



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: 2/8/2022 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 11:45 AM

CCLC-2706

Westminster Schools, Inc.

1424 W Paces Ferry Road, NW Atlanta, GA 30327 Fulton County
 (404) 367-5124 rachelperetz@westminster.net

Regional Consultant

Lajuana Williams

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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.
02/08/2022	Licensing Study	Good Standing	
08/18/2021	Monitoring Visit	Good Standing	
01/21/2021	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	One Year Olds and Two Year Olds	2	10	C	10	C	NA	NA	Centers
Main	Chestnut	One Year Olds	2	7	C	10	C	NA	NA	Field Trip,Lunch,Feeding
Main	Elm	Infants	2	8	C	10	C	NA	NA	Circle Time
Main	Fig	Infants	2	6	C	9	C	NA	NA	Floor Play,Nap
Main	Jacaranda	Two Year Olds	20	10	C	6	NC	NA	NA	Outside
Main	Sycamore	Two Year Olds	1	8	C	10	C	NA	NA	Outside
Main	Upstairs-Baobab		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	One Year Olds	2	9	C	11	C	NA	NA	Floor Play
Main	Upstairs-Pine	Three Year Olds and Four Year Olds	1	8	C	12	C	NA	NA	Centers
Main	Upstairs-Pre-K	Four Year Olds	2	12	C	17	C	NA	NA	Centers
Main	Upstairs-Sequoia	Three Year Olds	2	13	C	18	C	NA	NA	Transitioning,Circle Time
Main	Willow		0	0	C	10	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 134					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 91			Total Capacity @35 sq. ft.: 134			Total Capacity @25 sq. ft.: 0				


Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	111	C

Comments

An Administrative Review was conducted on February 8, 2022. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 9, 2022 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic



Plan of Improvement: Developed This Date 02/08/2022

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

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.

- 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)

Rachel Perez, Program Official

Date

Lajuana Williams, Consultant

Date



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Findings Report

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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**

591-1-1-.03(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through it was discussed that schedules would be posted in each classrooms, including infant areas.

Correction Deadline: 2/8/2022

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 a variety of equipment and toys were observed throughout the center. The center will ensure all possible tipping hazards (fish tanks, shelving, etc are secured if necessary).

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 through the center 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 it was discussed that all hazardous items were to be maintained out of the reach of children at all times.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground was observed to be clean and in good repair. Discussed maintenance of resilient surface and ensuring the rubber mats stored beneath equipment were flush to the ground to prevent a possible tripping hazard.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Correction Deadline: 8/18/2021****Corrected on 2/8/2022**

.10(4) - Previous cite corrected. During the virtual visit the diapering changing surface was observed to be smooth and non-porous.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through proper hand washing was observed. The Director stated proper knowledge of the rules this date.

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

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License**Met****Comment**

591-1-1-.16(f) - It was discussed that a room type amendment would be submitted for Chestnut classroom to change the room for non-diapering to diapering.

Correction Deadline: 2/8/2022

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment 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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through a pleasant naptime environment was observed. SIDS and safe sleep position was discussed this date.

Staff Records**Records Reviewed: 23****Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 01/06/2021	Met
Staff # 2 Date of Hire: 10/13/2021	Met
Staff # 3 Date of Hire: 09/10/2021	Met
Staff # 4 Date of Hire: 05/26/2017	Met
Staff # 5 Date of Hire: 08/01/2021	Met
Staff # 6 Date of Hire: 10/01/2013	Met
Staff # 7 Date of Hire: 01/19/2021	Met
Staff # 8 Date of Hire: 08/16/2021	Met
Staff # 9 Date of Hire: 08/30/2020	Met
Staff # 10 Date of Hire: 01/19/2021	Met
Staff # 11 Date of Hire: 08/01/2021	Met
Staff # 12 Date of Hire: 08/31/2021	Met
Staff # 13 Date of Hire: 11/02/2021	Met

Records Reviewed: 23

Records with Missing/Incomplete Components: 0

Staff # 14 Date of Hire: 09/08/2021	Met
Staff # 15 Date of Hire: 08/01/2021	Met
Staff # 16 Date of Hire: 09/07/2021	Met
Staff # 17 Date of Hire: 03/05/2021	Met
Staff # 18 Date of Hire: 01/09/2018	Met
Staff # 19 Date of Hire: 08/01/2019	Met
Staff # 20 Date of Hire: 09/07/2021	Met
Staff # 21 Date of Hire: 08/02/2021	Met
Staff # 22 Date of Hire: 09/12/2021	Met
Staff # 23	Met

Staff Credentials Reviewed: 15

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

Correction Deadline: 8/18/2021

Corrected on 2/8/2022

.09(1)(j) - previous cite corrected. Criminal Background Check were observed and verified in Koala Outback.

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

Comment

During the administrative review evidence was observed of 50% of center staff certified in First Aid and CPR as well as the Director.

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center 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.