



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: 11/7/2018 **VisitType:** Initial Licensing Study **Arrival:** 10:00 AM **Departure:** 3:30 PM

CCLC-50141

West Windsor Academy at Governors Towne Club

5265 Cedarcrest Rd. Acworth, GA 30101 Paulding County
 (770) 529-5530 jjordan@wwagtc.com

Regional Consultant

Jennifer Salies

Phone: (770) 357-7052

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jennifer.salies@decal.ga.gov

Mailing Address

Same

Quality Rated:

Compliance Zone Designation		
11/07/2018	Initial 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	A/1L(L)- 6 wks- 8mths	Infants	2	5	C	8	C	NA	NA	Floor Play
Main	B-2L(L) - 8 mths- 18mths	Infants and One Year Olds	1	4	C	12	C	NA	NA	Nap,Diapering, Floor Play
Main	C/3R(L) - 1's	One Year Olds	3	15	C	22	C	NA	NA	Transitioning,Diapering
Main	D/2R(L) - 2's	Two Year Olds	2	15	C	16	C	NA	NA	Diapering,Lunch
Main	E-1R(L) - 4 years	Four Year Olds	1	9	C	19	C	NA	NA	Lunch
Main	F/1L(R)- Pre-K	PreK	2	21	C	20	NC	NA	NA	Lunch
Main	G-2L(R) - Pre-K	PreK	2	22	C	21	NC	NA	NA	Lunch
Main	H/3L(R)- 3's and 4's	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Lunch
Main	I/2R(R)- 3's	Three Year Olds	2	11	C	21	C	NA	NA	Circle Time
Main	J/1R(R)- 2's	Two Year Olds	2	18	C	21	C	NA	NA	Story

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 135 Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A -6 wks- 2 years	34	C
Main	Playground B -3 yrs- 12 yrs	76	C


Main	Playground B/ 3-4 Years	94	C
Main	Water Park (Behind A)	52	C

Comments

Final Renewable License issued on this date. Consultant discussed playground safety guidelines, the new Criminal Background Checks for all and new staff, and Quality Rated with the director on this date. This facility carries Liability Insurance.

Plan of Improvement: Developed This Date 11/07/2018

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.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

You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.state.ga.us/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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

Jennifer Jordan, Program Official

Date

Jennifer Salies, Consultant

Date



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Findings Report

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Met**

Comment

Equipment and furniture observed to be properly secured.

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

The facilities overall licensed capacity is 180 children.

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) **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, that gaps measuring four (4) inches between the fence poles were present through out the exterior fencing around playgrounds A, B, C and the Water park, when they are required to be less than three and one half (3-1/2) inches.

POI (Plan of Improvement)

The Center will add a privacy mess around the exterior of the playgrounds to enclose the gaps.

Correction Deadline: 12/5/2018

Health and Hygiene

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

Met

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

Documentation for medication dispensing observed complete.

Safety

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.36 Transportation(CR)

Met

Comment

Complete documentation of transportation observed dated from July 31, 2018 through November 7, 2018 for twenty-three (23) children.

Sleeping & Resting Equipment

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

Met

Comment

Discussed Sudden Infant Death Syndrome and infant sleeping position. Twenty (20) of twenty (20) cribs were present meeting the Consumer Product Safety Commissions Standards as they were manufactured in October of 2011.

Staff Records

Records Reviewed: 32

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 07/30/2012

Staff # 2

Met

Date of Hire: 06/16/2017

Staff # 3

Met

Date of Hire: 06/20/2012

Staff # 4

Met

Date of Hire: 06/14/2013

Staff # 5

Met

Date of Hire: 11/24/2014

Staff # 6 Met

Date of Hire: 07/03/2018

Staff # 7 Met

Date of Hire: 08/21/2018

Staff # 9 Met

Date of Hire: 02/12/2016

Staff # 10 Met

Date of Hire: 02/06/2006

Staff # 11 Met

Date of Hire: 08/20/2018

Staff # 15 Met

Date of Hire: 05/01/2015

Staff # 18 Met

Date of Hire: 12/08/2005

Staff # 20 Met

Date of Hire: 07/16/2018

Staff # 21 Met

Date of Hire: 01/01/2000

Staff # 22 Met

Date of Hire: 03/16/2007

Staff # 23 Met

Date of Hire: 01/01/2000

Staff # 24 Met

Date of Hire: 10/02/2015

Staff # 25 Met

Date of Hire: 01/12/2015

Staff # 26 Met

Date of Hire: 01/05/2009

Staff # 27 Met

Date of Hire: 01/22/2016

Records Reviewed: 32

Records with Missing/Incomplete Components: 0

Staff # 29	Met
Date of Hire: 08/20/2018	
Staff # 30	Met
Date of Hire: 08/18/2016	
Staff # 31	Met
Date of Hire: 04/21/2015	
Staff # 32	Met
Date of Hire: 08/15/2018	

Records Reviewed: 32

Records with Missing/Incomplete Components: 0

Staff # 8	Met
Date of Hire: 09/17/2018	
Staff # 12	Met
Date of Hire: 09/18/2018	
Staff # 13	Met
Date of Hire: 08/03/2018	
Staff # 14	Met
Date of Hire: 08/07/2018	
Staff # 16	Met
Date of Hire: 02/15/2018	
Staff # 17	Met
Date of Hire: 03/05/2018	
Staff # 19	Met
Date of Hire: 02/14/2005	
Staff # 28	Met
Date of Hire: 07/25/2018	

Staff Credentials Reviewed: 32

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

Met

Comment

Criminal record checks were observed to be complete. Thirty-two (32) of thirty-two (32) staff records were observed to have comprehensive satisfactory Criminal Background Check determination letters on file. Consultant discussed with the Director, when hiring new staff, they must have a satisfactory letter from Bright from the Start prior to employment

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)

Met

Comment

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.