



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

Cover Sheet

Date: 12/19/2022 **VisitType:** Licensing Study

Arrival: 12:00 PM

Departure: 4:30 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

Mailing Address
 Same

Regional Consultant

Jessica Johnson

Phone: (770) 357-5090

Fax:

jessica.johnson@decal.ga.gov

Quality Rated: No

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.
12/19/2022	Licensing Study	Good Standing	
05/09/2022	Monitoring Visit	Good Standing	
10/29/2021	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 1st Floor	A-1st Right	One Year Olds	2	8	C	13	C	NA	NA	Lunch
Main 1st Floor	B-2nd Right	One Year Olds	2	7	C	13	C	NA	NA	Lunch
Main 1st Floor	C-3rd Right	Infants	4	7	C	14	C	NA	NA	Floor Play, Free Play, Feeding
Main 1st Floor	D-4th right	Infants and One Year Olds	2	5	C	10	C	NA	NA	Nap
Main 1st Floor	F-2nd Left	Two Year Olds	1	10	C	18	C	NA	NA	Nap
Main 1st Floor	G-1st Left	One Year Olds and Two Year Olds	2	6	C	16	C	NA	NA	Nap
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	1	4	C	27	C	NA	NA	Lunch, Transitioning
Main 2nd Floor	L-3rd Right	Three Year Olds	1	5	C	21	C	NA	NA	Nap
Main 2nd Floor	M-4th Right	Three Year Olds and Four Year Olds	1	10	C	23	C	NA	NA	Nap
Main 2nd Floor	O-2nd Left		0	0	C	22	C	NA	NA	

Main 2nd Floor	P - 1st left	PreK	2	17	C	25	C	NA	NA	Nap,Transitioning
		Total Capacity @35 sq. ft.: 118			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 79		Total Capacity @35 sq. ft.: 202			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An on-site inspection was conducted on December 19, 2022 with the Director Keli Jackson. Staff files, children's files, training, and background checks were all reviewed.

Plan of Improvement: Developed This Date 12/19/2022

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.state.ga.us/CCS/Regulations.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



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.state.ga.us for more information. Free technical assistance is available!

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)

Teresa Cole, Program Official

Date

Jessica Johnson, Consultant

Date



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Findings Report

Date: 12/19/2022 **VisitType:** Licensing Study

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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.

Facility

591-1-1.06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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 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 that a fan was observed on the back shelf in classroom M -4th Right accessible to children.

POI (Plan of Improvement)

The Center will re-position or re-install equipment, as needed, and will make all such equipment inaccessible to children.

Correction Deadline: 12/19/2022**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:

A 1st Right (down)

- Teacher bag was observed on the floor by the mirror in classroom A 1st Right accessible to children.

B-2nd Right (down)

Teacher purse and bookbag were observed on the back cabinet in classroom B 2nd Right accessible to children.

2nd left (down)

- Plastic grocery bag on the counter by the entrance door.
- Mop bucket and broom in the restroom.

Clorox Toilet Wand stored in the restroom in classroom M -4th Right.

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: 12/19/2022**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with the Director replacing the damaged ceiling tile above classroom F 2nd left entrance door.

Correction Deadline: 12/19/2022**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26(9) - 591-1-1-.26(9) Consultant discussed with the Director keeping the playgrounds free from litter and free of hazards.

Correction Deadline: 12/19/2022**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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Safety

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**

Technical Assistance

591-1-1-.36(7)(d)2. - Consultant discussed with the Director that the second designated Staff person shall physically sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle.

Correction Deadline: 12/19/2022

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 35

Records with Missing/Incomplete Components: 6

Staff # 1 Not Met

Date of Hire: 07/22/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2 Met

Staff # 3 Not Met

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.33(5)-10 Hrs. Annual Training

Staff # 4 Met

Staff # 5 Met

Date of Hire: 02/16/2015

Staff # 6 Met

Date of Hire: 08/01/2019

Staff # 7 Met

Staff # 8 Not Met

Date of Hire: 07/27/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 9 Date of Hire: 12/03/2018	Met
Staff # 10	Met
Staff # 11 Date of Hire: 07/26/2021	Met
Staff # 12	Met
Staff # 13 Date of Hire: 07/23/2019	Met
Staff # 14	Met
Staff # 15 Date of Hire: 04/05/2021	Met
Staff # 16	Met
Staff # 17 Date of Hire: 02/16/2015 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 18	Met
Staff # 19 Date of Hire: 07/28/2021	Met
Staff # 20	Met
Staff # 21 Date of Hire: 07/26/2021 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 22	Met
Staff # 23	Met
Staff # 24 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 25	Met

Records Reviewed: 35**Records with Missing/Incomplete Components: 6**

Staff # 26	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29	Met
Staff # 30	Met
Date of Hire: 02/17/2020	
Staff # 31	Met
Date of Hire: 04/11/2016	
Staff # 32	Met
Staff # 33	Met
Date of Hire: 09/14/2017	
Staff # 34	Met
Staff # 35	Met

Staff Credentials Reviewed: 10

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

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR	Met
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Correction Deadline: 6/2/2022**Corrected on 12/19/2022****.14(2) - Citation corrected. Consultant reviewed all staff CPR and first aid certifications.**

591-1-1-.33 Staff Training	Not Met
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Correction Deadline: 6/2/2022**Corrected on 12/19/2022****.33(3) - Citation corrected. Consultant reviewed all staff members health and safety orientation training.**

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that staff # 3, staff # 8, and staff # 17 did not complete the annual ten (10) clock hours of training as required. It was further determined based on review of records that staff # 3 completed six hours of annual training, staff # 8 completed eight hours of annual training, and staff # 17 completed eight hours of annual training.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 1/18/2023

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

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on review of records that staff # 1, staff # 3, staff # 21, and staff #24 did not have the lead teacher's professional development plan on file at the center on this date.

POI (Plan of Improvement)

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

Correction Deadline: 12/30/2022

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)**Not Met****Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that two children were observed in the restroom without adult supervision.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 12/19/2022