



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: 8/28/2019 **VisitType:** Monitoring Visit **Arrival:** 10:10 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

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.gov

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.
08/28/2019	Monitoring Visit	Good Standing	
03/20/2019	Licensing Study	Good Standing	
08/07/2018	Complaint Closure	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	9	C	10	C	NA	NA	Outside
Main	Chestnut	Infants	2	8	C	10	C	NA	NA	Nap,Floor Play
Main	Elm	Two Year Olds	2	3	C	10	C	NA	NA	Floor Play
Main	Fig	Two Year Olds	2	7	C	9	C	NA	NA	Outside
Main	Jacaranda	Three Year Olds	2	10	C	10	C	NA	NA	Outside
Main	Sycamore	Two Year Olds and Three Year Olds	2	9	C	10	C	NA	NA	Outside
Main	Upstairs-Baobab		0	0	C	3	C	NA	NA	Not In Use
Main	Upstairs-Magnolia	Three Year Olds	2	8	C	8	C	NA	NA	Lunch,Transitioning
Main	Upstairs-Maple	One Year Olds	2	10	C	11	C	NA	NA	Transitioning,Outside
Main	Upstairs-Pine	One Year Olds	3	13	NC	12	NC	NA	NA	Outside
Main	Upstairs-Pre-K	PreK	2	12	C	17	C	NA	NA	Outside,Centers,Transitioning
Main	Upstairs-Sequoia	Three Year Olds	3	16	C	18	C	NA	NA	Outside
Main	Willow	Two Year Olds and Three Year Olds	2	6	C	6	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 134						Total Capacity @25 sq. ft.: 0				

Total # Children this Date: 111

Total Capacity @35 sq. ft.: 134

Total Capacity @25 sq. ft.: 0

<u>Building</u>	<u>Playground</u>	<u>Playground Occupancy</u>	<u>Playground Compliance</u>
Main	Playground	111	C

Comments

The purpose of this visit was to conduct a Monitoring Visit and follow up to the previous visit on March 30, 2019. The consultant left a 45 day POI follow up letter with the director on this date for one staff waiting for out of state criminal record check results.

Plan of Improvement: Developed This Date 08/28/2019

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.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.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

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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.

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.

Facility

591-1-1-.19 License Capacity(CR)

Met

Correction Deadline: 8/29/2019

Corrected on 8/28/2019

.19(1) - The previous citation was corrected on this date. Room Jacaranda is licensed for 10.

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

Technical Assistance

Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Center appears clean and well maintained.

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.

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.

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)

Met

Comment

The Provider currently does not dispense/administer medication.

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-.36 Transportation(CR)

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

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.

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Staff # 2

Met

Date of Hire: 08/01/2016

Staff # 3

Met

Date of Hire: 08/05/2015

Staff # 4

Met

Records Reviewed: 16**Records with Missing/Incomplete Components: 0**

Date of Hire: 10/11/2016

Staff # 5 Met

Date of Hire: 05/26/2017

Staff # 6 Met

Date of Hire: 07/15/2017

Staff # 7 Met

Date of Hire: 10/01/2013

Staff # 8 Met

Date of Hire: 08/01/2016

Staff # 9 Met

Date of Hire: 08/01/2019

Staff # 10 Met

Date of Hire: 06/01/2015

Staff # 11 Met

Date of Hire: 08/03/2015

Staff # 12 Met

Date of Hire: 08/01/2019

Staff # 13 Met

Date of Hire: 03/01/2016

Staff # 14 Met

Date of Hire: 08/03/2015

Staff # 15 Met

Date of Hire: 01/09/2018

Staff # 16 Met

Date of Hire: 08/03/2015

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 for all 30 staff members on this date with one new hire waiting for out of state results. The consultant left a 45 day POI follow up letter with the director on this date.

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

Technical Assistance

591-1-1-.33 - Please ensure completed orientation checklists are documented and signed for all staff members.

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)

Not Met

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that in room Pine there were thirteen children present when it is only licensed for twelve.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 8/28/2019

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

Met

Comment

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