



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: 1/11/2024 **VisitType:** Licensing Study

Arrival: 8:35 AM

Departure: 3:40 PM

CCLC-50065

The Willow School

2969 East Ponce de Leon Avenue Suite 100 Decatur, GA 30030 DeKalb County
(404) 620-8225 teresa@willowschoolga.com

Regional Consultant

Jessica Johnson

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Fax:

jessica.johnson@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.
01/11/2024	Licensing Study	Support	
06/05/2023	Monitoring Visit	Good Standing	
12/19/2022	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 1st Floor	A-1st Right	Two Year Olds and Three Year Olds	1	9	NC	13	C	NA	NA	Free Play, Transitioning
Main 1st Floor	B-2nd Right	One Year Olds	2	10	C	13	C	NA	NA	Free Play, Transitioning
Main 1st Floor	C-3rd Right	Infants	3	10	C	14	C	NA	NA	Nap, Floor Play
Main 1st Floor	D-4th right	One Year Olds	2	8	C	10	C	NA	NA	Breakfast
Main 1st Floor	F-2nd Left	Two Year Olds	1	10	C	18	C	NA	NA	Breakfast, Transitioning
Main 1st Floor	G-1st Left	Two Year Olds	2	12	C	16	C	NA	NA	Breakfast
Total Capacity @35 sq. ft.: 84					Total Capacity @25 sq. ft.: 0					
Main 2nd Floor	J-1st Back Right	Three Year Olds and Four Year Olds	2	13	C	27	C	NA	NA	Centers
Main 2nd Floor	L-3rd Right	Three Year Olds and Four Year Olds	2	14	C	21	C	NA	NA	Breakfast
Main 2nd Floor	M-4th Right	Three Year Olds and Four Year Olds and Five Year Olds	1	6	C	23	C	NA	NA	Breakfast

Main 2nd Floor	O-2nd Left	GA PreK	3	21	C	22	C	NA	NA	Transitioning, Breakfast
Main 2nd Floor	P - 1st left	Two Year Olds and Three Year Olds	2	12	C	25	C	NA	NA	Transitioning, Breakfast
Total Capacity @35 sq. ft.: 118					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 125					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An on-site inspection was conducted on January 11, 2024 with the Director Keli Jackson. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: To Be Submitted 01/26/2024

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.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!

Teresa Cole, Program Official

Date

Jessica Johnson, Regional 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.

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.

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 that the following hazards were observed:

F-2nd left (first floor)

- Plastic grocery bag on top of the cubbies to the left.

G-1st Left (first floor)

- Diaper cream and wipes in an unlocked drawer under the diaper table accessible to children in care.

L-3rd Right (Preschool 2)

- Plastic grocery bag on the art shelf.
- Plastic grocery bag next to the scarecrow accessible to children in care.
- Two plungers observed in the restroom accessible to children in care.

M-4th Right (butterfly)

- Plastic grocery bags attached to the door accessible to children in care.

O-2nd Left (Tree house)

- Hanging phone cord accessible to children in care.
- Hanging bluetooth speaker cord accessible to children in care.

P-1st Left (Rainbow)

- Hanging extension cord next to the tall lamp accessible to children in care.

Correction Deadline: 1/25/2024

Recited on 1/11/2024

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 that the following hazards were observed:

F-2nd left (first floor)

- Damaged ceiling tile.

J- 1st Back Right (Bluebirds)

- Chipping dry wall under the window on the right side of classroom.

Correction Deadline: 1/25/2024

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence gate and barrier wall near the deck on the Pre-K playground measured at three feet nine inches when four feet was required.

Correction Deadline: 1/11/2024

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that there was exposed foam near the back wall on the Infant/Toddler Playground.

Correction Deadline: 1/25/2024

Recited on 1/11/2024

Health and Hygiene

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

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**Not Met****Finding**

591-1-1-.20(2) requires that written authorization to dispense medication is limited to two weeks unless otherwise prescribed by a physician or authorized under Georgia law. Medication shall only be dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law. It was determined based on observation that the medication was not dispensed out of its original container which must be labeled with the child's name or as authorized under Georgia law.

Correction Deadline: 1/11/2024

Safety

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

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

591-1-1-.13 Field Trips(CR)**Met****Comment**

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**Met****Correction Deadline: 6/6/2023****Corrected on 1/11/2024**

.36(7)(c)2. - Citation Corrected. Documentation complete.

Correction Deadline: 1/11/2024**Corrected on 1/11/2024**

.36(7)(d)1. - Citation corrected. The Consultant observed the documentation as complete.

Correction Deadline: 1/11/2024**Corrected on 1/11/2024**

.36(7)(d)2. - Citation corrected. The Consultant observed the documentation as complete.

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

Staff Records

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that staff member #41 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children were present for care on this date.

Correction Deadline: 1/11/2024

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff # 44 did not have the most recently issued determination letter ported electronically prior to being present at the center.

Correction Deadline: 1/11/2024

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on a review of records that staff member #41 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children were present for care on this date.

Correction Deadline: 1/11/2024

591-1-1-.09 Criminal Records Check(CR)

Met

Comment

Director provided all file(s) for employees hired since last visit.

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

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that staff #2 and staff # 22 did not complete health and safety orientation training within the first 90 days of employment.

Correction Deadline: 2/10/2024

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that staff # 37 and staff # 45 did not complete the four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage within the first year of employment.

Correction Deadline: 2/10/2024

Technical Assistance

591-1-1-.31(2)(b)2. - The Consultant discussed with the Director to upload staff #7 credential to Georgia PDS for verification.

Correction Deadline: 1/11/2024

Staffing and Supervision

Finding

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that a ratio of 1:9 was observed in classroom A-1st Right, when a staff:child ratio of 2:9 was required.

Correction Deadline: 1/11/2024

Recited on 1/11/2024

Comment

The Consultant discussed a supervision plan with the Director for the infant napping area on this date.