



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: 6/5/2023 **VisitType:** Monitoring Visit **Arrival:** 11:45 AM **Departure:** 3:35 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: No

<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.
06/05/2023	Monitoring Visit	Good Standing	
12/19/2022	Licensing Study	Good Standing	
05/09/2022	Monitoring Visit	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	2	6	C	13	C	NA	NA	Nap
Main 1st Floor	B-2nd Right	One Year Olds	2	8	C	13	C	NA	NA	Transitioning, Lunch
Main 1st Floor	C-3rd Right	Infants and One Year Olds	3	10	C	14	C	NA	NA	Nap
Main 1st Floor	D-4th right	Infants and One Year Olds	3	6	C	10	C	NA	NA	Free Play, Floor Play
Main 1st Floor	F-2nd Left	Two Year Olds	1	7	C	18	C	NA	NA	Nap
Main 1st Floor	G-1st Left	Two Year Olds	2	10	C	16	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
Main 2nd Floor	J-1st Back Right	Two Year Olds and Three Year Olds	2	11	C	27	C	NA	NA	Lunch, Transitioning
Main 2nd Floor	L-3rd Right	Three Year Olds and Four Year Olds	2	8	C	21	C	NA	NA	Nap
Main 2nd Floor	M-4th Right	Four Year Olds and Five Year Olds	2	19	C	23	C	NA	NA	Outside
Main 2nd Floor	O-2nd Left	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	17	C	22	C	NA	NA	Lunch, Transitioning

Main 2nd Floor	P - 1st left	Three Year Olds and Four Year Olds	2	10	C	25	C	NA	NA	Nap,Lunch,Transitioning
Total Capacity @35 sq. ft.: 118					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 112					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An on-site inspection was conducted on June 5, 2023 with the Director Keli Jackson Background checks were all reviewed on June 5, 2023.

Plan of Improvement: Developed This Date 06/05/2023

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.decga.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 Monitoring Visit:

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.

591-1-1.25 Physical Plant - Safe Environment(CR)

Not Met

Correction Deadline: 12/19/2022

Corrected on 6/5/2023

.25(12) - Citation Corrected. No hazards observed.

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:

L-3rd Right (down)

- Mop bucket and mop accessible to children.

J- 1st Back Right (down)

- Mop bucket, mop, plunger, and toilet cleaner accessible to children.
- Diaper wipes in an unlocked cabinet on the right side.

G-1st Left

- Diaper wipes on a low shelf behind the changing station.

Art Room

-Clorox toilet wipes and Lysol on the restroom sink.

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: 6/5/2023

Recited on 6/5/2023

591-1-1-.26 Playgrounds(CR)**Not Met****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 the following hazards were observed:

Preschool/Pre-K Playground

- Plastic bags observed hanging on the right fence.
- Plastic bag observed hanging on the fence near the AC unit.
- Torn tarp near the entrance gate.
- Litter throughout the playground.

Infant/Toddler Playground-

- Exposed foam near the back wall.

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: 6/5/2023

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.

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

Documentation for medication dispensing observed complete.

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)**Not Met****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 a review of records that eight out of eleven load and unload marks were missing from the transportation checklist on May 25, 2023, from The Willow School to Ellis Family Farm.

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: 6/6/2023**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that the first check signature was missing from May 25, 2023, From The Willow School to Ellis Family Farm.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 6/6/2023**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that the second check signature was missing from May 25, 2023, from The Willow School to Ellis Family Farm.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 6/5/2023

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Staff Records

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

Met

Correction Deadline: 1/18/2023

Corrected on 6/5/2023

.33(5) - Citation corrected. The Consultant observed documentation complete.

591-1-1-.31 Staff(CR)

Met

Correction Deadline: 12/30/2022

Corrected on 6/5/2023

.31(2)(c) - Citation corrected. The Consultant observed documentation complete.

Staffing and Supervision

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

Not Met

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 1:13 was observed in classroom C-3rd Right napping area, when the required ratio was 2:13.

POI (Plan of Improvement)

The Center will provide adequate staff when there is a mixed-age group.

Correction Deadline: 6/5/2023

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

Met

Correction Deadline: 12/19/2022

Corrected on 6/5/2023

.32(7) - Citation corrected. The Consultant observed adequate supervision.