



**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:** 11/4/2020    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 12:00 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

<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.
11/04/2020	Monitoring Visit	Good Standing	
12/09/2019	Monitoring Visit	Good Standing	
06/13/2019	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	1L Room 33 / 31	Two Year Olds	1	4	C	21	C	NA	NA	Outside
Main	1R Room 32		0	0	C	21	C	NA	NA	Not In Use
Main	2L Room 29	One Year Olds	1	4	C	20	C	NA	NA	Outside
Main	2nd Right 30	Three Year Olds and Four Year Olds	1	6	C	21	C	NA	NA	Centers
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	Centers
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: 21			Total Capacity @35 sq. ft.: 178			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG	23	C

**Comments**

A virtual inspection was conducted on November 4, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

Shared FAQ regarding Rule Changes effective October 1, 2020 and the new updated Infant feeding plan.

Plan of Improvement: Developed This Date 11/04/2020

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.al.ga.gov/CCS/RulesAndRegulations.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.

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**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.

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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)

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Stephanie Evans, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 11/4/2020 **VisitType:** Monitoring Visit **Arrival:** 10:00 AM **Departure:** 12:00 PM

#### CCLC-2176

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Correction Deadline: 12/10/2019**

**Corrected on 11/4/2020**

**.03(1) - The previous citation was observed to be corrected in that the lesson plan was observed to be completed.**

**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.

### 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)** **Not Met**

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Please be mindful to keep items that pose a hazard inaccessible to children. Discussed regarding ensuring that plastic bags are not accessible to the children and to ensure that cords are secured.

**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 tape dispenser and white out was observed to be accessible in the 2nd Right 30 classroom.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 11/4/2020**

**Recited on 11/4/2020**

**Technical Assistance**

591-1-1-.25(8) - Please ensure that all outlets are covered when not in use including on power strips.

**Correction Deadline: 11/4/2020**

**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 daily. Equipment over five feet including swings must have six inches of mulch and equipment under five feet must have three inches of mulch in the fall zone areas.

<b>Health and Hygiene</b>
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**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.

<b>Safety</b>
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**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. The provider stated that redirection is used for discipline.

**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.

<b>Sleeping &amp; Resting Equipment</b>
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**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

**Staff Records****Records Reviewed: 16****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 12/01/2019	
Staff # 2	Met
Date of Hire: 02/14/2018	
Staff # 3	Met
Date of Hire: 06/02/2016	
Staff # 4	Met
Date of Hire: 09/13/2018	
Staff # 5	Met
Date of Hire: 10/26/2020	
Staff # 6	Met
Date of Hire: 10/23/2020	
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: 10/18/2018	

**Records Reviewed: 16**

**Records with Missing/Incomplete Components: 0**

Staff # 15

Met

Date of Hire: 07/29/2019

Staff # 16

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.

**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 September 30, 2020.

**Correction Deadline: 11/4/2020**

**Staffing and Supervision**

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

**Met**

**Comment**

Discussed naptime ratios and ensuring that there are no two-year-olds mixed with three-year-old for naps. Appropriate mixed age groups must be maintained at all times.

**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.