



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: 11/21/2025 **VisitType:** Licensing Study

Arrival: 8:30 AM **Departure:** 2:00 PM

CCLC-50141

West Windsor Academy at Governors Towne Club
5265 Cedarcrest Rd. Acworth, GA 30101 Paulding County
(770) 529-5530

Regional Consultant
Kaiyah Werts
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Mailing Address
Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
11/21/2025	Licensing Study	Good Standing	
12/05/2024	Licensing Study	Good Standing	
12/14/2023	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	6	C	8	C	NA	NA	Nap,Floor Play
Main	B-2L(L) - 8 mths-18mths	Infants and One Year Olds	1	3	C	12	C	NA	NA	Free Play
Main	C/3R(L) - 1's	One Year Olds	2	11	C	22	C	NA	NA	Circle Time,Free Play,Floor Play
Main	D/2R(L) - 2's	One Year Olds and Two Year Olds	2	10	C	16	C	NA	NA	Outside
Main	E-1R(L) - 4 years	Three Year Olds and Four Year Olds	1	4	C	19	C	NA	NA	Centers
Main	F/1L(R)- Pre-K	GA PreK	2	20	C	20	C	NA	NA	Centers
Main	G-2L(R) - Pre-K	GA PreK	2	18	C	21	C	NA	NA	Centers
Main	H/3L(R)- 3's and 4's	Three Year Olds	1	14	C	20	C	NA	NA	Outside
Main	I/2R(R)- 3's	Two Year Olds and Three Year Olds	1	10	C	21	C	NA	NA	Free Play,Centers
Main	J/1R(R)- 2's	Two Year Olds and Three Year Olds	1	8	C	21	C	NA	NA	Centers,Free Play
Total Capacity @35 sq. ft.: 180					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 104					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

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
11	19	26	25	39	3	25

Comments

Consultant discussed the new rule changes as of July 1, 2025.

Plan of Improvement: Developed This Date

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!



Summary Report

Date: 11/21/2025 VisitType: Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Discussed with the Director to ensure staff have current lesson plans that posted or available.

Correction Deadline: 11/21/2025

Comment

Age-appropriate activities observed throughout the center.

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

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center on this date.

Comment

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

Technical Assistance

591-1-1-.12(2) - Discussed with the Director to ensure the children's kitchen sink buckets are in place during child care hours.

Correction Deadline: 11/21/2025

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Comment

Bathrooms observed to be clean and well maintained.

Technical Assistance

591-1-1-.06(4) - Discussed with the Director to ensure the exhaust vents in the bathroom are free of dust and working properly.

Correction Deadline: 12/21/2025

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

Licensed capacity observed to be routinely met by center on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Comment**

The Center appeared clean and well maintained on this date.

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation the following hazardous items were observed to be accessible to children:

Classroom D/2R(L) - 2's had a broom near the sink in the classroom accessible to children

Classroom E-1R(L) - 4 years had an open closet door with mats, a teacher's bag and teacher supplies accessible to children. Also, in the boys bathroom, there was a grey trash can with cleaning solution, soaking the bottom of the trash can, accessible to children.

Classroom F/1L(R)-Pre-K had a toilet brush and a broom in the bathroom accessible to children. Also, in the classroom there was an upright fan sitting on top of a shelf accessible to children.

Classroom G-2L(R)-Pre-K there was a toilet brush in the bathroom accessible to children.

Classroom I/2R(R)-3's had loose cords near the reptile tank, a broom near the door and baby wipes sitting on the sink accessible to children.

Classroom J/1R(R)-2's there was a broom in the girl's bathroom accessible to children

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/21/2025

Recited on 11/21/2025

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation the following was observed:

Classroom C/3R(L) - 1's had a small water mark spot on the ceiling near the children's cubbies.

Classroom F/1L (R)- Pre-K had a toilet seat with small crack in the boys bathroom.

Classroom I/2R(R)-3's had a small water mark spot on the ceiling near the intercom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 12/1/2025

Recited on 11/21/2025

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair on this date.

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

Please ensure that infant feeding forms are updated regularly and completely filled out leaving no blank lines.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Kitchen appeared clean and well organized on this date.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Comment**

Proper diapering procedures observed.

Technical Assistance

591-1-1-.10(5) - Discussed with the Director to ensure the staff keep a hand on the child as they change diapers or throw any items away, to prevent falls. Consultant observed rails on the diaper changing station at the time of the visit.

Correction Deadline: 11/21/2025

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation classroom C/3R(L)-1's staff members failed to remind a child to wash their hands upon arrival.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 11/21/2025

Recited on 11/21/2025

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

Safety**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

Comment

Age-appropriate discussion and/or redirection stated.

Technical Assistance

591-1-1-.11(2) - Discussed with the Director to ensure all staff know how much time children should sit in time-out, one minute per the years of the child.

Correction Deadline: 11/21/2025

591-1-1-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

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

Not Met

Comment

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

Comment

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

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records on November 7, 2025 and November 11, 2025 the afternoon bus route was missing documentation of the load and unload time for Burnt Hickory Elementary School.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 11/22/2025

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

The correct number of mats, cots, sheets and blankets were observed on this date. Cleaning and disinfecting of the mats and cots was discussed with the director on this date.

Staff Records

Records Reviewed: 26

Records with Missing/Incomplete Components: 3

Staff # 5

Not Met

Date of Hire: 08/15/2025

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 10

Not Met

Date of Hire: 03/26/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 15

Not Met

Date of Hire: 12/31/2024

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

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

Criminal record checks were observed to be complete.

Comment

Director provided seven files for employees hired since last visit.

Correction Deadline: 12/5/2024**Corrected on 11/21/2025****.09(1)(a) - Previous citation observed corrected on this date. Consultant observed all staff to have completed records checks on file at the time of the visit.****Correction Deadline: 12/5/2024****Corrected on 11/21/2025****.09(1)(c) -Previous citation observed corrected on this date. Consultant observed all staff to have completed records checks on file at the time of the visit.****591-1-1-.14 First Aid & CPR(CR)****Not Met****Finding**

591-1-1-.14(1)(a) requires all Staff who provide direct care to children must obtain certification in a biennial training program in pediatric cardiopulmonary resuscitation (CPR) and a triennial training program in pediatric first aid within the first 45 days of employment. Current and valid evidence of the successful completion of such training shall be maintained on the Center's premises. The hours obtained completing this certification will not count towards the required annual training hours. It was determined based on review of records 1 of 26 staff members did not have a completed CPR Certificate.

POI (Plan of Improvement)

All caregiver Staff will complete the required training. The Director will send copies via email verification of completed CPR/First Aid certification to the Consultant upon completion and will develop a plan to ensure all caregiver Staff have completed this training within the first 45 days of employment and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 12/21/2025**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff annual training for 2024.

Comment

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

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.

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.

Comment

Adequate supervision observed on this date.