



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: 10/21/2020 **VisitType:** Licensing Study

Arrival: 11:20 AM

Departure: 12:30 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 Bailey

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jennifer.bailey@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.
10/21/2020	Licensing Study	Good Standing	
12/13/2019	Licensing Study	Good Standing	
06/18/2019	Complaint Closure	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/1L(L)- 6 wks- 8mths	Infants	2	7	C	8	C	NA	NA	Nap, Floor Play
Main	B-2L(L) - 8 mths- 18mths	Infants and One Year Olds	2	6	C	12	C	NA	NA	Nap
Main	C/3R(L) - 1's	One Year Olds	2	7	C	22	C	NA	NA	Nap
Main	D/2R(L) - 2's	One Year Olds and Two Year Olds	2	11	C	16	C	NA	NA	Nap
Main	E-1R(L) - 4 years	Three Year Olds and Four Year Olds	1	12	C	19	C	NA	NA	Nap
Main	F/1L(R)- Pre-K	PreK	2	22	C	20	NC	NA	NA	Centers
Main	G-2L(R) - Pre-K	PreK	2	22	C	21	NC	NA	NA	Centers
Main	H/3L(R)- 3's and 4's	Three Year Olds	1	16	C	20	C	NA	NA	Nap
Main	I/2R(R)- 3's		0	0	C	21	C	NA	NA	Not In Use
Main	J/1R(R)- 2's	Two Year Olds and Three Year Olds	2	18	C	21	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 121 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

An Administrative Review was conducted on October 21, 2020. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on November 10, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 10/21/2020

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.

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.

- 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).

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

Jennifer Jordan, Program Official

Date

Jennifer Bailey, Consultant

Date



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Findings Report

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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. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed during a virtual walk through on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

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

Records were observed to be complete and well organized.

Facility

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

Comment

Bathrooms observed to be clean and well maintained.

591-1-1-.19 License Capacity(CR) **Met**

Comment

Licensed capacity observed to be routinely met by center. Center has a variance on file for Georgia Pre-K licensed capacity.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Met**

Comment

No hazards observed accessible to children on this date.

Correction Deadline: 12/13/2019

Corrected on 10/21/2020

.25(13) - Previous citation corrected on this date. The Center was observed to have all cabinets locked on this date with no hazards accessible. Additionally, no hazards were observed in children's bags which are limited to certain classrooms.

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

Comment

Playgrounds observed to be clean and in good repair. One playground is currently not in use due to a tree down from the neighboring subdivision from the storms. Center is in process of working to get it removed.

Food Service

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

Comment

Discussed new rules.

Comment

Observed bottles labeled.

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

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Comment

Hand washing and diapering requirements discussed with the Director.

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

Comment

Please ensure soiled items are stored inaccessible to children.

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

Correction Deadline: 12/13/2019

Corrected on 10/21/2020

.20(4) - Previous citation corrected on this date. Consultant observed medication to be stored properly in a locked cabinet inaccessible to children. Consultant observed no medications in children's bags on this date.

Policies and Procedures

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date. Staff stated that redirection is used.

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

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed for the past two weeks. Discussed ensuring that the forms are vehicle specific and that the correct vehicle information is circled.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 26

Records with Missing/Incomplete Components: 9

Staff # 1

Met

Date of Hire: 06/22/2020

Staff # 2

Met

Date of Hire: 07/28/2020

Staff # 3

Met

Date of Hire: 01/14/2019

Staff # 4 Date of Hire: 09/16/2019	Met
Staff # 5 Date of Hire: 02/27/2020	Met
Staff # 6 Date of Hire: 08/10/2020	Met
Staff # 7 Date of Hire: 08/26/2020	Met
Staff # 8 Date of Hire: 09/11/2019	Met
Staff # 9 Date of Hire: 08/20/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 10 Date of Hire: 02/05/2019	Met
Staff # 11 Date of Hire: 08/13/2019 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 12	Met
Staff # 13 Date of Hire: 09/03/2019	Met
Staff # 14 Date of Hire: 08/13/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 15 Date of Hire: 11/26/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 16	Met

Records Reviewed: 26**Records with Missing/Incomplete Components: 9**

Staff # 17 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 18	Met
Staff # 19 Date of Hire: 09/10/2020	Met
Staff # 20 Date of Hire: 09/10/2020	Met
Staff # 21 Date of Hire: 08/13/2018	Met
Staff # 22 Date of Hire: 08/13/2018	Met
Staff # 23 Date of Hire: 08/13/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 24 Date of Hire: 08/13/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 25 Date of Hire: 08/13/2018 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 26 Date of Hire: 08/13/2013 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met

Staff Credentials Reviewed: 9

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

Criminal record checks were observed to be complete.

Correction Deadline: 12/13/2019

Corrected on 10/21/2020

.09(1)(j) - Previous citation observed corrected on this date. Consultant observed 100% of staff to meet criminal record check requirements.

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

Met

Comment

Observed CPR/First Aid. Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Not Met

Comment

Observed Health and Safety Orientation training for all required staff.

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that nine staff members did not complete annual training for 2019.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2020

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

Met

Comment

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 August 15, 2020.

Correction Deadline: 10/21/2020

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.