



**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: 8/18/2021 **VisitType:** Monitoring Visit **Arrival:** 1:00 PM **Departure:** 2:30 PM

CCLC-2706

Westminster Schools, Inc.

1424 W Paces Ferry Road, NW Atlanta, GA 30327 Fulton County
(404) 367-5124 kellyday@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.
08/18/2021	Monitoring Visit	Good Standing	
01/21/2021	Licensing Study	Good Standing	
09/14/2020	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	One Year Olds	2	8	C	10	C	NA	NA	Nap,Music
Main	Chestnut	Infants	1	4	C	10	C	NA	NA	Floor Play,Nap
Main	Elm	Infants	2	7	C	10	C	NA	NA	Floor Play,Nap
Main	Fig		0	0	C	9	C	NA	NA	Not In Use
Main	Jacaranda		0	0	C	6	C	NA	NA	Not In Use
Main	Sycamore	Two Year Olds	1	8	C	10	C	NA	NA	Nap
Main	Upstairs-Baobob		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	Three Year Olds	2	8	C	12	C	NA	NA	Transitioning,Na p
Main	Upstairs-Pre-K	PreK	1	11	C	17	C	NA	NA	Nap
Main	Upstairs-Sequoia	Three Year Olds	1	14	C	18	C	NA	NA	Nap
Main	Willow	Two Year Olds	1	8	C	10	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 134					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 68			Total Capacity @35 sq. ft.: 134			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

Comments

A virtual inspection was conducted on August 18, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant issue a CBC Video Unit Affidavit on this date.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond th Rules and Active Supervision trainings, and GA PDS information flyer on this date.

Consultant discussed that as of August 2, 2021, amendments will need to be submitted via DECAL Koala and also discussed COVID-19 reporting.

Plan of Improvement: Developed This Date 08/18/2021

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.al.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.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).

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

Kelley Day, Program Official

Date

Emma Smith, Consultant

Date



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Findings Report

Date: 8/18/2021 **VisitType:** Monitoring Visit **Arrival:** 1:00 PM **Departure:** 2:30 PM

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The following information is associated with a Monitoring Visit:

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) **N/A**

Comment

Center does not provide swimming activities.

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) **Technical Assistance**

Technical Assistance

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

Comment

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair. Discussed monitoring wood benches for splintering wood.

Food Service

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

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Comment**

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined during a virtual walkthrough of the program that the Elm classroom had a quilted, and porous diaper changing surface on this date.

POI (Plan of Improvement)

The Center will remove the diaper changing surface and replace with a porous diaper changing surface to ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 8/18/2021

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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 on this date. Regulations regarding proper discipline were discussed with the director and staff on this date.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

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.

Staff Records**Records Reviewed: 15****Records with Missing/Incomplete Components: 1**

Staff # 1 Date of Hire: 01/06/2021	Met
Staff # 2	Met
Staff # 3 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 4 Date of Hire: 10/01/2013	Met
Staff # 5 Date of Hire: 08/16/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7 Date of Hire: 08/03/2021	Not Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Dissatisfied	
Staff # 8 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10 Date of Hire: 08/09/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Records Reviewed: 15

Records with Missing/Incomplete Components: 1

Staff # 11 Met
Date of Hire: 03/05/2021

Staff # 12 Met
Date of Hire: 01/09/2018

Staff # 13 Met

Staff # 14 Met
Date of Hire: 08/02/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15 Met

Staff Credentials Reviewed: 4

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

Comment

Director provided 10 files for employees hired since last visit.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member #7, that was hired August 3, 2021, did not electronically port the most recently issued determination letter on this date. The staff member was not present during the virtual walkthrough. The consultant issued a CBC A to Z Video Unit Affidavit on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will follow up to all staff CBCs to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 complete the video affidavit to ensure CRC rules are maintained.

Correction Deadline: 8/18/2021

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.

Comment

Adequate supervision observed on this date.