



**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:** 10/25/2021 **VisitType:** Licensing Study

**Arrival:** 3:00 PM

**Departure:** 5:00 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**

Kedirile Magakgala

Phone: (770) 357-7016

Fax: (770) 357-7015

kedirile.magakgala@decal.ga.gov

Joint with: Jennifer Bailey

**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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
10/25/2021	Licensing Study	Good Standing	
06/02/2021	Monitoring Visit	Good Standing	
10/21/2020	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	A/1L(L) - 6 wks- 8mths	Infants	2	6	C	8	C	NA	NA	Floor Play
Main	B-2L(L) - 8 mths- 18mths	Infants and One Year Olds	2	9	C	12	C	NA	NA	Floor Play
Main	C/3R(L) - 1's	One Year Olds and Two Year Olds	2	10	C	22	C	NA	NA	Centers
Main	D/2R(L) - 2's	Two Year Olds	2	15	C	16	C	NA	NA	Centers
Main	E-1R(L) - 4 years	Three Year Olds and Four Year Olds	2	11	C	19	C	NA	NA	Centers
Main	F/1L(R) - Pre-K	GA PreK	2	21	C	20	NC	NA	NA	Centers
Main	G-2L(R) - Pre-K	GA PreK	2	20	C	21	C	NA	NA	Centers
Main	H/3L(R) - 3's and 4's	Three Year Olds	2	17	C	20	C	NA	NA	Story
Main	I/2R(R) - 3's		0	0	C	21	C	NA	NA	
Main	J/1R(R) - 2's	Two Year Olds and Three Year Olds	2	18	C	21	C	NA	NA	Centers

Total Capacity @35 sq. ft.: 180

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 127

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**


An Administrative Review was conducted on October 25, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on October 26, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

A One-Day Letter was sent to the Director with the visit report on 10/29/2021.

The center has a variance for classrooms F and G.



Plan of Improvement: Developed This Date 10/25/2021

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 New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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.

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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), e-mail the following information to [CCSRefutations@decals.ga.gov](mailto:CCSRefutations@decals.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decals.ga.gov/ChildCareServices/RefutationInformation.aspx>

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.

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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)

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Jennifer Jordan, Program Official

Date

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Kedirile Magakgala, Consultant

Date

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Jennifer Bailey, Consultant

Date



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### Findings Report

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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.

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**N/A**

**Comment**

Director stated that the 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**

Parent authorizations obtained/completed.

**Comment**

Records were observed to well organized. Please encourage parents to fill out all the information on the children's forms, remind them to enter NA or cross out the field if no information is available.

	<b>Facility</b>
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**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)**

**Met**

**Comment**

Center appears clean and well maintained.

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. Consultant discussed with the Director to make sure that children's change of clothes are taken out of Ziploc bags if those clothes are are to be stored in the children's cubbies.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Comment**

Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather. Fall zones and resilient surface.

	<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Technical Assistance**

**Technical Assistance**

Consultant discussed with the Director ensuring that meals and snacks meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program.

CACFP Meal Pattern Requirements:

Three Components for breakfast: Grains, Vegetables, Fruits or both, Milk

Five Components for lunch: Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, two different types of vegetables, and Milk

Two of the five Components for snack.

**Technical Assistance**

Consultant discussed with the Director the new revision to the restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Consultant observed Beanee Weenies on the menu.

**Correction Deadline: 10/25/2021**

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

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

**Comment**

Staff stated proper knowledge of diapering procedures.

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

**Comment**

Staff stated proper knowledge of hand washing procedures.

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

**Comment**

Director stated that they currently do not dispense/administer medication at this time.

**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures** **Technical Assistance**

**Technical Assistance**

Consultant discussed with the Director to ensure that they conduct lockdown drills and review emergency preparedness plans every six months. Consultant provided the Director with an updated drill form.

**Correction Deadline: 10/30/2021**

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

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting** **Met**

**Comment**

Discussed reporting requirements.

**Safety**

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

**Comment**

Animals maintained clean and appropriately caged. Consultant observed a pet turtle in it's water tank.

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

**Comment**

Staff stated proper knowledge of age-appropriate discussion and redirection.

