



**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:** 1/9/2018    **VisitType:** Licensing Study    **Arrival:** 12:30 PM    **Departure:** 3:30 PM

**CCLC-38886**

**Westside Kids**

175 Racine Street Atlanta, GA 30314 Fulton County  
(404) 400-2688 westsidekids1@yahoo.com

**Regional Consultant**

Margarita Collier

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Fax: (678) 891-5989

margarita.collier@decal.ga.gov

**Mailing Address**

Same

**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.
01/09/2018	Licensing Study	Good Standing	
08/02/2017	Monitoring Visit	Good Standing	
05/05/2017	Complaint Investigation Follow Up	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	A	Two Year Olds and Three Year Olds	2	12	C	15	C	NA	NA	Nap
Main	B		0	0	C	8	C	NA	NA	Not In Use
Main	C	Infants and One Year Olds	1	4	C	7	C	NA	NA	Nap
Main	D		0	0	C	38	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 68						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 16			Total Capacity @35 sq. ft.: 68			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	49	C

**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow-up on the previous visit conducted on August 2, 2017. Consultant reviewed the following information with the director on this date:

- Updated USDA menu guidelines.
- Comprehensive background checks by October 1, 2018.

Plan of Improvement: Developed This Date 01/09/2018

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).



**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(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.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.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

LaSonya Simmons, Program Official

Date

Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 1/9/2018      **VisitType:** Licensing Study      **Arrival:** 12:30 PM      **Departure:** 3:30 PM

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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

**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**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

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**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

Please monitor bathrooms for necessary supplies.

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**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(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 consultant's observation the following items need to be repaired:

- The second white drawer located on the front right side in classroom C contained an exposed nail creating a potential entrapment hazard.
- The first right sink in the first right hallway restroom was inoperable.
- The first right sink located in the first right restroom located in classroom D was inoperable.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 1/9/2018**

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant's observation of the center's playground area a two feet gap was observed on the top back right side of the fence creating a potential entrapment hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 1/12/2018**

**Recited on 1/9/2018**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation of the center's playground area pecans and leaves were observed throughout the grounds of the playground area.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 1/9/2018**

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**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Please ensure that bottles are covered and fully labeled with child's full name.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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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)****Met****Comment**

Per director the center does not administer any medications at this time.

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**Policies and Procedures**

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

Consultant observed the center to have complete documentation of fire, tornado, and lock down drills on this date.

**Correction Deadline: 1/14/2018**

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**591-1-1-.27 Posted Notices****Technical Assistance****Technical Assistance**

Please make sure that all required signs are posted and up to date.

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

Thank you for reporting as required.

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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**

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time.

**Technical Assistance**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Sleeping & Resting Equipment**

**Technical Assistance**

Discussed SIDS and infant sleeping position.

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on consultant’s observation an infant was observed to be sleeping with a blanket while in their crib for nap time in classroom C.

**POI (Plan of Improvement)**

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 1/9/2018**

**Staff Records**

**Records Reviewed: 6**

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

Staff # 1	Met
Date of Hire: 05/11/2017	
Staff # 2	Met
Date of Hire: 07/06/2016	
Staff # 3	Not Met
Date of Hire: 03/06/2017	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 4	Met
Date of Hire: 06/02/2017	

Staff # 5 Met  
Date of Hire: 07/17/2017

Staff # 6 Met

**Staff Credentials Reviewed: 6**

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

**Comment**

Consultant requested to view all criminal record checks for employees hired after last visit was conducted. Director stated that there have been no new hires since last visit was conducted on August 2, 2017.

**Comment**

Consultant reviewed six staff files on this date. Consultant observed six of six staff members to have evidence of a current satisfactory determination letter on file on this date.

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

**Comment**

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

**Technical Assistance**

Please add a triangular bandage and insect sting preparation to the center's first aid kit.

**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 consultant's review of staff files one of six staff members did not complete the health and safety orientation training as required.

**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: 2/8/2018**

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

**Comment**

Consultant observed all staff members to comply with all laws and regulations on this date.

**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**

Staff observed to provide direct supervision and be attentive to children's needs.