



**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:** 3/27/2024 **VisitType:** MV POI Follow Up **Arrival:** 10:05 AM **Departure:** 2:15 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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**Mailing Address**  
Same

**Quality Rated:** ★

| <b>Compliance Zone Designation</b> |                  |               | <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. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03/27/2024                         | MV POI Follow Up | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01/11/2024                         | Licensing Study  | Support       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 06/05/2023                         | 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                      | 3                               | 10       | C    | 13                            | C            | NA         | NA           | Free Play            |
| Main 1st Floor | B-2nd Right      | One Year Olds                      | 3                               | 8        | C    | 13                            | C            | NA         | NA           | Free Play, Diapering |
| Main 1st Floor | C-3rd Right      | Infants and One Year Olds          | 3                               | 6        | C    | 14                            | C            | NA         | NA           | Nap, Floor Play      |
| Main 1st Floor | D-4th right      | One Year Olds                      | 3                               | 7        | C    | 10                            | C            | NA         | NA           | Free Play            |
| Main 1st Floor | F-2nd Left       | Two Year Olds and Three Year Olds  | 2                               | 10       | C    | 18                            | C            | NA         | NA           | Story                |
| Main 1st Floor | G-1st Left       | Two Year Olds                      | 3                               | 10       | C    | 16                            | C            | NA         | NA           | Centers              |
|                |                  |                                    | Total Capacity @35 sq. ft.: 84  |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                      |
| Main 2nd Floor | J-1st Back Right | Four Year Olds and Five Year Olds  | 2                               | 7        | C    | 27                            | C            | NA         | NA           | Centers              |
| Main 2nd Floor | L-3rd Right      | Three Year Olds and Four Year Olds | 2                               | 15       | C    | 21                            | C            | NA         | NA           | Outside              |
| Main 2nd Floor | M-4th Right      | Three Year Olds and Four Year Olds | 2                               | 13       | C    | 23                            | C            | NA         | NA           | Outside              |
| Main 2nd Floor | O-2nd Left       | GA PreK                            | 3                               | 19       | C    | 22                            | C            | NA         | NA           | Centers, Outside     |
| Main 2nd Floor | P - 1st left     | Three Year Olds                    | 2                               | 12       | C    | 25                            | C            | NA         | NA           | Outside              |
|                |                  |                                    | Total Capacity @35 sq. ft.: 118 |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                      |

| Building | Playground | Playground<br>Occupancy | Playground<br>Compliance |
|----------|------------|-------------------------|--------------------------|
|----------|------------|-------------------------|--------------------------|

**Comments**

An on-site inspection was conducted on March 27, 2024 with the Director Teresa Cole. Background checks were all reviewed on March 27, 2024.

Plan of Improvement: Developed This Date 03/27/2024

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

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Teresa Cole, Program Official

Date

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Jessica Johnson, Regional Consultant

Date



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(Findings Report)

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The following information is associated with a MV POI Follow Up:

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-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06(4) - The Consultant discussed with the Director checking the ventilation system in the second floor restroom in the hallway. The Consultant discussed that 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.

Correction Deadline: 4/26/2024

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)

Technical Assistance

Correction Deadline: 1/25/2024

Corrected on 3/27/2024

.25(13) - Citation corrected. No hazards observed.

**Technical Assistance**

591-1-1-.25(13) - The Consultant discussed with the Director that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children.

**Correction Deadline: 3/27/2024**

**Correction Deadline: 1/25/2024**

**Corrected on 3/27/2024**

**.25(3) - Citation corrected. No hazards observed.**

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

**Not Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

**Corrected on 3/27/2024**

**.26(4) - Citation corrected. The fence on playground B was observed repaired and measured at four feet.**

**Technical Assistance**

591-1-1-.26(4) - The Consultant discussed with the Director 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. Fencing around heating and cooling equipment, storage areas, etc, must meet the four-foot requirement.

**Correction Deadline: 3/27/2024**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that there was a five inch gap located on the back bottom inside of the wooden play structure.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 4/10/2024**

**Correction Deadline: 4/10/2024**

**Corrected on 3/27/2024**

**.26(9) - Citation corrected. No hazards observed.**

**Technical Assistance**

591-1-1-.26(9) - The Consultant discussed with the Director spray painting the tree root on the infant and toddler playground.

**Correction Deadline: 3/27/2024**

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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

**Met**

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

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

**Corrected on 3/27/2024**

**.20(2) - Citation corrected. The program is not currently dispensing medication.**

**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 a review of record that the medication dispensing record was incomplete and did not account for all medication times listed on the authorization document.

**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: 3/27/2024**

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|               |
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| <b>Safety</b> |
|---------------|

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

**Comment**

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

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

**Comment**

Field trip documentation observed to be complete.

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**591-1-1-.36 Transportation(CR)** **Technical Assistance**

**Technical Assistance**

591-1-1-.36(7)(d)2. - The Consultant discussed with the Director that there must be a seamless transition between the first and second check of the vehicle and continuous watchful oversight. If a second staff person is not available to conduct a second check of the vehicle, the driver must check the vehicle, sign the passenger transportation checklist(s) indicating that all of the children have exited the vehicle, and then report by phone to the director or designated staff person that the check has been completed and no children remain on the vehicle.

**Correction Deadline: 3/27/2024**

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|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Discussed SIDS and infant sleeping position.

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|                      |
|----------------------|
| <b>Staff Records</b> |
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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Technical Assistance**

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

**Corrected on 3/27/2024**

**.09(1)(c) - Citation corrected. The Consultant observed criminal records checks complete.**

**Technical Assistance**

591-1-1-.09(1)(c) -The Consultant discussed with the Director that the Center must 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.

**Correction Deadline: 3/27/2024**

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

**Corrected on 3/27/2024**

.09(1)(j) - Citation corrected. The Consultant observed criminal records checks complete.

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

**Corrected on 3/27/2024**

.09(1)(l)3. - Citation corrected. The Consultant observed criminal records checks complete.

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**591-1-1-.33 Staff Training**

**Met**

**Correction Deadline: 2/10/2024**

**Corrected on 3/27/2024**

.33(3) - Citation corrected. The Consultant observed documentation complete.

**Correction Deadline: 2/10/2024**

**Corrected on 3/27/2024**

.33(4) - Citation corrected. The Consultant observed documentation complete.

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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**

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

**Corrected on 3/27/2024**

.32(2) - Citation corrected. The Consultant observed the appropriate staff:child ratio's in each classroom.

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

**Met**

**Comment**

Adequate supervision observed on this date.