



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: 12/14/2022 **VisitType:** Licensing Study

Arrival: 8:30 AM

Departure: 12:00 PM

CCLC-50141

West Windsor Academy at Governors Towne Club

5265 Cedarcrest Rd. Acworth, GA 30101 Paulding County
 (770) 529-5530 jjordan@wwagtc.com

Regional Consultant

Brionne Higgins

Phone: (404) 232-1903

Fax: (770) 359-5819

brionne.higgins@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.
12/14/2022	Licensing Study	Good Standing	
07/19/2022	Monitoring Visit	Good Standing	
10/25/2021	Licensing Study	Good Standing	

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.

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	A/1L(L)- 6 wks- 8mths	Infants	1	5	C	8	C	NA	NA	Transitioning
Main	B-2L(L) - 8 mths- 18mths	One Year Olds	1	4	C	12	C	NA	NA	Floor Play
Main	C/3R(L) - 1's	One Year Olds	1	8	C	22	C	NA	NA	Free Play
Main	D/2R(L) - 2's	Two Year Olds	1	15	C	16	C	NA	NA	Free Play
Main	E-1R(L) - 4 years	Four Year Olds	1	9	C	19	C	NA	NA	Centers
Main	F/1L(R)- Pre-K	PreK	2	21	C	20	NC	NA	NA	Outside
Main	G-2L(R) - Pre-K	PreK	2	20	C	21	C	NA	NA	Story
Main	H/3L(R)- 3's and 4's	Three Year Olds and Four Year Olds	1	13	C	20	C	NA	NA	Centers
Main	I/2R(R)- 3's		0	0	C	21	C	NA	NA	Not In Use
Main	J/1R(R)- 2's	Two Year Olds	2	18	C	21	C	NA	NA	Transitioning

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 113

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A -6 wks- 2 years	34	C
Main	Playground B -3 yrs- 12 yrs	76	C
Main	Playground B/ 3-4 Years	94	C
Main	Water Park (Behind A)	52	C

Comments

The purpose of this visit was to follow up to a visit conducted on July 19, 2022.

Plan of Improvement: No Plan Developed 01/01/0001

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)

Jennifer Jordan, Program Official

Date

Brionne Higgins, Consultant

Date



**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: 12/14/2022 **VisitType:** Licensing Study

Arrival: 8:30 AM

Departure: 12:00 PM

CCLC-50141

West Windsor Academy at Governors Towne Club

5265 Cedarcrest Rd. Acworth, GA 30101 Paulding County
(770) 529-5530 jjordan@wwagtc.com

Regional Consultant

Brionne Higgins

Phone: (404) 232-1903

Fax: (770) 359-5819

brionne.higgins@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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Records were observed to be complete and well organized.

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 that the bathroom in room E did not have adequate ventilation in the girls bathroom as required.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 1/13/2023

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)**Met****Comment**

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

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

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

591-1-1-.18(10) - Consultant discussed ensuring that garbage cans are stored with a lid.

Correction Deadline: 12/14/2022

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**

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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)**N/A****Comment**

Center does not participate in field trips at this time.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Correction Deadline: 10/29/2021**Corrected on 12/14/2022****.36(7)(d)1. - Previous citation corrected on this date. Consultant observed the center to complete and document a first check of the vehicle as required.****Correction Deadline: 10/29/2021****Corrected on 12/14/2022****.36(7)(d)2. - Previous citation correct on this date. Consultant observed the center to complete and document a second check of the vehicle as required.**

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Technical Assistance

591-1-1-.30(1)(b)1 - Consultant discussed monitoring mats for rips and tears and repairing them as needed.

Correction Deadline: 12/14/2022

Staff Records**Records Reviewed: 27****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 09/06/2022

Staff # 2 Date of Hire: 01/14/2019	Met
Staff # 3 Date of Hire: 09/16/2019	Met
Staff # 4 Date of Hire: 03/07/2022	Met
Staff # 5 Date of Hire: 08/10/2020	Met
Staff # 6 Date of Hire: 08/10/2022 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 7 Date of Hire: 08/20/2018	Met
Staff # 8 Date of Hire: 02/05/2019	Met
Staff # 9 Date of Hire: 09/09/2021	Met
Staff # 10 Date of Hire: 08/13/2018	Met
Staff # 11	Met
Staff # 12 Date of Hire: 08/01/2022	Met
Staff # 13 Date of Hire: 08/30/2021	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16 Date of Hire: 02/25/2021	Met
Staff # 17	Met

Records Reviewed: 27**Records with Missing/Incomplete Components: 1**

Date of Hire: 11/28/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18

Met

Date of Hire: 09/19/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19

Met

Date of Hire: 09/19/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 20

Met

Date of Hire: 06/01/2022

Staff # 21

Met

Date of Hire: 08/04/2021

Staff # 22

Met

Staff # 23

Met

Date of Hire: 08/13/2018

Staff # 24

Met

Date of Hire: 08/13/2013

Staff # 25

Met

Staff # 26

Met

Date of Hire: 07/25/2022

Staff # 27

Met

Date of Hire: 08/02/2022

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that the center failed to port a satisfactory determination letter for an employee that was present and caring for children.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will monitor DECAL Koala to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 review rules and regulations to ensure CRC rules are maintained.

Correction Deadline: 12/14/2022

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

Met

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Not Met

Comment

591-1-1-.33(4) - Please ensure that food and nutrition training is completed for all persons responsible to preparing food and that training certificates are available upon request.

Correction Deadline: 1/13/2023

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 a review of records that the center failed to provide valid evidence of annual training completed by staff members for the annual year of 2021 as required.

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: 12/31/2022

Recited on 12/14/2022

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that three out of nine lead teachers did not meet the minimum academic requirements.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 12/30/2022

Recited on 12/14/2022

Technical Assistance

591-1-1-.31(2)(b)3.(iii) - Consultant discussed ensuring that all teachers working as a lead without the required credentials has a professional development plan on file.

Correction Deadline: 12/14/2022

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)	Met
------------------------------------	------------

Comment

Adequate supervision observed on this date.