



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: 10/24/2024 **VisitType:** Licensing Study

Arrival: 9:25 AM **Departure:** 3:15 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

Cassandra Jakes-Beasley

Phone: (770) 357-7016

Fax: (770) 357-7015

cassandra.jakes-beasley@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.
10/24/2024	Licensing Study	Support	
03/27/2024	MV POI Follow Up	Good Standing	
01/11/2024	Licensing Study	Support	

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	One Year Olds	2	9	C	13	C	NA	NA	Floor Play
Main 1st Floor	B-2nd Right	One Year Olds	2	9	C	13	C	NA	NA	Floor Play
Main 1st Floor	C-3rd Right	Infants and One Year Olds	2	6	C	14	C	NA	NA	Floor Play
Main 1st Floor	D-4th right	Infants	2	8	C	10	C	NA	NA	Floor Play
Main 1st Floor	F-2nd Left	Two Year Olds	2	9	C	18	C	NA	NA	Floor Play
Main 1st Floor	G-1st Left	Two Year Olds	2	11	C	16	C	NA	NA	Floor Play
			Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0				
Main 2nd Floor	J-1st Back Right	Four Year Olds	2	6	C	27	C	NA	NA	Outside
Main 2nd Floor	L-3rd Right	Three Year Olds and Four Year Olds	2	8	C	21	C	NA	NA	Floor Play
Main 2nd Floor	M-4th Right	Three Year Olds and Four Year Olds	2	0	NC	23	C	NA	NA	Floor Play
Main 2nd Floor	O-2nd Left	Three Year Olds	2	11	C	22	C	NA	NA	Floor Play
Main 2nd Floor	P - 1st left	GA PreK	2	19	C	25	C	NA	NA	Story
			Total Capacity @35 sq. ft.: 118			Total Capacity @25 sq. ft.: 0				

Total # Children this Date: 96

Total Capacity @35 sq. ft.: 202

Total Capacity @25 sq.
ft.: 0

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
13	33	34	27	15	7	13

Comments

A Licensing Study was conducted on October 24, 2024. Backgrounds checks were reviewed. The Consultant completed the exit conference, and a copy of the visit report was sent to the Director.

Plan of Improvement: To Be Submitted 11/07/2024

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 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!



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

(Findings Report)

Date: 10/24/2024 **VisitType:** Licensing Study

Arrival: 9:25 AM **Departure:** 3:15 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

Cassandra Jakes-Beasley

Phone: (770) 357-7016

Fax: (770) 357-7015

cassandra.jakes-beasley@decal.ga.gov

Mailing Address

Same

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.

Children's Records

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

Met

Comment

Please ensure that all required statements are included in the parent handbook.

Facility

591-1-1-.06 Bathrooms

Not Met

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 the ventilation system in the second floor restrooms were inoperable.

Correction Deadline: 11/23/2024

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)

Not Met

Comment

Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

Finding

591-1-1-.25(12) requires heating and cooling equipment to be protected to prevent children from touching it. Fans, space heaters, etc. shall be positioned or installed so as to be inaccessible to the children. It was determined based on observation a fan was accessible to children in classroom B.

Correction Deadline: 10/24/2024

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 the fence surrounding the air conditioner units on the Pre-K playground measured at approximately three feet and two inches. In addition, the fencing on right front corner of the front playground (near the steps) measured at three feet and two inches and there was a twelve inch gap at the bottom.

Correction Deadline: 10/24/2024

Correction Deadline: 4/10/2024

Corrected on 10/24/2024

.26(6) -

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on measurement there was two to three inches of measurable wood chips underneath the metal climbing equipment.

Correction Deadline: 11/3/2024

Food Service

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

Met

Comment

Please ensure that bottles are covered and fully labeled with child's full name.

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)

Met

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Please ensure lids remain on trash containing organic waste.

Comment

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Met****Correction Deadline: 3/27/2024****Corrected on 10/24/2024****Previous citation corrected.****Policies and Procedures****591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date (communicable disease chart).

Comment

Please make sure that all required signs are posted and up to date.

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

Animals maintained clean and appropriately caged.

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**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

Complete documentation of transportation observed.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

Discussed SIDS and infant sleeping position.

Technical Assistance

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row.

Correction Deadline: 10/24/2024**Staff Records****Records Reviewed: 38****Records with Missing/Incomplete Components: 1**

Staff # 32

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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 staff member # 32 did not have a a valid and current satisfactory Comprehensive Records Check Determination on prior to being present at the Center while any child is present for care on this date. The comprehensive records check expired September 13, 2024

Correction Deadline: 10/24/2024

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 #32 did not have a valid and current satisfactory Comprehensive Records Check Determination on file. The Comprehensive Records Check expired on September 13, 2024.

Correction Deadline: 10/24/2024

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

Met

Comment

Director provided [5] file(s) for employees hired since last visit.

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

Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Not Met

Comment

Please ensure completed orientation checklists are documented.

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 one staff member did not have the 10 clock hours of health and safety within the first 90 days of employment.

Correction Deadline: 11/23/2024

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

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

Met

Comment

Adequate supervision observed on this date.