



**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: 12/5/2018 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 1:15 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 | | |
|------------------------------------|------------------|---------------|
| 12/05/2018 | Monitoring Visit | Good Standing |
| 03/01/2018 | POI Follow Up | Good Standing |
| 02/01/2018 | Licensing Study | Good Standing |

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.

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 | | 0 | 0 | C | 21 | C | NA | NA | | | | | |
| Main | 1R Room 32 | | 0 | 0 | C | 21 | C | NA | NA | | | | | |
| Main | 2L Room 29 | Two Year Olds | 1 | 3 | C | 20 | C | NA | NA | Free Play | | | | |
| Main | 2nd Right 30 | | 0 | 0 | C | 21 | C | NA | NA | | | | | |
| Main | 3R Room 28 | Infants and One Year Olds | 1 | 2 | C | 10 | C | NA | NA | Free Play, Feeding | | | | |
| Main | 4R Room 26 | One Year Olds | 1 | 5 | C | 10 | C | NA | NA | Free Play | | | | |
| Main | Back Middle Room 22 | PreK | 2 | 21 | C | 23 | C | NA | NA | Circle Time | | | | |
| Total Capacity @35 sq. ft.: | | | 126 | | | Total Capacity @25 sq. ft.: | | | 0 | | | | | |
| Second Building | 1st Left | | 0 | 0 | C | 10 | C | NA | NA | | | | | |
| Second Building | 1st Right | | 0 | 0 | C | 10 | C | NA | NA | | | | | |
| Second Building | 2L Room 29 | | 0 | 0 | C | 21 | C | NA | NA | | | | | |
| Second Building | 2nd on Right | | 0 | 0 | C | 11 | C | NA | NA | | | | | |
| Total Capacity @35 sq. ft.: | | | 52 | | | Total Capacity @25 sq. ft.: | | | 0 | | | | | |
| Total # Children this Date: 31 | | | Total Capacity @35 sq. ft.: | | | 178 | | | Total Capacity @25 sq. ft.: | | | 0 | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | PG | 23 | C |

Comments

Plan of Improvement: To Be Submitted 12/19/2018

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.decal.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.

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@decal.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://decal.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).

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

Stephanie Evans, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 12/5/2018 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 1:15 PM

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The following information is associated with a Monitoring Visit:

| |
|---------------------------------|
| 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.

| |
|-----------------|
| 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) **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 hazards were observed in the following classrooms:

2nd Right 30: In an unlocked cabinet below the sink, Lysol clean and fresh which read "keep out of reach of children" was observed to be accessible.

3R Room 28: In an unlocked cabinet under the diaper changing table, diaper cream and wipes packaging which read "keep out of reach of children" were accessible.

4R Room 26: In an unlocked cabinet under the diaper changing table, diaper cream and wipes packaging which read "keep out of reach of children" were accessible.

Back Middle Room 22: In an unlocked closet, a purse, lotion and first aid kit were observed to be accessible.

.....

Correction Deadline: 12/5/2018

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on a review of records that the wall near the door leading to outside in the 3R classroom was observed to have paint chipping.

Correction Deadline: 12/5/2018

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

Technical Assistance

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

591-1-1-.26(9) - Discussed regarding ensuring that broken equipment is removed from on the playground immediately.

Correction Deadline: 12/5/2018

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Met

Comment

Hand washing requirements for diapering were discussed with the director on this date. Ensure that staff knows that infants can wash hands at the sink as long as they can hold their head up.

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Discussed proper medication documentation and procedures. No medication dispensed since the last visit.

| |
|---------------|
| Safety |
|---------------|

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Center does not provide routine transportation offered this school year.

Sleeping & Resting Equipment

Technical Assistance

591-1-1-.30(2) - Discussed regarding ensuring that infants are placed on back to sleep at all times.

Correction Deadline: 12/5/2018

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 0

| | |
|--|-----|
| Staff # 1 Date of Hire: 02/14/2018 | Met |
| Staff # 2 Date of Hire: 09/04/2018 | Met |
| Staff # 3 Date of Hire: 08/07/2017 | Met |
| Staff # 4 Date of Hire: 10/18/2018 | Met |
| Staff # 5 Date of Hire: 11/13/2018 | Met |
| Staff # 6 Date of Hire: 03/01/2011 | Met |
| Staff # 7 Date of Hire: 02/26/2018 | Met |
| Staff # 8 Date of Hire: 04/09/2014 | Met |
| Staff # 9 Date of Hire: 06/02/2016 | Met |
| Staff # 10 Date of Hire: 03/12/2012 | Met |

Staff Credentials Reviewed: 10

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

Comment

Director provided five files for employees hired since last visit.

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

Correction Deadline: 3/3/2018

Corrected on 12/5/2018

.14(2) - The previous citation was observed to be corrected in that all eligible staff CPR and First Aid was observed to be current.

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

Correction Deadline: 5/1/2018

Corrected on 12/5/2018

.31(2)(b)2. - The previous citation was observed to be corrected in that the current lead teachers has the required education credential. The center recently lost a lead teacher and is in the process of hiring.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR) **Met**

Comment

Adequate supervision observed on this date.