



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: 9/25/2024 VisitType: Licensing Study

Arrival: 8:35 AM Departure: 5:45 PM

CCLC-1789

McGinnis Woods Country Day School, Inc.  
5380 Faircroft Drive Alpharetta, GA 30005 Forsyth County  
(770) 664-7764 ccolon@mcginniswoods.org

Regional Consultant  
Amanda Schofield  
Phone: (404) 463-3585  
Fax:  
amanda.schofield@decal.ga.gov  
Joint with: Dianne Clarke

Mailing Address  
Same

Quality Rated: No

| Compliance Zone Designation |                                |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|--------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 09/25/2024                  | Licensing Study                | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/03/2024                  | Licensing Study                | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/31/2023                  | Incident Investigation Closure | 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       |
|------------|------------------|-------------------------------------------|-------|----------|------|------------|--------------|------------|--------------|-------------|
| Elem. Bldg | 101              | Six Year Olds and Over                    | 2     | 17       | C    | 20         | C            | NA         | NA           | Homework    |
| Elem. Bldg | 102              | Five Year Olds and Six Year Olds and Over | 2     | 14       | C    | 20         | C            | NA         | NA           | Circle Time |
| Elem. Bldg | 103              | Six Year Olds and Over                    | 2     | 14       | C    | 19         | C            | NA         | NA           | Centers     |
| Elem. Bldg | 104              | Five Year Olds and Six Year Olds and Over | 2     | 17       | C    | 20         | C            | NA         | NA           | Homework    |
| Elem. Bldg | 105              |                                           | 0     | 0        | C    | 24         | C            | NA         | NA           |             |
| Elem. Bldg | 106 STEM         |                                           | 0     | 0        | C    | 15         | C            | NA         | NA           |             |
| Elem. Bldg | 201-Library      | Six Year Olds and Over                    | 1     | 9        | C    | 33         | C            | NA         | NA           | Story       |
| Elem. Bldg | 202-Collabration |                                           | 0     | 0        | C    | 44         | C            | NA         | NA           |             |
| Elem. Bldg | 203              |                                           | 0     | 0        | C    | 21         | C            | NA         | NA           |             |
| Elem. Bldg | 204              | Six Year Olds and Over                    | 2     | 17       | C    | 20         | C            | NA         | NA           | Homework    |
| Elem. Bldg | 205              | Six Year Olds and Over                    | 2     | 13       | C    | 16         | C            | NA         | NA           | Homework    |
| Elem. Bldg | 206              | Six Year Olds and Over                    | 2     | 16       | C    | 16         | C            | NA         | NA           | Homework    |
| Elem. Bldg | 207              | Six Year Olds and Over                    | 2     | 15       | C    | 20         | C            | NA         | NA           | Homework    |

|                                 |            |                                                       |   |    |                                 |                                 |   |    |    |                        |
|---------------------------------|------------|-------------------------------------------------------|---|----|---------------------------------|---------------------------------|---|----|----|------------------------|
| Elem. Bldg                      | 208        |                                                       | 0 | 0  | C                               | 15                              | C | NA | NA |                        |
| Total Capacity @35 sq. ft.: 303 |            |                                                       |   |    | Total Capacity @25 sq. ft.: 747 |                                 |   |    |    |                        |
| Gym Building                    | Art Room   |                                                       | 0 | 0  | C                               | 16                              | C | NA | NA |                        |
| Gym Building                    | Gym        |                                                       | 0 | 0  | C                               | 162                             | C | NA | NA |                        |
| Gym Building                    | Spanish    |                                                       | 0 | 0  | C                               | 11                              | C | 16 | C  |                        |
| Total Capacity @35 sq. ft.: 189 |            |                                                       |   |    | Total Capacity @25 sq. ft.: 747 |                                 |   |    |    |                        |
| Main bldg 1                     | C 3R       | One Year Olds                                         | 2 | 7  | C                               | 13                              | C | NA | NA | Transitioning          |
| Main bldg 1                     | B 2R       | Infants                                               | 1 | 5  | C                               | 13                              | C | NA | NA | Floor Play             |
| Main bldg 1                     | D RT Rear  | One Year Olds                                         | 1 | 3  | C                               | 13                              | C | NA | NA | Free Play              |
| Main bldg 1                     | E 2RT Rear | One Year Olds and Two Year Olds                       | 1 | 7  | C                               | 12                              | C | NA | NA | Outside                |
| Main bldg 1                     | F 3Rt Rear | One Year Olds and Two Year Olds                       | 1 | 9  | C                               | 14                              | C | NA | NA | Outside                |
| Main bldg 1                     | G Middle   | Two Year Olds and Three Year Olds                     | 2 | 10 | C                               | 21                              | C | NA | NA | Transitioning, Outside |
| Main bldg 1                     | H LF Rear  | Three Year Olds                                       | 2 | 8  | C                               | 16                              | C | NA | NA | Story                  |
| Main bldg 1                     | I FT Rear  | Two Year Olds                                         | 2 | 12 | C                               | 15                              | C | NA | NA | Circle Time            |
| Main bldg 1                     | J LF FT    | Two Year Olds and Three Year Olds                     | 2 | 8  | C                               | 27                              | C | NA | NA | Outside                |
| Total Capacity @35 sq. ft.: 144 |            |                                                       |   |    | Total Capacity @25 sq. ft.: 747 |                                 |   |    |    |                        |
| Main Building 1                 | A 1R       | Infants and One Year Olds                             | 1 | 5  | C                               | 21                              | C | NA | NA | Free Play              |
| Total Capacity @35 sq. ft.: 21  |            |                                                       |   |    | Total Capacity @25 sq. ft.: 747 |                                 |   |    |    |                        |
| Pre-k Bldg                      | 1 LF       | Four Year Olds                                        | 2 | 16 | C                               | 21                              | C | NA | NA | Circle Time, Lunch     |
| Pre-k Bldg                      | 2 LF       | Four Year Olds                                        | 2 | 18 | C                               | 22                              | C | NA | NA | Lunch, Circle Time     |
| Pre-k Bldg                      | 3 LF       | Three Year Olds and Four Year Olds and Five Year Olds | 2 | 10 | C                               | 21                              | C | NA | NA | Lunch, Circle Time     |
| Pre-k Bldg                      | 4 LF       | Four Year Olds and Five Year Olds                     | 2 | 15 | C                               | 21                              | C | NA | NA | Lunch, Circle Time     |
| Total Capacity @35 sq. ft.: 85  |            |                                                       |   |    | Total Capacity @25 sq. ft.: 747 |                                 |   |    |    |                        |
| Total # Children this Date: 265 |            | Total Capacity @35 sq. ft.: 742                       |   |    |                                 | Total Capacity @25 sq. ft.: 747 |   |    |    |                        |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
|----------|------------|----------------------|-----------------------|

