



**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: 6/20/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 1:40 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
Fax: (678) 891-5618
chrische.walker@decal.ga.gov

Mailing Address
Same

Quality Rated:

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 06/20/2019 | Licensing Study | Support |
| 12/12/2018 | Monitoring Visit | Good Standing |
| 05/02/2018 | Licensing Study | Good Standing |

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.

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 | Two Year Olds and Three Year Olds | 2 | 11 | C | 13 | C | NA | NA | Circle Time |
| Main | 1st right | One Year Olds | 1 | 9 | C | 15 | C | NA | NA | Centers |
| Main | 2nd right | Five Year Olds and Six Year Olds and Over | 1 | 10 | C | 10 | C | NA | NA | Centers |
| Main | 3rd right | Four Year Olds and Five Year Olds | 2 | 17 | C | 20 | C | NA | NA | Centers |
| Main | Back | | 0 | 0 | C | 6 | C | NA | NA | Not In Use |
| Total Capacity @35 sq. ft.: 64 | | | | | | Total Capacity @25 sq. ft.: 0 | | | | |
| Total # Children this Date: 47 | | | 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 December 12, 2018. The consultant left a Consumer Product Safety Posted Notice, LiveScan Instructions, an Annual Inspection Form, and an Emergency Drill Form.

The consultant emailed the Emergency Preparedness Plan to the facility on this date. A Plan of Improvement was left at the center on this date.

Plan of Improvement: To Be Submitted 07/04/2019

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

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

Kunitoshi Arai, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 6/20/2019 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 1:40 PM

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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 observation that current week's lesson plans were not posted in the 2nd Right and 3rd Right Classroom.

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Correction Deadline: 6/24/2019

Recited on 6/20/2019

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. Great job!

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. The consultant discussed with the director and the owner the licensed capacity of 30 children in the combined 2nd Right and 3rd Right Classroom.

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)

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute mulch surrounding the swing set near the far back right playground and near the red climbing structure.

Correction Deadline: 12/27/2018

Corrected on 6/20/2019

.26(9) - The previous citation has been corrected on this date. The consultant observed the green substance on the wooden play structure on the playground to be removed. The program will continue to monitor.

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://decal.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

Staff stated proper knowledge of hand washing procedures.

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

Met

Comment

Discussed proper medication documentation and procedures. The consultant left a Food Allergy Emergency Care Plan form resource on this date.

Policies and Procedures

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

Met

Comment

Great job on conducting fire drills. Please remember to conduct emergency drills.

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

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)

Not Met

Technical Assistance

591-1-1-.36 - Proper load and unload checks on the paperwork and physically completing the second checks were discussed with the director and the owner on this date.

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Technical Assistance

591-1-1-.36(4)(a) - The consultant discussed completing an annual inspection for newly purchased vehicles with tag number CJK6456 and CCP4428.

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Correction Deadline: 6/25/2019

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Correction Deadline: 12/13/2018

Corrected on 6/20/2019

.36(7)(d)1. - The previous citation was corrected on this date. The consultant observed first checks conducted and completed on checklists on this date.

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 of the vehicle were not completed after the afternoon routes from the International Charter Academy of Georgia during the week of May 13 through 17, 2019, the week of May 20 through 24, 2019, and on the week of May 28 through 31, 2019.

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Correction Deadline: 6/20/2019

Recited on 6/20/2019

Sleeping & Resting Equipment

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

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.

Staff Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 1

| | |
|--|---------|
| Staff # 1 | Not Met |
| Date of Hire: 08/03/2015 | |
| <u>"Missing/Incomplete Components"</u> | |
| .33(5)-10 Hrs. Annual Training | |
| | |
| Staff # 2 | Met |
| Date of Hire: 08/08/2018 | |
| | |
| Staff # 3 | Met |
| Date of Hire: 09/03/2018 | |
| | |
| Staff # 4 | Met |
| Date of Hire: 01/14/2019 | |
| | |
| Staff # 5 | Met |
| Date of Hire: 03/23/2017 | |
| | |
| Staff # 6 | Met |

Date of Hire: 07/05/2017

Staff # 7

Met

Date of Hire: 08/28/2017

Staff # 8

Met

Date of Hire: 01/01/1998

Staff # 9

Met

Date of Hire: 01/01/1991

Staff # 10

Met

Date of Hire: 09/14/2016

Staff Credentials Reviewed: 10

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

Technical Assistance

Comment

Criminal record checks were observed to be complete for staff.

Technical Assistance

591-1-1-.09(1)(a) - The consultant discussed with the director and owner the national determination rule requirements for three staff in that staff can be present, but will need to be under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issue by the Department of Early Care and Learning.

Correction Deadline: 6/20/2019

Technical Assistance

591-1-1-.09(1)(i) - The consultant discussed with the director and owner the requirements of parents who volunteer and have direct care with the children in that the parent volunteer will need a satisfactory determination letter issued from the Department of Early Care and Learning.

Correction Deadline: 6/20/2019

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

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR. Great job!

Correction Deadline: 1/11/2019

Corrected on 6/20/2019

.14(2) - The previous citation has been corrected on this date. The consultant observed staff to complete the first aid and CPR certification.

591-1-1-.33 Staff Training

Not Met

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Correction Deadline: 1/11/2019

Corrected on 6/20/2019

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

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that one staff hired on August 3, 2015 did not complete the required training hours for the 2018 calendar year.

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Correction Deadline: 12/31/2019

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)

Not Met

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20;and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on observation that one staff member was caring for nine one-year-old children in the 1st Right Room. Two staff were required to maintain the one year-old ratio.

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Correction Deadline: 6/20/2019

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

Met

Comment

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