



**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:** 5/7/2019    **VisitType:** Complaint Investigation & Licensing Study    **Arrival:** 9:45 AM    **Departure:** 3:05 PM

**CCLC-1110**

**Windy's Preschool**

425 Tattnall St. Savannah, GA 31401 Chatham County  
 (912) 234-0575 rbrewton@greenbriarchildrenscenter.org

**Regional Consultant**

Stacey Foston

Phone: (706) 806-0407

Fax: (706) 806-0406

stacey.foston@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>			<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.
05/07/2019	Complaint Closure	Good Standing	
05/07/2019	Complaint Investigation & Licensing Study	Good Standing	
11/28/2018	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	Left Down	Two Year Olds and Three Year Olds	1	8	C	19	C	NA	NA	Lunch, Free Play, Transitioning
Main	Right Down	One Year Olds and Two Year Olds	1	5	C	9	C	NA	NA	Lunch
Main	Up Left	Three Year Olds and Four Year Olds	1	7	C	21	C	NA	NA	Centers
Main	Up Right	PreK	2	18	C	17	NC	NA	NA	Circle Time, Nap
Total Capacity @35 sq. ft.: 66			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 38			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Plan of Improvement: Developed This Date 05/07/2019

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.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

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://www.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)



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

Regina Brewton, Program Official

Date

Stacey Foston, Consultant

Date



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### Findings Report

**Date:** 5/7/2019 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 9:45 AM **Departure:** 3:05 PM

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The following information is associated with a Licensing Study Visit:

### Activities and Equipment

**591-1-1-.03 Activities**

**Not Met**

#### Finding

591-1-1-.03(13) requires Center Staff to develop a daily schedule for each group to reflect routines and activities that is flexible but routinely followed to provide structure. The schedule must be posted in each group's room or area and made available to Parent(s) upon request. It was determined based on observation one classroom did not have a daily schedule posted or available for review.

#### POI (Plan of Improvement)

The Center will develop a daily schedule for each age group, post the schedule in each room, and make it available to parents upon request. The Center will train Staff and monitor to ensure the schedules are followed and remain posted.

**Correction Deadline: 5/8/2019**

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

**Met**

#### Comment

Equipment and furniture 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

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined [based on observation that the door between the kitchen and the upstairs classroom did not have the child gate in place to prevent the children from having access to the kitchen. In addition the doors between the downstairs kitchen and the classroom did not have a latch to prevent children from accessing the kitchen.

**POI (Plan of Improvement)**

The Center will ensure the child gate is secure at all times. The center will latch or secure the downstairs kitchen doors.

**Correction Deadline: 5/31/2019****Finding**

591-1-1-.25(3) requires that the Center and surrounding premises be clean, free of debris and in good repair. The following areas/items were found to be non compliant: It was determined based on observation that the vent fan in the bathroom between the downstairs classrooms was not in working order as required.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the environment, the center will ensure the vent fan in the bathroom is fixed or either replaced.

**Correction Deadline: 5/21/2019****Recited on 5/7/2019**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26 - Discussed washing the out door equipment.

**Correction Deadline: 12/3/2018****Corrected on 5/7/2019**

.26(9) - The previous citation has been corrected. The center has removed the cited hazards from the small playground.

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines. There are no infants enrolled in this program.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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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)****N/A****Comment**

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**Technical Assistance**

591-1-1-.21(1)(p) - Discussed the new emergency preparedness plan requirements. The consultant emailed a template resource to the director.

**Correction Deadline: 5/12/2019**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on observations that the center did not have documentation that emergency drills had been conducted as required.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 5/31/2019**

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Technical Assistance

**Technical Assistance**

591-1-1-.13 - discussed field trip requirements. Explained to the director that parental permission must be obtained for walking field trips to parks or around the neighborhood.

**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)**

Met

**Comment**

No infants enrolled . The children mats were stored as required.

**Staff Records**

Records Reviewed: 6

Records with Missing/Incomplete Components: 6

Staff # 1

Not Met

Date of Hire: 09/04/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2

Not Met

Date of Hire: 08/03/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

**Records Reviewed: 6****Records with Missing/Incomplete Components: 6**

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Staff # 3 Not Met

Date of Hire: 09/21/2001

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 4 Not Met

Date of Hire: 11/14/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 5 Not Met

Date of Hire: 01/03/1991

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 6 Not Met

Date of Hire: 08/27/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

**Staff Credentials Reviewed: 6**

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

591-1-1-.09(1) - Reminded the center to follow up with the Bright from the Start criminal record department about one employees out of state results. The center has submitted the required documents.

**Comment**

Criminal record checks were observed to be complete.

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**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that less than 50% of the staff which included the director did not have current first aid and CPR training.

**POI (Plan of Improvement)**

The Center Director showed evidence that the staff is scheduled for training this week. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 5/31/2019****Recited on 5/7/2019**

**Finding**

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observations that the center's kit was missing the following items: thermometer, triangular bandage, insect-sting preparation, and a protective face mask.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 5/17/2019**

**Recited on 5/7/2019**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that three staff members did not complete the required health and safety training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 6/6/2019**

**Finding**

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591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that four staff members did not complete the require ten hours of training for the year 2018.

**POI (Plan of Improvement)**

The center will plan and schedule the required 10 hours of ongoing training each year and follow up to ensure the training is completed.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2019**

**Recited on 5/7/2019**

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

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date.