play, Free Play
Total Capacity @35 sq. ft.: 134						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 126			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 to conduct a licensing study visit and to follow-up on the previous visit conducted on November 1, 2017.

Consultant reviewed the following information with the director on this date:

- Updated USDA Menu Guidelines.
- Comprehensive criminal records check due date - October 1, 2018.

Plan of Improvement: Developed This Date 05/16/2018

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)

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Caroline Diaz, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 5/16/2018    **VisitType:** Licensing Study    **Arrival:** 10:15 AM    **Departure:** 3:00 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

Please ensure staff members post the current week's lesson plan.

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

**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

**Comment**

Parent agreements observed obtained/completed.

**Technical Assistance**

Please ensure parents update the following information as needed in the children's files:

- Parents' cell/work telephone numbers and home/work address.
- Authorized release to persons' names and addresses.
- Emergency contacts' name and contact information.
- Doctor's name and contact information.
- Allergies and/or other medical conditions.
- Parental agreements.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Not Met****Technical Assistance**

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

**Technical Assistance**

Consultant discussed the location of restrooms per age group for the 2018 - 2019 school year with the director on this date.

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

**Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on consultant's observation the restroom ventilation located on the back left side of Upstairs-Sequoia classroom was inoperable on this date. It was further determined based on consultant's observation the restroom ventilation located in the back right restroom in the Banyan classroom was inoperable on this date.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

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

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**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on consultant's observation the center exceeded the 35 square feet capacity for Upstairs-Baobob on this date. Upstairs-Baobob's capacity is documented as three and the consultant observed four children present on this date.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

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

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

Center appears clean and well maintained.

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Please ensure that infant feeding forms are updated regularly.

**Technical Assistance**

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018:

- Three components for breakfast: grains, vegetables, fruits or both, and milk
- Five components for lunch grains, meat/meat alternates, fruits, vegetable, and milk or grains, meat/meat alternates, two different types of vegetables, and milk
- Two of five components for snack

Consultant provided the director with an updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers on this date. The crediting handbook for the CACFP can be located on DECAL and USDA's website: DECAL - <http://decal.ga.gov/CACFP/Handbook.aspx> and USDA - <http://www.fns.usda.gov/cacfp/cacphandbooks>

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on consultant's observation Upstairs-Maple classroom did not have ventilation in the diapering area located on the back right side of the classroom.

**POI (Plan of Improvement)**

The responsible person(s) at the center will ensure that the exhaust fans and duct systems are functioning or that the required amount of operable window space is provided in each diapering area.

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

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

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications(CR)****Technical Assistance****Technical Assistance**

Consultant discussed proper medication documentation and procedures with the director on this date.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Consultant observed the center to have complete documentation of fire, tornado, and lock down drills on this date.

**Correction Deadline: 5/21/2018**

**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

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

Discussed reporting requirements.

**Comment**

Thank you for reporting as required.

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**Safety**

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

Animals maintained clean and appropriately caged.

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**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.

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**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.

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**Staff Records**

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

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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 Date of Hire: 08/01/2016	Met
Staff # 6 Date of Hire: 08/05/2015	Met
Staff # 7 Date of Hire: 08/01/2016	Met
Staff # 8 Date of Hire: 11/16/2015	Met
Staff # 9 Date of Hire: 01/30/2017	Met
Staff # 10 Date of Hire: 10/01/2013	Met
Staff # 11 Date of Hire: 01/17/2017	Met
Staff # 12 Date of Hire: 09/23/2016	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
Staff # 17 Date of Hire: 07/15/2017	Met
Staff # 18 Date of Hire: 06/01/2015	Met
Staff # 19 Date of Hire: 08/17/2017	Met



**Records Reviewed: 30**

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

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Staff # 20 Date of Hire: 08/03/2015	Met
Staff # 21 Date of Hire: 01/09/2018	Met
Staff # 22 Date of Hire: 08/01/2017	Met
Staff # 23 Date of Hire: 08/03/2015	Met
Staff # 24 Date of Hire: 03/01/2016	Met
Staff # 25 Date of Hire: 12/27/2017	Met
Staff # 26 Date of Hire: 08/08/2017	Met
Staff # 27 Date of Hire: 08/21/2017	Met
Staff # 28 Date of Hire: 08/01/2016	Met
Staff # 29 Date of Hire: 09/13/2017	Met
Staff # 30 Date of Hire: 05/26/2017	Met

**Staff Credentials Reviewed: 30**

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

**Met**

**Comment**

Consultant reviewed 30 staff files on this date. The consultant observed 30 of 30 staff members to have evidence of a satisfactory determination letter on file on this date.

**Comment**

The director provided three files for staff members hired since the previous visit was conducted on November 1, 2017. The consultant observed three of three newly hired staff members to have evidence of a satisfactory determination letter on file.

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

**Met**

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

**Met**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure all newly hired staff members complete the following training:

- Health and safety orientation training within the first 90-days of their date of hire.
- First aid and CPR training within the first 90-days of their date of hire.
- At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

Please ensure all staff members that provide direct care to children (supervisory staff, teachers, and substitute teachers) complete the required 10 hours of annual training for the year 2018.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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