



**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:** 2/28/2023    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 1:50 PM

**CCLC-54297**

**Cozy West Childcare & Learning Center**

1263 Augusta West Pky Augusta, GA 30909 Richmond County  
 (706) 650-0232 cozywestcenter@gmail.com

**Regional Consultant**

Kesha McNeal

Phone: (866) 359-1672  
 Fax: (866) 359-7490  
 kesha.mcneal@dec.al.ga.gov

**Mailing Address**

8840 Old Southwick Pass  
 Alpharetta, GA 30022

**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.
02/28/2023	Complaint Investigation & Monitoring Visit	Good Standing	
09/26/2022	Complaint Closure	Good Standing	
09/26/2022	Complaint Investigation & 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-First Left 2's	One Year Olds and Two Year Olds	2	12	C	28	C	NA	NA	Outside, Transitioning
Main	B-Second Left 3's	Three Year Olds	2	12	C	32	C	NA	NA	Art, Transitioning, Outside
Main	C-Back PreK	GA PreK	2	16	C	38	C	NA	NA	Transitioning, Centers
Main	D-Second Right 1's		0	0	C	22	C	NA	NA	
Main	E- First Right- Infants	Infants and One Year Olds	1	5	C	11	C	NA	NA	Diapering, Transitioning, Outside
Total Capacity @35 sq. ft.: 131						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 45						Total Capacity @35 sq. ft.: 131				
						Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Play A	48	C
Main	Play B	128	C
Main	Play C	57	C

### Comments

The purpose of the visit was to conduct a Complaint Investigation and Monitoring visit.

Director provided two file(s) for employees hired since last visit.

Plan of Improvement: Developed This Date 02/28/2023

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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Michelle Abbott, Program Official

Date

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Kesha McNeal, Consultant

Date



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**(Findings Report)**

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

**591-1-1-.03 Activities**

**Met**

**Correction Deadline: 10/3/2022**

**Corrected on 2/28/2023**

**.03(2) - Previous citation observed corrected in that all classrooms in use had evidence of current lesson plans.**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Correction Deadline: 9/26/2022**

**Corrected on 2/28/2023**

**.12(3) - Previous citation observed corrected in that no stacked chairs were observed on this date.**

**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**

**Correction Deadline: 10/7/2022**

**Corrected on 2/28/2023**

**.08(1) - Previous citation observed corrected in that the facility had obtained the required documentation.**

**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**

**Correction Deadline: 9/26/2022**

**Corrected on 2/28/2023**

**.25(13) - Previous citation observed corrected in that no hazardous items were accessible on this date.**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on the consultant's observation that the playground door of classroom C had chipping paint accessible to children.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 3/14/2023**

**Recited on 2/28/2023**

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

**Not Met**

**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 the consultant's observation that the red merry go round bicycle located on playground B on the back middle section was missing two pedals causing a potential hazard.

**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: 2/28/2023**

**Recited on 2/28/2023**

**Technical Assistance**

591-1-1-.26(9) - Please ensure that the wooden border located around the play structure of playground B is in good repair. On this date the consultant observed spots of weathering around the wooden border.

**Correction Deadline: 2/28/2023**

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

**Met**

**Comment**

Proper diapering procedures observed.

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**591-1-1-.17 Hygiene(CR)****Technical Assistance****Comment**

Proper hand washing observed throughout the center.

**Technical Assistance**

591-1-1-.17(7)(a) - Please ensure that washcloth handwashing is only used only for infants when the infant is too heavy to hold or cannot stand safely and for children with special needs; requires that an individual washcloth be used only once for each child before laundering.

**Correction Deadline: 2/28/2023**

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date. This includes the center's 2023 license.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Technical Assistance****Comment**

Age-appropriate discussion and/or redirection observed.

**Technical Assistance**

591-1-1-.11(1) - When "time-out" is used, the caregiver should keep the child within visual contact and limit the amount of time the child spends in "time-out" to one minute (or less) per year of the child's age. The caregiver should take into account the child's developmental stage, tolerances, and ability to learn from "time-out".

**Correction Deadline: 2/28/2023**

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Comment**

Please ensure that cribs/cots are labeled for individual use.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on the consultant' observation that one of five crib mattress were not tight-fitting without gaps as required.

**POI (Plan of Improvement)**

The center will ensure that a crib mattress is firm, tight-fitting without gaps, at least

**Correction Deadline: 2/28/2023**

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on the consultant's observation that one of five crib sheets were not tight fitting as required. The crib was in use on this date.

**POI (Plan of Improvement)**

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

**Correction Deadline: 2/28/2023**

**Correction Deadline: 10/7/2022**

**Corrected on 2/28/2023**

**.30(1)(b)1 - Previous citation observed corrected in that the mats had been removed and replaced on this date.**

**Technical Assistance**

591-1-1-.30(4) - Please ensure that cots are stored to prevent children's access to them and to allow maximum use of play space. On this date the consultant observed cots accessible in classroom A and Classroom C.

**Correction Deadline: 2/28/2023**

**Staff Records**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two file(s) for employees hired since last visit.

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

**Not Met**

**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined, based on review of records that Staff #2 and Staff #7 did not obtain certification in first aid and CPR within 90 days of hire.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 3/31/2023**

**Recited on 2/28/2023**

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

**Not Met**

**Correction Deadline: 9/30/2022**

**Corrected on 2/28/2023**

**.33(1) - Previous citation observed corrected in that all current staff had evidence of completed orientation.**

**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 review of records, that Staff# 2 and Staff #7 did not complete health and safety orientation training within the first 90 days of employment as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 3/31/2023**

**Recited on 2/28/2023**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 10/14/2022**

**Corrected on 2/28/2023**

**.31(2)(b)2. - Previous citation observed corrected on this date in that staff members had a professional learning plan in place.**

**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.

**The following information is associated with a Complaint Investigation Visit:**

**Health and Hygiene**

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

**Met**

**Correction Deadline: 9/26/2022**

**Corrected on 2/28/2023**

**.10(5) - Previous citation observed corrected in that proper diapering procedures were observed on this date.**

**Staffing and Supervision**



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

Met

Correction Deadline: 9/26/2022

Corrected on 2/28/2023

.32(1) - Previous citation observed corrected in that appropriate staff/ child ratios were observed on this date.

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

Met

Correction Deadline: 9/26/2022

Corrected on 2/28/2023

.32(7) - Previous citation observed corrected in that adequate supervision was observed on this date.