



**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: 9/13/2019 **VisitType:** Initial Licensing Study **Arrival:** 10:55 AM **Departure:** 2:15 PM

CCLC-51184

Willow Academy

3723 Robinson Drive Oakwood, GA 30566 Hall County
(678) 696-8005 willowacademyllc@yahoo.com

Regional Consultant

Margaret Pringle

Phone: (404) 985-6259

Fax: (678) 913-0625

margaret.pringle@decals.ga.gov

Mailing Address

Same

Quality Rated: No

| Compliance Zone Designation | | |
|------------------------------------|-------------------------|---------------|
| 09/13/2019 | 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 Bldg | Rm. A- (Art Rm) left side | | 0 | 0 | C | 0 | C | NA | NA | | |
| Main Bldg | Rm. B- Preschool-2nd left side | | 0 | 0 | C | 10 | C | NA | NA | | |
| Main Bldg | Rm. C- Infants- 3rd left | | 0 | 0 | C | 9 | C | NA | NA | | |
| Main Bldg | Rm. D- 12mth-35mth-1st Right | | 0 | 0 | C | 9 | C | NA | NA | | |
| Main Bldg | Rm. E- Special Use-Art | | 0 | 0 | C | 0 | C | NA | NA | | |
| Total Capacity @35 sq. ft.: | | | 28 | | | Total Capacity @25 sq. ft.: | | | 0 | | |
| Total # Children this Date: 0 | | | Total Capacity @35 sq. ft.: | | | Total Capacity @25 sq. ft.: | | | 0 | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|-----------|------------|----------------------|-----------------------|
| Main Bldg | Playground | 31 | C |

Comments

Permission to operate was granted on October 2, 2019 upon receipt of required documentation. Permission To Operate was not granted on September 13, 2019. Consultant will grant permission to operate upon receipt of required outstanding documentation from the director.

Plan of Improvement: Developed This Date 09/13/2019

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

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.al.ga.gov/> 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.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.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

Nicole Padgett, Program Official

Date

Margaret Pringle, Consultant

Date



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Findings Report

Date: 9/13/2019 **VisitType:** Initial Licensing Study **Arrival:** 10:55 AM **Departure:** 2:15 PM

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The following information is associated with a Initial Licensing Study:

Activities and Equipment

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

Not Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

Finding

591-1-1-.12(5) requires Center Staff to provide table space for each child who is able to sit at a table unassisted and an appropriately sized chair or bench for each child who is not an infant and who is able to use a chair or bench. It was determined based on Consultant's observation that room D, lacked age appropriate chairs/bench for the one year old children.

POI (Plan of Improvement)

The Center will provide required equipment as noted.

Correction Deadline: 10/13/2019

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - Please ensure the exhaust fan in the bathroom on the right side of the building is working properly by pulling the odor out of the room to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It did not pass the tissue test.

Correction Deadline: 10/13/2019

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)**Technical Assistance****Comment**

No hazards observed accessible to children on this date.

Technical Assistance

591-1-1-.25(3) - Please ensure vegetation is removed from the fencing.

Correction Deadline: 9/13/2019

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

591-1-1-.26(6) - Please ensure the equipment is power washed prior to the children having access to the equipment.

Correction Deadline: 9/23/2019**Technical Assistance**

591-1-1-.26(9) - Please ensure the grass is cut and small sticks are removed prior to the children having access to the playground.

Correction Deadline: 9/13/2019

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Hand washing requirements for diapering were discussed with the director on this date. The staff will position herself to face the room during diapering.

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

There were no children enrolled on this date. Proper hand washing of children and staff was discussed with the director on this date.

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

Discussed proper medication documentation and procedures.

| |
|---------------|
| Safety |
|---------------|

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

There were no children enrolled on this date. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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)**Met****Comment**

Center does not provide routine transportation.

| |
|---|
| Sleeping & Resting Equipment |
|---|

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

Please ensure that cribs/cots are labeled for individual use. Six (6) of six (6) cribs were present meeting CPSC guidelines as they were manufactured in 2018. Also three (3) cots will be used during nap time.

Staff Records

Records Reviewed: 2**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 09/13/2019

Staff # 2

Met

Date of Hire: 09/13/2019

Staff Credentials Reviewed: 3

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

591-1-1-.09(1)(g) - Please ensure the owner of the second business in the building completes the Cogent process to receive a comprehensive criminal record check letter. The second tenant is renting office space, the room are located on the right side of the building. There is a locked door separating the two entities.

Correction Deadline: 9/13/2019

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

There were no children enrolled on this date. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children enrolled on this date. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.