



**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:** 8/15/2018 **VisitType:** Licensing Study

**Arrival:** 8:55 AM

**Departure:** 1:00 PM

**CCLC-32845**

**Windward Child Development Center - CCLC**

5830 Windward Pkwy Alpharetta, GA 30005 Fulton County  
 (678) 624-0222 rasantiago@kindercare.com

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@dec.al.ga.gov

**Mailing Address**

3051 Parkbrooke Circle  
 Woodstock, GA 30189

**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.
08/15/2018	Licensing Study	Good Standing	
02/08/2018	Monitoring Visit	Good Standing	
08/11/2017	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	1L: H Preschool	Three Year Olds	1	6	C	21	C	NA	NA	Circle Time
Main	1L: Preschool A	Three Year Olds	1	6	C	21	C	NA	NA	Circle Time
Main	2L: I Art/Library		0	0	C	21	C	NA	NA	Not In Use
Main	2L: Preschool B	Two Year Olds	1	6	C	21	C	NA	NA	Transitioning
Main	2R: A Infants A	Infants	2	5	C	16	C	NA	NA	Nap, Floor Play, Feeding
Main	2R: A Infants I	Infants	2	5	C	16	C	NA	NA	Nap, Feeding, Floor Play, Diapering
Main	3L: GA Pre-K 4	PreK	2	19	C	21	C	NA	NA	Outside
Main	3L: J Library	PreK	2	21	C	21	C	NA	NA	Circle Time
Main	3R: B Infants II	Infants	1	5	C	16	C	NA	NA	Floor Play
Main	3R: Infant B	Infants	1	5	C	16	C	NA	NA	Floor Play
Main	4L: GA PreK-2	PreK	2	21	C	21	C	NA	NA	Circle Time
Main	4L: K PreK	PreK	2	21	C	21	C	NA	NA	Outside
Main	4R: C Tutorial		0	0	C	13	C	NA	NA	Not In Use
Main	4R: Learning Adventures		0	0	C	13	C	NA	NA	Not In Use
Main	5L-Front: After Care		0	0	C	18	C	NA	NA	Not In Use
Main	5L-Front: After Care		0	0	C	18	C	NA	NA	Not In Use
Main	5L-Rear: After Care		0	0	C	16	C	NA	NA	Not In Use
Main	5L-Rear: M After Care		0	0	C	16	C	NA	NA	Not In Use
Main	5R: D Toddlers	Two Year Olds	1	7	C	13	C	NA	NA	Transitioning
Main	5R: Early Foundations A	Two Year Olds	1	7	C	13	C	NA	NA	Free Play

Main	6L: N GA PreK	PreK	2	19	C	32	C	NA	NA	Centers
Main	6L: GA PreK-1	PreK	2	19	C	32	C	NA	NA	Centers
Main	6R: E Jr Preschool	Two Year Olds	1	4	C	13	C	NA	NA	Free Play
Main	6R: Discovery Preschool A	Two Year Olds	1	4	C	13	C	NA	NA	Free Play
Main	7L: GA PreK-3	PreK	2	19	C	23	C	NA	NA	Centers
Main	7L: G GA PreK	PreK	2	19	C	23	C	NA	NA	Transitioning, Circle Time
Main	7R: Discovery Preschool B	Two Year Olds	1	7	C	13	C	NA	NA	Free Play
Main	7R: F Jr Preschool II	Two Year Olds	1	4	C	13	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 514					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 229					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A: Infant/Toddler	16	C
Main	A: Infant/Toddler	16	C
Main	B: Preschool	69	C
Main	B: Preschool	69	C
Main	C: School Age	108	C
Main	C: School Age	108	C

#### Comments

The purpose of this visit was to conduct a licensng study visit and to follow up to the previous visit conducted on February 8, 2018.

Plan of Improvement: No Plan Developed

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(j)(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](mailto: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). 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.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](mailto:qualityrated@decal.ga.gov)

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Raquel Santiago, Program Official

Date

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Shannon Curtis, 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-.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)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**591-1-1-.08 Children's Records**

**Met**

**Comment**

Records were observed to be complete and well organized.

### 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)**

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition** **Met**

**Comment**

Center menu meets USDA guidelines.

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**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Met**

**Comment**

Consultant observed evidence of monthly fire drills conducted as of July 27, 2018 on this date.

**Correction Deadline: 8/20/2018**

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**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed reporting requirements.

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**Safety**

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**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

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

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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**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.

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**Staff Records**

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

**Comment**

Criminal records checks were observed to be complete for all staff on this date.

**Comment**

Director provided four files for employees hired since last visit.

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

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

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**591-1-1-.33 Staff Training** **Met**

**Comment**

Documentation observed of required staff training for 2017 on this date.

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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**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.