



**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:** 11/1/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 3:15 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**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

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.
11/01/2017	Monitoring Visit	Good Standing	
05/18/2017	Licensing Study	Good Standing	
10/04/2016	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	Beetles	One Year Olds	2	9	C	9	C	NA	NA	Nap
Main	Bumblebee	One Year Olds	2	9	C	10	C	NA	NA	Nap
Main	Butterfly	Infants	2	9	C	10	C	NA	NA	Free Play,Floor Play
Main	Caterpillar	One Year Olds	2	10	C	10	C	NA	NA	Nap
Main	Cricket	Two Year Olds and Three Year Olds	2	10	C	10	C	NA	NA	Nap
Main	Dragonfly	Infants	2	10	C	10	C	NA	NA	Nap,Floor Play,Free Play,Feeding
Main	Upstairs-Baobab	Infants	1	3	C	3	C	NA	NA	Free Play,Nap,Floor Play,Feeding
Main	Upstairs-Firefly	Two Year Olds	2	10	C	11	C	NA	NA	Nap
Main	Upstairs-Grasshoppers	Three Year Olds and Four Year Olds	2	15	C	18	C	NA	NA	Nap
Main	Upstairs-Ladybugs	One Year Olds	2	12	C	12	C	NA	NA	Nap
Main	Upstairs-Middle Classroom	One Year Olds	2	7	C	8	C	NA	NA	Nap
Main	Upstairs-Pre-K	Four Year Olds and Five Year Olds	2	15	C	17	C	NA	NA	Transitioning,Nap

Total Capacity @35 sq. ft.: 128

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 119

Total Capacity @35 sq. ft.: 128

Total Capacity @25 sq. ft.: 0

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


**Comments**

The purpose of this visit was to conduct a monitoring visit and to follow-up on the previous visit conducted on May 18, 2017.

Consultant discussed the comprehensive criminal records check application process with the director on this date.

Plan of Improvement: Developed This Date

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.decals.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@decals.ga.gov](mailto:qualityrated@decals.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:** 11/1/2017    **VisitType:** Monitoring Visit    **Arrival:** 10:15 AM    **Departure:** 3:15 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**

Observed-Variety Throughout Center

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

**Comment**

No Swimming Activities Provided

**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

**Correction Deadline: 5/18/2017**

**Corrected on 11/1/2017**

The previous citation was observed to be corrected on this date. Consultant observed five of five children's files to be complete and well organized.

**Facility****591-1-1-.06 Bathrooms****Met****Correction Deadline: 6/17/2017****Corrected on 11/1/2017**

The previous citation was observed to be corrected on this date. Consultant observed the ventilation throughout the center to be operable on this date.

**591-1-1-.19 License Capacity(CR)****Technical Assistance****Technical Assistance**

Per director construction is currently taking place in order to add a new infant classroom on the first floor. The approximate date the center would like for the room to open will be on an undetermined date in January 2018. Please contact the consultant when the renovations are completed.

**Correction Deadline: 5/18/2017****Corrected on 11/1/2017**

The previous citation was observed to be corrected on this date. Consultant observed all classrooms throughout the center to provide 35 square feet of usable space per child.

**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Correction Deadline: 5/18/2017****Corrected on 11/1/2017**

The previous citation was observed to be corrected on this date. Consultant observed all hazardous items and materials stored in a locked container and/or cabinet inaccessible to the children receiving care on this date.

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

Discussed-Fluff/Redistribute Surface

**Comment**

Observation-Clean/Good Repair

**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Correction Deadline: 5/18/2017****Corrected on 11/1/2017**

The previous citation was observed to be corrected on this date. Consultant observed all infants to have an infant feeding plan on file on this date.

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

Consultant discussed diapering requirements with the director on this date.

**Comment**

Staff Stated Proper Knowledge

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

Staff stated the proper hand washing procedures on this date.

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

Per director the center does not administer medications at this time.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Technical Assistance****Technical Assistance**

Consultant discussed the center's emergency preparedness plan with the director on this date.

**Correction Deadline: 11/6/2017**

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**Safety**

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

Observed-Positive Learning Environment

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Observed-Pleasant Naptime Environment

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**Staff Records**

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**Records Reviewed: 28****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: 08/01/2017	
Staff # 3	Met
Date of Hire: 08/01/2016	
Staff # 4	Met
Date of Hire: 08/01/2016	
Staff # 5	Met
Date of Hire: 08/05/2015	
Staff # 6	Met
Date of Hire: 08/01/2016	

Staff # 7 Date of Hire: 11/16/2015	Met
Staff # 8 Date of Hire: 10/01/2013	Met
Staff # 9 Date of Hire: 01/17/2017	Met
Staff # 10 Date of Hire: 09/23/2016	Met
Staff # 11 Date of Hire: 01/19/2016	Met
Staff # 12 Date of Hire: 08/01/2017	Met
Staff # 13 Date of Hire: 10/11/2016	Met
Staff # 14 Date of Hire: 08/03/2015	Met
Staff # 15 Date of Hire: 08/03/2015	Met
Staff # 16 Date of Hire: 09/13/2017	Met
Staff # 17 Date of Hire: 10/24/2017	Met
Staff # 18 Date of Hire: 06/01/2015	Met
Staff # 19 Date of Hire: 03/20/2017	Met
Staff # 20 Date of Hire: 08/17/2017	Met
Staff # 21 Date of Hire: 08/03/2015	Met

**Records Reviewed: 28**

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

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Staff # 22 Date of Hire: 08/03/2015	Met
Staff # 23 Date of Hire: 03/01/2016	Met
Staff # 24 Date of Hire: 10/25/2016	Met
Staff # 25 Date of Hire: 08/01/2016	Met
Staff # 26 Date of Hire: 09/13/2017	Met
Staff # 27 Date of Hire: 05/26/2017	Met
Staff # 28 Date of Hire: 01/04/2016	Met

**Staff Credentials Reviewed: 28**

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

**Comment**

Consultant reviewed 28 staff files on this date. Consultant observed 28 of 28 staff members to have evidence of a satisfactory criminal records check on file.

**Comment**

The director provided seven files for staff members hired since the previous visit was conducted on May 18, 2017. Consultant observed seven of seven newly hired staff members to have evidence of a satisfactory criminal records check on file.

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

**Comment**

Observed-100% Certified First Aid & CPR

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

**Technical Assistance**

Discussed - Obtain Documentation

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

**Comment**

Consultant observed all staff members to comply with all laws and regulations on this date.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)** **Met**



**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Direct Supervision/Attentive Staff