



**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:** 2/27/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 11:30 AM

**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**

Karyn Presley

Phone: (770) 342-7904

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karyn.presley@decals.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.
02/27/2019	Monitoring Visit	Good Standing	
11/07/2018	Initial Licensing Study	Good Standing	

**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	1	4	C	8	C	NA	NA	Free Play, Floor Play, Diapering
Main	B-2L(L) - 8 mths- 18mths	Infants	2	8	C	12	C	NA	NA	Nap, Floor Play, Free Play
Main	C/3R(L) - 1's	One Year Olds	2	10	C	22	C	NA	NA	Story
Main	D/2R(L) - 2's	One Year Olds and Two Year Olds	2	15	C	16	C	NA	NA	Free Play
Main	E-1R(L) - 4 years	Four Year Olds and Five Year Olds	1	9	C	19	C	NA	NA	Centers
Main	F/1L(R)- Pre-K	PreK	2	20	C	20	C	NA	NA	Free Play
Main	G-2L(R) - Pre-K	PreK	2	21	C	21	C	NA	NA	Circle Time
Main	H/3L(R)- 3's and 4's	Three Year Olds and Four Year Olds	1	14	C	20	C	NA	NA	Centers
Main	I/2R(R)- 3's	Three Year Olds	2	13	C	21	C	NA	NA	Circle Time
Main	J/1R(R)- 2's	Two Year Olds and Three Year Olds	2	15	C	21	C	NA	NA	Story
Total Capacity @35 sq. ft.: 180						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 129			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**

Plan of Improvement: No Plan Developed

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

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](mailto: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.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](mailto:qualityrated@decal.ga.gov)

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Jennifer Jordan, Program Official

Date

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Karyn Presley, Consultant

Date



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### Findings Report

**Date:** 2/27/2019 **VisitType:** Monitoring Visit **Arrival:** 9:00 AM **Departure:** 11:30 AM

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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**

Discussed adding equipment and toys to enhance variety.

**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)**

Met

**Comment**

Center appears clean and well maintained.

**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.

**Correction Deadline: 12/5/2018**

**Corrected on 2/27/2019**

**.26(4) - Previous citation was observed to be corrected in that the fence was lined with a fence screen that makes no gaps accessible between the fence posts.**

### Health and Hygiene

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Safety**

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

**Comment**

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

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**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.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 33**

**Records with Missing/Incomplete Components: 0**

Staff # 2 Met

Date of Hire: 07/30/2012

Staff # 3 Met

Date of Hire: 06/20/2012

Staff # 5 Met

Date of Hire: 11/24/2014

Staff # 6 Met

Date of Hire: 07/03/2018

Staff # 8 Met

Date of Hire: 02/06/2006

**Records Reviewed: 33**

**Records with Missing/Incomplete Components: 0**

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Staff # 13 Met  
Date of Hire: 12/08/2005

Staff # 16 Met  
Date of Hire: 07/16/2018

Staff # 17 Met  
Date of Hire: 01/01/2000

Staff # 18 Met  
Date of Hire: 03/16/2007

Staff # 20 Met  
Date of Hire: 01/01/2000

Staff # 22 Met  
Date of Hire: 10/02/2015

Staff # 23 Met  
Date of Hire: 01/12/2015

Staff # 24 Met  
Date of Hire: 01/05/2009

Staff # 25 Met  
Date of Hire: 01/22/2016

Staff # 28 Met  
Date of Hire: 08/20/2018

Staff # 30 Met  
Date of Hire: 04/21/2015

Staff # 31 Met  
Date of Hire: 08/15/2018

**Records Reviewed: 33**

**Records with Missing/Incomplete Components: 0**

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Staff # 1 Met  
Date of Hire: 12/18/2018

Staff # 4 Met  
Date of Hire: 01/14/2019

Staff # 7 Met  
Date of Hire: 09/17/2018

**Records Reviewed: 33**

**Records with Missing/Incomplete Components: 0**

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Staff # 9 Date of Hire: 09/24/2018	Met
Staff # 10 Date of Hire: 09/18/2018	Met
Staff # 11 Date of Hire: 02/15/2018	Met
Staff # 12 Date of Hire: 03/05/2018	Met
Staff # 14 Date of Hire: 02/14/2005	Met
Staff # 15 Date of Hire: 06/20/2018	Met
Staff # 19 Date of Hire: 01/16/2019	Met
Staff # 21 Date of Hire: 01/08/2019	Met
Staff # 26 Date of Hire: 02/06/2019	Met
Staff # 27 Date of Hire: 01/31/2019	Met
Staff # 29 Date of Hire: 01/30/2019	Met
Staff # 32 Date of Hire: 08/15/2018	Met
Staff # 33 Date of Hire: 11/12/2018	Met

**Staff Credentials Reviewed: 33**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 11 files for employees hired since last visit.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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