**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 permission observed to be complete for two field trips in July 2021. Director stated proper field trip procedures with regards to ensuring that children have identifying information on hand. Director stated that they use bracelets which include required information.

**Comment**

Consultant discussed with the Director to ensure that pre-populated forms are filled out correctly. Please ensure that you circle the vehicle tag numbers and identify which staff members are on the trip.

**Comment**

Current/completed inspections were observed for two vehicles used in transporting children on this date.

**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 first checks were not conducted upon return to the center after field trips to Stars and Strikes on July 14, 2021 and to Lake Pointe Station on July 16, 2021.

**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: 10/29/2021**

**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 second checks were not conducted upon return to the center after field trips to Stars and Strikes on July 14, 2021 and to Lake Pointe Station on July 16, 2021.

**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: 10/29/2021**

**Sleeping & Resting Equipment**

**Comment**

Discussed SIDS and infant sleeping position.

**Staff Records**

**Records Reviewed: 27**

**Records with Missing/Incomplete Components: 10**

Staff # 1

Not Met

Date of Hire: 01/14/2019

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Not Met

Date of Hire: 09/16/2019

<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 3	Not Met
Date of Hire: 04/26/2021	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 4	Not Met
Date of Hire: 08/10/2020	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 5	Met
Date of Hire: 08/26/2020	
Staff # 6	Met
Date of Hire: 08/20/2018	
Staff # 7	Met
Date of Hire: 02/05/2019	
Staff # 8	Met
Date of Hire: 09/09/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 08/13/2018	
Staff # 10	Met
Date of Hire: 08/13/2018	
Staff # 11	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 09/09/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 08/23/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met



Date of Hire: 02/11/2021

Staff # 16

Met

Date of Hire: 08/30/2021

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

Staff # 17

Not Met

Date of Hire: 08/13/2018

"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 18

Not Met

Date of Hire: 08/13/2018

"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 19

Met

Date of Hire: 02/25/2021

Staff # 20

Not Met

Date of Hire: 01/18/2021

"Missing/Incomplete Components"  
.09-Criminal Records Check Missing

Staff # 21

Met

Date of Hire: 06/17/2021

Staff # 22

Met

Date of Hire: 06/01/2021

Staff # 23

Met

Date of Hire: 08/04/2021

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

Staff # 24

Not Met

Date of Hire: 08/13/2018

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

Staff # 25

Not Met

Date of Hire: 08/13/2013

"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 26

Met

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**Records Reviewed: 27**

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**Records with Missing/Incomplete Components: 10**

Date of Hire: 10/19/2021

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

Staff # 27

Met

Date of Hire: 12/11/2020

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**Staff Credentials Reviewed: 12**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that staff member #20 who was hired on January 18, 2021 was present and caring for children without submitting both a records check application to the Department and fingerprints to an authorized fingerprinting site. Records indicated that the staff member was present on a field trip on July 16, 2021. The staff member is no longer employed.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review all staff records in DECAL Koala to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 the CRC rules to ensure the CRC rules are maintained.

**Correction Deadline: 10/29/2021****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 that staff member #20 who was hired on January 18, 2021 was present and caring for children without a current satisfactory Comprehensive Records Check Determination. Records indicated that the staff member was present and caring for children on a field trip on July 16, 2021. The staff member is no longer employed.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will review staff records in DECAL Koala 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. 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 the CRC rules and staff files to ensure the CRC rules are maintained.

**Correction Deadline: 10/29/2021**

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**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

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

**Technical Assistance**

Consultant discussed with the Director to ensure that all staff who provide direct care to children obtain certification in first aid and CPR within 90 days of their hire date.

**Correction Deadline: 11/24/2021**

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

**Not Met**

**Technical Assistance**

Consultant discussed with the Director to ensure that each Staff member with direct care responsibilities must complete health and safety orientation training within the first 90 days of employment.

**Correction Deadline: 11/24/2021**

**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 five staff members did not complete annual training for 2020.

**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: 12/31/2021**

**Recited on 10/25/2021**

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**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 ten 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: 12/31/2021**

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<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Discussed new revision to the supervision rule which states: 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.

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.