| Enrolled Children |         |         |         |         |                    |                   |
|-------------------|---------|---------|---------|---------|--------------------|-------------------|
| Under 1 years     | 1 years | 2 years | 3 years | 4 years | 5 years (Prekonly) | 5 years and older |
| 14                | 14      | 28      | 46      | 25      | 0                  | 205               |

### Comments

The purpose of this visit was to conduct a Licensing Study. Staff files, children files, and criminal records checks were reviewed.

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.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](http://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.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!



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**(Findings Report)**

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**Arrival:** 8:35 AM **Departure:** 5:45 PM

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Joint with: Dianne Clarke

**Mailing Address**

Same

The following information is associated with a Licensing Study:

**Activities and Equipment**

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

**Met**

**Comment**

Consultant observed a variety of equipment and toys throughout the center.

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

**Met**

**Comment**

Per director center does not provide swimming activities.

**Children's Records**

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

**Met**

**Comment**

Consultant observed records to be complete and well organized.

**Facility**

**591-1-1-06 Bathrooms**

**Met**

**Comment**

Consultant observed bathrooms to be clean and well maintained on this date.

**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 hazardous items were observed to be accessible to the children present for care during the visit:

-B 2R- Wipes packaging and diaper cream which read "keep out of reach of children" were observed to be accessible in the second drawer beneath the changing table.

-Classroom J LF FT- Sunscreen , wipes package and hand sanitizer were observed to be accessible in children's bags and read "keep out of reach of children."

-A 1R- Diaper cream, and wipes packaging which read "keep out of reach of children" were accessible in the second drawer beneath the changing table.

**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: 9/25/2024**

**Recited on 9/25/2024**

**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.

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

Met

**Comment**

Center menu meets USDA guidelines.

**Comment**

Consultant observed infant feeding forms updated and posted on this date..

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

Met

**Comment**

Kitchen appears clean and well organized.

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

Not Met

**Comment**

Consultant observed diapering procedures on this date.

**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 classroom diaper changing pads in classroom C 3R and D RT Rear had exposing foam.

**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: 10/9/2024**

**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 an observation that a child in C 3RT hands were not washed after diapering.

**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: 9/25/2024****591-1-1-.20 Medications(CR)****Not Met****Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on a review of records that two of five children did not have prescription numbers documented for emergency medication.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 9/25/2024****Finding**

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that " Motrin" was to be administered after lunch from August 5-15, 2024. The dispensing record indicated that the medication was not administered from August 6-15, 2024, no reason was given for medication not being administered to child.

**POI (Plan of Improvement)**

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

**Correction Deadline: 9/25/2024****Organization****591-1-1-.16 Governing Body & License****Met****Correction Deadline: 1/3/2024****Corrected on 9/25/2024**

.16(f) - The previous citation was observed to be corrected. Consultant observed all occupied spaces to be licensed on this date.

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

Consultant observed a gecko and hamster housed in classroom 203, animals observed maintained clean and appropriately caged on this date.

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

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

**Comment**

Field trip documentation observed to be complete.

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

Not Met

**Comment**

Complete documentation of transportation observed.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that staff #1, hired on May 24, 1999 and staff #11, hired on May 9, 2023, did not have current evidence of transportation training on file.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training. One staff completed the training during the visit.

**Correction Deadline: 10/5/2024**

**Sleeping & Resting Equipment**

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

Technical Assistance

**Technical Assistance**

591-1-1-.30(1)(b)1 - Please ensure to monitor the normal wear and tear of the cots/mats.

**Correction Deadline: 9/25/2024**

**Staff Records**

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

Not Met

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that the following staff did not have evidence of their fingerprint application on file:

- Staff #5, hired on July 26, 2024
- Staff #13, hired on July 31, 2024
- Staff #41 hired on July 26, 2024.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

**Correction Deadline: 9/25/2024**

**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 the following staff did not have evidence of their satisfactory records check letter on file:

- Staff #5, hired on July 26, 2024
- Staff #13, hired on July 31, 2024
- Staff #41 hired on July 26, 2024.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 9/25/2024**

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**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 #39, hired on January 31, 2024 did not have evidence of Health and Safety Orientation Training.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 10/25/2024**

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**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.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

Center observed to maintain appropriate staff:child ratios.

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

Staff observed to provide direct supervision and be attentive to children's needs.