



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: 9/25/2018 **VisitType:** Licensing Study **Arrival:** 2:40 PM **Departure:** 5:20 PM

CCLC-38886

Westside Kids

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

Regional Consultant

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

Mailing Address

Same

Quality Rated:

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.
09/25/2018	Licensing Study	Good Standing	
01/09/2018	Licensing Study	Good Standing	
08/02/2017	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	A		0	0	C	15	C	NA	NA	Not In Use
Main	B		0	0	C	8	C	NA	NA	Not In Use
Main	C		0	0	C	7	C	NA	NA	Not In Use
Main	D	Infants and One Year Olds and Two Year Olds and Three Year Olds and Six Year Olds and Over	2	15	NC	38	C	NA	NA	Floor Play

Total Capacity @35 sq. ft.: 68

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 15

Total Capacity @35 sq. ft.: 68

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	49	C

Comments

Plan of Improvement: Developed This Date 09/25/2018

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

LaSonya Simmons, Program Official

Date

Lajuana Williams, Consultant

Date



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

Findings Report

Date: 9/25/2018 **VisitType:** Licensing Study **Arrival:** 2:40 PM **Departure:** 5:20 PM

CCLC-38886

Westside Kids

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

Mailing Address
Same

Regional Consultant

Lajuana Williams

Phone: (770) 357-7074

Fax: (770) 357-7073

lajuana.williams@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(7)(a) requires a center that operates five hours or more per day to provide at least one and one-half hours of outdoor activity per day, weather permitting, for each child who is not an infant and at least one hour daily for infants. It was determined based on the observation of posted schedules in rooms A, B and D that an hour and half of outdoor time was not scheduled.

POI (Plan of Improvement)

The center will develop and follow a schedule that provides the required amount of outdoor activity for all children, including infants. The center will ensure an hour of outdoor time is scheduled for the infants in room C and a schedule is posted.

Correction Deadline: 9/25/2018

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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on observation of children records that one child required physician information. Relationship to child/parent or guardian was required in five of five records observed.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 9/25/2018

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)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair. Please ensure weeds are removed from the fencing.

Food Service

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

Technical Assistance

Comment

Please ensure that infant feeding forms are updated regularly.

Technical Assistance

591-1-1-.15(3) - please ensure bottles are fully made by the parent/guardians and formula is not mixed nor water added.

Correction Deadline: 9/25/2018

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

Comment

Please ensure that all food items are stored in airtight containers.

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures. Please ensure diapering process is posted and monitor steps.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

Discussed rules.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Technical Assistance**

Technical Assistance

591-1-1-.21(1)(q) - Please ensure that infant safe sleep policy is included in the parent handbook and signed.

Correction Deadline: 9/30/2018

Safety

591-1-1-.05 Animals **Met**

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **N/A**

Comment

Center does not provide routine transportation. It was discussed that the parents paid contractors directly. Please ensure a copy of the contracts are maintained and drivers sign children out.

Sleeping & Resting Equipment

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation that initially and infant was observed asleep in a car seat for an undetermined time. The same child was observed sleeping in a bouncer at another time during the visit.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 9/25/2018

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 3

Staff # 1 Not Met

Date of Hire: 05/29/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 07/21/2016

"Missing/Incomplete Components"

.33(4)-1st Yr. Training 4 Hrs. Missing

Staff # 3 Not Met

Date of Hire: 03/29/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing,.33(4)-1st Yr. Training - 10 hrs.

Staff # 4 Met

Date of Hire: 03/29/2018

Staff # 5 Met

Date of Hire: 10/01/2015

Staff # 6 Met

Date of Hire: 04/30/2018

Staff # 7 Met

Date of Hire: 03/20/2018

Staff Credentials Reviewed: 7

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

Comment

Criminal records checks were observed to be complete.

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

Comment

Please be mindful of training expiration dates.

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 two staff required evidence of Health and Orientation 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: 10/25/2018

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined one staff required evidence of ten hours of first year training, one staff required evidence of 4 hours of infectious disease training.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 10/25/2018

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

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Not Met**

Comment

Discussed combining children of mixed ages.

Finding

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined based on observation that an infant, one year old children, two year old children and three year old children were combined into the afterschool classroom. When the after school children arrived they were combined into the same classroom.

POI (Plan of Improvement)

The Center will maintain separation of these children under three years old.

Comment

Adequate supervision observed on this date.