



**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: 5/2/2018 **VisitType:** Licensing Study **Arrival:** 10:25 AM **Departure:** 3:15 PM

CCLC-408

Winters Chapel Kindergarten & Day Care Center

4942 Winters Chapel Rd. Doraville, GA 30360 DeKalb County
(770) 394-3242 emikoarai31@hotmail.com

Regional Consultant

Chrische Walker

Phone: (770) 359-5166
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chrische.walker@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.
05/02/2018	Licensing Study	Good Standing	
10/18/2017	Monitoring Visit	Good Standing	
05/01/2017	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 Left	Three Year Olds and Four Year Olds	2	13	C	13	C	NA	NA	Outside, Transitioning
Main	1st right	One Year Olds and Two Year Olds	2	15	C	15	C	NA	NA	Story, Diapering
Main	2nd right		0	0	C	10	C	NA	NA	Not In Use
Main	3rd right	PreK	2	18	C	20	C	NA	NA	Centers
Main	Back	Four Year Olds	1	6	C	6	C	NA	NA	Outside, Transitioning
Total Capacity @35 sq. ft.: 64						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 52			Total Capacity @35 sq. ft.: 64			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	63	C

Comments

The purpose of today's visit was to conduct a Licensing Study and to follow-up from the previous visit on October 18, 2017. The consultant left an Emergency Preparedness Plan, Posted Notices List, Posted Notices flyers, and a Documentation of Orientation resource.

Plan of Improvement: Developed This Date 05/02/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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), e-mail the following information to CCSRefutations@dec.al.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://dec.al.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.

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 New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>
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.al.ga.gov

Kunitoshi Arai, Program Official

Date

Chrische Walker, 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-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant's observation that the 3rd right Pre-K class and the back classroom did not have the current week's lesson plans posted.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 5/2/2018

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: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 4 Met

Child # 5 Met

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that two children's enrollment forms did not have the mother's work address and work number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will be implemented and followed.

Correction Deadline: 5/2/2018

	Facility
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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

No hazards observed accessible to children on this date.

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

Not Met

Comment

Great job on the maintenance of resilient surface. Please monitor turf underneath the two swings and underneath the black wheel swing on the playground.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on the consultant's observation that a green substance was observed on several areas on the wooden play structure on the playground.

POI (Plan of Improvement)

The Center will routinely monitor the playground.

Correction Deadline: 5/16/2018

Food Service

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

Met

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
 5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
 2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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 stated proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center when the children returned from outside.

591-1-1-.20 Medications(CR)

N/A

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Great job conducting emergency drills.

Correction Deadline: 5/7/2018

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

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

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

Discussed reporting requirements.

Safety

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

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**

Center does not provide routine transportation. The director stated that there was a vehicle on site for emergencies. The vehicle has not been used for years. The consultant observed the vehicle with the tag number PMN 6895. The vehicle had an updated inspection form, a fire extinguisher, and a first aid kit for the vehicle.

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: 9**Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 08/03/2015

Staff # 2 Met

Date of Hire: 03/23/2017

Staff # 3 Met

Date of Hire: 07/05/2017

Staff # 4 Met

Date of Hire: 09/08/2014

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Staff # 5 Date of Hire: 08/28/2017	Met
Staff # 6 Date of Hire: 01/01/1998	Met
Staff # 7 Date of Hire: 01/01/1991	Met
Staff # 8 Date of Hire: 03/01/2018	Met
Staff # 9 Date of Hire: 09/14/2016	Met

Staff Credentials Reviewed: 9

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

Comment

Director provided three files for employees hired since last visit.

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

Comment

Complete kits observed in center and on vehicles.

Comment

Please add missing first aid and CPR cards in all of the staff member's file.

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

Comment

Please ensure completed orientation checklists are documented and signed.

Correction Deadline: 11/17/2017

Corrected on 5/2/2018

.33(3) - The previous citation has been corrected on this date. The consultant observed all employees to have completed the health and safety orientation training,

Correction Deadline: 5/31/2017

Corrected on 5/2/2018

.33(5) - The previous citation has been corrected on this date. The consultant observed all employees to have completed the required ten hours of training for the 2017 calendar year.

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

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

A supervision plan was created on this date. The consultant discussed with the director a supervision plan for the staff member in the back room.