



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: 5/3/2022 **VisitType:** Licensing Study

Arrival: 10:00 AM **Departure:** 11:20 AM

CCLC-52943

West Haven Preschool

421 Westhaven Court Grovetown, GA 30813 Columbia County
 (762) 218-3448 westhavenpreschool@gmail.com

Regional Consultant

Melyn Smith

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melyn.smith@dec.al.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.
05/03/2022	Licensing Study	Good Standing	
11/03/2021	Monitoring Visit	Good Standing	
02/10/2021	Monitoring Visit	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	Infants	2	8	C	20	C	NA	NA	Floor Play,Nap,Feeding
Main	B	One Year Olds	2	8	C	18	C	NA	NA	Outside
Main	C	One Year Olds	2	10	C	19	C	NA	NA	Outside
Main	D	Two Year Olds	2	11	C	21	C	NA	NA	Transitioning,Diapering
Main	E	Two Year Olds and Three Year Olds	2	12	C	21	C	NA	NA	Centers
Main	F	Three Year Olds	2	15	C	20	C	NA	NA	Outside
Main	G	Three Year Olds and Four Year Olds	2	16	C	23	C	NA	NA	Transitioning
Main	H	GA PreK	2	22	C	23	C	NA	NA	Centers
Main	I	Four Year Olds and Five Year Olds	2	12	C	23	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 188					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 114			Total Capacity @35 sq. ft.: 188			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	53	C
Main	B	28	C
Main	C	42	C

Comments

A virtual inspection was conducted on this date with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. An Administrative Review was conducted on May 3, 2022. Staff files, children's files, training, and background checks were all reviewed. The Consultant completed exit conference virtually and a copy of the licensing study/monitoring visit report was electronically emailed to the Program on May 3, 2022.

Plan of Improvement: Developed This Date 05/03/2022

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)

Heather Huggins, Program Official

Date

Melyn Smith, 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.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

591-1-1-.08 Children's Records**Met****Comment**

Records were observed to be complete and well organized.

Facility

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)**Met****Comment**

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Center menu meets USDA guidelines.

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of records, that the infant feeding plans were missing required information, as they were not on the updated infant feeding plan form on this date. The Consultant emailed the updated infant feeding plan form to the Center.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 5/6/2022

Health and Hygiene

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

Proper diapering procedures observed.

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)**Met****Comment**

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on review of records, that the center was lacking conducting tornado and lockdown drills between the months of April 2021 and October 2021, when it was required for tornado and lockdown drills be conducted every six months, on this date. The Center conducted the drills in March 2021 and again in November 2021.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 6/30/2022

Safety

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**

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 25**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/27/2020

Staff # 2

Met

Date of Hire: 08/25/2020

Staff # 3

Met

Date of Hire: 08/25/2020

Staff # 4	Met
Date of Hire: 03/31/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 04/11/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 08/11/2021	
Staff # 7	Met
Date of Hire: 07/29/2021	
Staff # 8	Met
Date of Hire: 04/25/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Date of Hire: 06/28/2021	
Staff # 10	Met
Date of Hire: 01/25/2022	
Staff # 11	Met
Date of Hire: 08/18/2021	
Staff # 12	Met
Date of Hire: 09/07/2021	
Staff # 13	Met
Date of Hire: 01/06/2022	
Staff # 14	Met
Date of Hire: 08/25/2020	
Staff # 15	Met
Date of Hire: 03/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 16	Met
Date of Hire: 10/26/2020	
Staff # 17	Met
Date of Hire: 09/07/2021	
Staff # 18	Met

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Date of Hire: 09/20/2021

Staff # 19 Met

Date of Hire: 06/14/2021

Staff # 20 Met

Date of Hire: 08/10/2021

Staff # 21 Met

Date of Hire: 03/03/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 22 Met

Date of Hire: 11/23/2020

Staff # 23 Met

Date of Hire: 02/01/2022

Staff # 24 Met

Date of Hire: 03/24/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 25 Met

Date of Hire: 09/20/2021

Staff Credentials Reviewed: 14

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

Comment

Criminal record checks were observed to be complete.

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

Comment

Complete first aid kits observed in center and on vehicles.

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

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

Comment

Staff observed to be compliant with applicable laws and regulations.

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

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