



**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

**Cover Sheet**

**Date:** 6/2/2021    **VisitType:** Monitoring Visit    **Arrival:** 1:00 PM    **Departure:** 2:00 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

Phone: (770) 357-7024  
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jennifer.bailey@decal.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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
06/02/2021	Monitoring Visit	Good Standing	
10/21/2020	Licensing Study	Good Standing	
12/13/2019	Licensing Study	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	5	C	8	C	NA	NA	Floor Play
Main	B-2L(L) - 8 mths- 18mths	Infants and One Year Olds	2	7	C	12	C	NA	NA	Nap
Main	C/3R(L) - 1's	One Year Olds	2	12	C	22	C	NA	NA	Nap
Main	D/2R(L) - 2's	One Year Olds and Two Year Olds	2	14	C	16	C	NA	NA	Nap
Main	E-1R(L) - 4 years	Five Year Olds	1	16	C	19	C	NA	NA	Nap
Main	F/1L(R)- Pre-K	Six Year Olds and Over	1	12	C	20	C	NA	NA	Centers
Main	G-2L(R) - Pre-K	Three Year Olds and Four Year Olds	1	13	C	21	C	NA	NA	Centers
Main	H/3L(R)- 3's and 4's	Three Year Olds	1	17	C	20	C	NA	NA	Nap
Main	I/2R(R)- 3's	Six Year Olds and Over	1	16	C	21	C	NA	NA	Centers
Main	J/1R(R)- 2's	Two Year Olds	2	13	C	21	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 125

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

**Comments**

A virtual inspection was conducted on June 2, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 28, 2021 was reviewed during the virtual inspection.



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



**Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@dec.state.ga.us)

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)

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Jennifer Jordan, Program Official

Date

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Jennifer Bailey, Consultant

Date



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### Findings Report

**Date:** 6/2/2021      **VisitType:** Monitoring Visit      **Arrival:** 1:00 PM      **Departure:** 2:00 PM

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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**

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.

### 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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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

**Comment**

Observed compliant diaper changing areas and discussed.

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

**Comment**

Discussed handwashing and hygiene requirements due to COVID19.

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**591-1-1-.20 Medications(CR)** **Not Evaluated**

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

**Comment**

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 28**

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

Staff # 1 Met

Date of Hire: 01/14/2019

Staff # 2 Met

Date of Hire: 09/16/2019

Staff # 3 Met

Date of Hire: 02/27/2020

Staff # 4 Met

Date of Hire: 04/26/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 5 Met

Date of Hire: 08/10/2020

Staff # 6 Date of Hire: 08/26/2020	Met
Staff # 7 Date of Hire: 09/11/2019	Met
Staff # 8 Date of Hire: 08/20/2018	Met
Staff # 9 Date of Hire: 02/05/2019	Met
Staff # 10 Date of Hire: 08/13/2018	Met
Staff # 11 Date of Hire: 06/01/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 08/13/2018	Met
Staff # 13 Date of Hire: 10/26/2025	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17 Date of Hire: 02/11/2021	Met
Staff # 18 Date of Hire: 08/13/2018	Met
Staff # 19 Date of Hire: 08/13/2018	Met
Staff # 20 Date of Hire: 02/25/2021	Met
Staff # 21 Date of Hire: 05/03/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**Records Reviewed: 28**

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

Staff # 22 Met  
Date of Hire: 08/13/2018

Staff # 23 Met  
Date of Hire: 05/19/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 24 Met  
Date of Hire: 06/01/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25 Met  
Date of Hire: 08/13/2018

Staff # 26 Met  
Date of Hire: 08/13/2013

Staff # 27 Met

Staff # 28 Met  
Date of Hire: 02/01/2021

**Staff Credentials Reviewed: 8**

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

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.33 Staff Training Defer**

**Defer**

591-1-1-.33(5)- Previous citation deferred on this date. The rule will be evaluated during the next licensing study.

**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 May 28, 2021.

**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Adequate supervision observed on this date.