



**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:** 9/28/2021    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 10:00 AM

**CCLC-53625**

**Willow's Planet Daycare and Academy**

243 Merchants Drive, Suite B Dallas, GA 30132 Paulding County  
(770) 726-7457 willowsplanetdaycare@gmail.com

**Regional Consultant**

Morgan Stahl

Phone: (770) 357-7042

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morgan.stahl@decals.ga.gov

**Mailing Address**  
Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
09/28/2021	Complaint Investigation & Monitoring Visit	Good Standing
09/28/2021	Complaint Closure	Good Standing
01/19/2021	Initial 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	Room A	Infants and One Year Olds	3	10	C	16	C	NA	NA	Floor Play	
Main	Room B	Two Year Olds	1	6	C	11	C	NA	NA	Breakfast	
Main	Room C		0	0	C	11	C	NA	NA	Not In Use	
Main	Room D		0	0	C	22	C	NA	NA	Not In Use	
Main	Room E	Three Year Olds	2	11	C	28	C	NA	NA	Breakfast	
Total Capacity @35 sq. ft.:			92			Total Capacity @25 sq. ft.:		0			Building @35 capacity limited by Fire Marshall Limitations
Total # Children this Date: 27			Total Capacity @35 sq. ft.:			92			Total Capacity @25 sq. ft.:		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A (Infants)	7	C
Main	Playground B	31	C

**Comments**

A virtual inspection was conducted on September 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 1, 2021, was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 09/28/2021

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.decal.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



### 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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

Candace Headrick, Program Official

Date

Morgan Stahl, Consultant

Date



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### Findings Report

**Date:** 9/28/2021 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 9:00 AM **Departure:** 10:00 AM

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The following information is associated with a Monitoring Visit:

#### 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)**

Met

**Comment**

Center does not provide swimming activities.

#### 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

**Correction Deadline: 1/29/2021**

**Corrected on 9/28/2021**

**.26(8) - An adequate amount of resilient surface was observed.**

#### Food Service

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

Met

**Correction Deadline: 1/19/2021**

Corrected on 9/28/2021

.15(3) - Citation observed corrected. Parents supply bottles already made to be used for the day.

## Health and Hygiene

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

Met

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

Correction Deadline: 1/19/2021

Corrected on 9/28/2021

.10(4) - A smooth, nonporous changing surface was observed in each diapering classroom.

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

Met

**Comment**

Proper hand washing of children and staff was discussed with the director on this date.

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

Met

**Comment**

Discussed proper medication documentation and procedures.

## Safety

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

Met

**Comment**

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)

Met

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

## Sleeping & Resting Equipment

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

Met

**Comment**

Infant sleep safety requirements observed met.

Correction Deadline: 10/8/2021

## Staff Records

Records Reviewed: 14

Records with Missing/Incomplete Components: 1

Staff # 1

Not Met

Date of Hire: 09/27/2021

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

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2

Met

Staff # 3

Met

**Records Reviewed: 14****Records with Missing/Incomplete Components: 1**

Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 12/17/2025	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 12/17/2020	
Staff # 8	Met
Date of Hire: 11/25/2020	
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14	Met
Date of Hire: 11/25/2020	

**Staff Credentials Reviewed: 3****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 review of records that staff number one did not submit Fingerprints to an authorized fingerprinting site as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

**Correction Deadline: 9/28/2021**

**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 review of records that staff number one, a therapist, with a hire date of September 27, 2021 did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 ensure the CRC rules are maintained.

**Correction Deadline: 9/28/2021**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.