



**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

**Cover Sheet**

**Date:** 10/5/2021    **VisitType:** Monitoring Visit    **Arrival:** 3:30 PM    **Departure:** 4:30 PM

**CCLC-2017**

**Preferred School Care at West Manor Elementary**

570 Lynhurst Drive, Sw Atlanta, GA 30311 Fulton County  
 (770) 739-1462 selmonatl@aol.com

**Regional Consultant**

Lajuana Williams  
 Phone: (770) 357-7074  
 Fax: (770) 357-7073  
 lajuana.williams@dec.al.gov

**Mailing Address**  
 1125 Annie Lane  
 Mableton, GA 30126

**Quality Rated:**

<b>Compliance Zone Designation</b>		
10/05/2021	Monitoring Visit	Good Standing
02/27/2020	Licensing Study	Good Standing
09/13/2019	Monitoring Visit	Good Standing

**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.

**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	1		0	0	C	25	C	NA	NA	
Main	10		0	0	C	20	C	NA	NA	
Main	17		0	0	C	20	C	NA	NA	
Main	2		0	0	C	20	C	NA	NA	
Main	3		0	0	C	21	C	NA	NA	
Main	4		0	0	C	19	C	NA	NA	
Main	5		0	0	C	20	C	NA	NA	
Main	7		0	0	C	20	C	NA	NA	
Main	cafeteria	Five Year Olds and Six Year Olds and Over	2	15	C	53	C	NA	NA	Supper
Total Capacity @35 sq. ft.: 100						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Centers Request			
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PGR	881	C

**Comments**

A virtual inspection was conducted on October 4, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Please ensure an amendment is submitted to add room 1107 to the licensed capacity and remove rooms that are no longer in use or exist do the remodeling of the building. If the gym will be use more thirty minutes a day please submit to add it to the licensed capacity as well. Amendments are to submitted through Decal Koala.

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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@dec.state.ga.us)

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](mailto: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)

---

Cora Fitch, Program Official

Date

---

Lajuana Williams, Consultant

Date



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

### Findings Report

**Date:** 10/5/2021    **VisitType:** Monitoring Visit    **Arrival:** 3:30 PM    **Departure:** 4:30 PM

#### CCLC-2017

#### Preferred School Care at West Manor Elementary

570 Lynhurst Drive, Sw Atlanta, GA 30311 Fulton County  
(770) 739-1462 selmonatl@aol.com

#### Mailing Address

1125 Annie Lane  
Mableton, GA 30126

#### Regional Consultant

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

#### 591-1-1-.12 Equipment & Toys(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through equipment and furniture was observed to be properly secured, as applicable.

#### 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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk though the program was observed to be compliant with the Licensed capacity. .

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there were no hazards observed accessible to children on this date.

#### 591-1-1-.26 Playgrounds(CR)

N/A

#### Comment

Playground not observed on this date due to inclement weather.

### Health and Hygiene

---

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

N/A

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

---

**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic .Hand washing was not directly observed, however, the Director stated proper knowledge of the rules.

---

**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, however, the Director displayed proper knowledge of the rules.

---

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

N/A

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

---

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

N/A

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records****Records Reviewed: 4****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 03/21/2017

Staff # 2

Not Met

Date of Hire: 08/05/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 3

Met

Date of Hire: 08/05/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4

Met

Date of Hire: 08/05/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

---

**Staff Credentials Reviewed: 0**

---

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

Criminal record checks were observed to be complete.

---

**591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined during a monitoring visit that center Director did not meet the academic requirements.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 10/5/2021**

<b>Staffing and Supervision</b>
---------------------------------

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the program was observed to maintain appropriate staff:child ratios.

---

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed on this date.