



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: 8/22/2023 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 11:15 AM **Departure:** 4:00 PM

CCLC-49496

The Westside School

1243 Allene Avenue, SW Atlanta, GA 30310 Fulton County
 (404) 758-8888 honeysheats@yahoo.com

Regional Consultant

Earlene Huston

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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.
08/22/2023	Complaint Investigation & Monitoring Visit	Deficient	
04/05/2023	Complaint Closure	Good Standing	
03/27/2023	Complaint Investigation & 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	1L-Older Two's	One Year Olds	2	11	C	13	C	NA	NA	Free Play
Main	1R-3-4 Year olds	Three Year Olds	1	13	C	19	C	NA	NA	Lunch
Main	2L-Younger Two's	Two Year Olds	1	9	C	9	C	NA	NA	Outside
Main	2R- Younger Infants	Infants	2	8	C	15	C	NA	NA	Nap,Floor Play,Feeding
Main	4L Back- Infants	Infants	2	8	C	21	C	NA	NA	Nap,Feeding
Main	Back left- Older Ones	Two Year Olds	1	8	C	12	C	NA	NA	Nap
Main	Back right- Younger Ones	One Year Olds	1	6	C	8	C	NA	NA	Floor Play
Main	Middle-Ones	One Year Olds	1	8	C	20	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 117					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 71		Total Capacity @35 sq. ft.: 117			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Concrete	9	C
Main	Large	41	C

Comments

The purpose of the visit was to complete the monitoring visit and complaint investigation.

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!

Jamekia Freeman, Program Official

Date

Earlene Huston, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Discussed : 591-1-1-.03(2) Current lesson plans were observed throughout the facility.

Correction Deadline: 8/22/2023

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

Met

Comment

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

Comment

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

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Correction Deadline: 5/3/2022

Corrected on 8/22/2023

.08(1) - It was determined based on consultant review of five of the five records reviewed that the parental information had been added to the child's record.

Correction Deadline: 5/3/2022

Corrected on 8/22/2023

.08(1)(b) - Consultant on this date reviewed five children records and observed 5 of the 5 records reviewed had the child's emergency medical information included.

Facility

591-1-1-.06 Bathrooms

Not Met

Correction Deadline: 6/2/2022

Corrected on 8/22/2023

.06(4) - Consultant observed on this date ventilation in the FL bathroom.

Finding

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the staff in the two's classroom on the right were observed using a portable toilet with no ventilation.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 9/21/2023

591-1-1-.19 License Capacity(CR)

Not Met

Finding

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that the center was using an unlicensed space for infants. An amendment was submitted for the space to be licensed, but the amendment had not been approved. There were 8 children observed in the unlicensed space.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 8/22/2023

Recited on 8/22/2023

591-1-1-.25 Physical Plant - Safe Environment(CR)

Not Met

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 mop buckets and cleaning supplies were accessible to children on the floor in an unlocked bathroom in the 2R classroom. Mop buckets, mops, toilet brushes, a toilet plunger, brooms and dust pans were accessible to the children in the bathroom and classrooms throughout the facility.

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: 8/22/2023

Recited on 8/22/2023

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 one of the toilets in the first left classroom was inoperable. The staff were pouring water in the toilet tank in order for the toilet to flush.

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: 8/22/2023

Recited on 8/22/2023

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on observation that outlets were not covered in the front left classroom and the second left classroom.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 8/22/2023

Recited on 8/22/2023

591-1-1-.26 Playgrounds(CR)	Not Met
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Correction Deadline: 5/3/2022

Corrected on 8/22/2023

.26(4) - The fencing was observed tom be corrected.

Correction Deadline: 5/13/2022

Corrected on 8/22/2023

.26(6) - The bench on the playground has been removed.

Correction Deadline: 5/13/2022

Corrected on 8/22/2023

.26(8) - Consultant observed on this date surface had been added beneath the swinging equipment.

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 an air conditioner system was accessible to the children on the large playground. There was no caging enclosing the air conditioner system.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 8/22/2023

Recited on 8/22/2023

Health and Hygiene

591-1-1-.07 Children's Health

Met

Correction Deadline: 5/3/2022

Corrected on 8/22/2023

.07(5) - Consultant observed on this date that there was no child in the facility with an attached pacifier.

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Finding**

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. It was determined based on observation that staff did not open the windows throughout the center for ventilation in the diapering areas as required.

POI (Plan of Improvement)

The responsible person(s) at the center will ensure that the exhaust fans and duct systems are functioning or that the required amount of operable window space is provided in each diapering area.

Correction Deadline: 8/22/2023**Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the diapering pad had small tears. Additionally, the diapering pad in the 2R classroom was also observed to have small tears.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 8/22/2023**Recited on 8/22/2023**

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 that a child in the two's classroom on the right, used the portable toilet in the classroom and did not wash their hands as required.

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: 8/22/2023**Correction Deadline: 5/3/2022****Corrected on 8/22/2023****.17(8) - Consultant observed on this date that staff was observed to wash their hands after diapering.**

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

The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License**Not Met****Finding**

591-1-1-.16(g) requires the application for a License or Permit, including the Records Check Application, must be truthfully and fully completed. In the event that the Department has reason to believe that the application has not been completed truthfully, it may require additional verification of the facts alleged. The Department may refuse to issue a License or Permit where false statements have been made in connection with the application or any other documents required by the Department. It was determined based on information received from the director that the fire inspection documentation submitted for the unlicensed space was a false document. The document submitted had been signed and completed by an inspector that had not worked with the Fire department for a number of years. The document submitted by the director was not a legitimate official document.

POI (Plan of Improvement)

The required additional verification will be submitted by the Center.

Correction Deadline: 8/22/2023

Safety**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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)****Not Met****Finding**

591-1-1-.30(1)(a) requires a crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards be provided for each infant. It was determined based on consultant observation there were eight infants in the third left classroom and only five cribs available for use.

POI (Plan of Improvement)

The Center will provide a crib that is safety approved in compliance with CPSC and ASTM safety standards for each infant.

Correction Deadline: 9/1/2023

Correction Deadline: 5/3/2022

Corrected on 8/22/2023

.30(1)(a)3 - Crib sheets were observed to be fitted.

Staff Records

Staff # 20

Not Met

Date of Hire: 08/05/2022

"Missing/Incomplete Components"

.24(1)-No Record

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)**Met****Correction Deadline: 5/3/2022****Corrected on 8/22/2023****.09(1)(c) - Consultant observed background checks complete.**

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined that a staff person lacked a personnel record.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 8/27/2023

591-1-1-.33 Staff Training**Met****Correction Deadline: 6/2/2022****Corrected on 8/22/2023****.33(4) -****Correction Deadline: 6/2/2022****Corrected on 8/22/2023****.33(5) - The staff is up to date on training.**

591-1-1-.31 Staff(CR)**Not 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.

Finding

591-1-1-.31(13) prohibits Center Staff from committing any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Center and requires Center staff to comply with all applicable laws and regulations. It was determined that after reviewing the Fire Inspection document that was submitted as one of the documents required for the approval to have an unlicensed space licensed was not an official document. The fire inspection form submitted was an inspection that had been submitted a couple years prior for an unlicensed space. The inspector who is alleged to have signed off on the Fire inspection approval is stated to have not been employed with the fire department for a number of years.

POI (Plan of Improvement)

The Center will ensure that all Staff comply with all applicable laws and regulations.

Correction Deadline: 8/22/2023

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.