



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: 4/28/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:20 PM

CCLC-2176

Westminster Children's Weekday Ministries

2208 Main Street East Snellville, GA 30078 Gwinnett County
 (770) 979-9676 stephanie.evans@wpcsnellville.org

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
04/28/2021	Licensing Study	Good Standing	
11/04/2020	Monitoring Visit	Good Standing	
12/09/2019	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	1L Room 33 / 31	Two Year Olds	1	3	C	21	C	NA	NA	Nap
Main	1R Room 32		0	0	C	21	C	NA	NA	Not In Use
Main	2L Room 29	Infants and One Year Olds	1	2	C	20	C	NA	NA	Nap
Main	2nd Right 30	Three Year Olds and Four Year Olds	1	5	C	21	C	NA	NA	Nap
Main	3R Room 28		0	0	C	10	C	NA	NA	Not In Use
Main	4R Room 26		0	0	C	10	C	NA	NA	Not In Use
Main	Back Middle Room 22	PreK	2	7	C	23	C	NA	NA	Transitioning, Nap
Total Capacity @35 sq. ft.: 126						Total Capacity @25 sq. ft.: 0				
Second Building	1st Left		0	0	C	10	C	NA	NA	Not In Use
Second Building	1st Right		0	0	C	10	C	NA	NA	Not In Use
Second Building	2L Room 29		0	0	C	21	C	NA	NA	Not In Use
Second Building	2nd on Right		0	0	C	11	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 52						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 17			Total Capacity @35 sq. ft.: 178			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	23	C
Main	PG-S/A	148	C


Comments

An Administrative Review was conducted on April 28, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on April 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on March 31, 2021 was reviewed during the virtual inspection.

Follow up on FAQ regarding Rule Changes effective October 1, 2020.

Plan of Improvement: Developed This Date 04/28/2021

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.

- 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)



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

Stephanie Evans, Program Official

Date

Dianne Clarke, 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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

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

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.19 License Capacity(CR) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be routinely met by center.

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

Correction Deadline: 11/4/2020

Corrected on 4/28/2021

.25(13) - The previous citation was observed to be corrected in that there were no hazards observed accessible. Discussed regarding ensuring that hazards remain inaccessible to children including behind locked drawers and cabinets.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

Comment

591-1-1-.15(2)(f) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 4/28/2021

Health and Hygiene

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Director on this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

A virtual visit was conducted due to the COVID-19 pandemic. The consultant discussed emergency drill requirements and emergency plans with the Director.

591-1-1-.22 Parental Access**Met****Comment**

591-1-1-.22 - A Virtual Visit was conducted due to the COVID-19 pandemic. Parental access requirements were met per the COVID-19 guidelines.

Correction Deadline: 4/28/2021

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

Reminder: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Also, please complete a Required Report in DECAL KOALA for communicable diseases.

Please be sure to report temporary closures in DECAL KOALA under the Required Report tab whenever there are temporary closures for one day or more.

Safety

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date. Redirection and positive guidance is used for discipline.

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

Please remember the Governor's Executive Order does not allow for field trips at this time.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide routine transportation.

Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

Staff Records

Records Reviewed: 15**Records with Missing/Incomplete Components: 1**

Staff # 1 Met

Date of Hire: 11/01/2019

Staff # 2 Met

Date of Hire: 02/14/2018

Staff # 3 Met

Date of Hire: 06/02/2016

Staff # 4 Met

Records Reviewed: 15**Records with Missing/Incomplete Components: 1**

Date of Hire: 09/13/2018

Staff # 5

Met

Date of Hire: 10/23/2020

Staff # 6

Not Met

Date of Hire: 10/23/2020

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 7

Met

Staff # 8

Met

Staff # 9

Met

Date of Hire: 11/13/2018

Staff # 10

Met

Date of Hire: 08/15/2019

Staff # 11

Met

Staff # 12

Met

Staff # 13

Met

Date of Hire: 07/22/2019

Staff # 14

Met

Date of Hire: 07/29/2019

Staff # 15

Met

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal record checks were observed to be complete. Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry. Please ensure that records checks are redone if there is a six month break in service. Please also ensure that satisfactory records checks are updated before the expiration date.

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

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

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

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff #6 did not have evidence of CPR. Staff completed the course online.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 5/28/2021

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

Met

Comment

591-1-1-.31(13) - A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on March 31, 2021.

Correction Deadline: 4/28/2021

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. Center 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. Adequate supervision observed on this date.