



**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:** 11/10/2020 **VisitType:** Licensing Study

**Arrival:** 3:10 PM

**Departure:** 3:40 PM

**CCLC-13483**

**Woodhaven Academy**

3305 TRICKUM ROAD Woodstock, GA 30188 Cherokee County  
 (770) 928-9969 nest@woodhavenacademy.com

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@decal.ga.gov

**Mailing Address**

3305 Trickum Rd  
 Woodstock, GA 30188

**Quality Rated:** No

<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.
11/10/2020	Licensing Study	Good Standing	
12/17/2019	Licensing Study	Good Standing	
05/16/2019	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	2nd Lt. Jr Toddler B	One Year Olds	2	14	C	19	C	NA	NA	Outside, Free Play
Main	A: 1st Rt./Rt. side Infants		0	0	C	14	C	NA	NA	Not In Use
Main	B: 2nd Rt./Rt. side Infants	Infants	2	7	C	19	C	NA	NA	Floor Play, Nap
Main	C: 3rd Lt./Rt. side Jr Toddler A	One Year Olds	2	12	C	18	C	NA	NA	Free Play
Main	E 3B	Three Year Olds	1	15	C	22	C	NA	NA	Free Play
Main	F: 1st Lt/Rt side School age		0	0	C	21	C	NA	NA	Not In Use
Main	G: 2nd Rt. PreK4A	PreK	2	18	C	21	C	NA	NA	Circle Time
Main	H: 3rd Rt. PreK4B	PreK	2	20	C	22	C	NA	NA	Circle Time
Main	I Pre-k 3A	Three Year Olds	3	18	C	20	C	NA	NA	Circle Time, Art
Main	J Sr. Todd	Two Year Olds	2	18	C	21	C	NA	NA	Circle Time, Art
Total Capacity @35 sq. ft.: 197						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 122			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	22	C
Main	Playground B	35	C
Main	Playground PS	72	C


Main	Playground SA	62	C
Main	Water Park	20	C

**Comments**

An Administrative Review was conducted on November 10, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 18, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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

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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Ivonne Rodriguez, Program Official

Date

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Rachael Brown, 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 Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

**N/A**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

**Facility**

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

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**Health and Hygiene**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through the diapering area was observed and the provider displayed proper knowledge of the rules and regulations.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper handwashing was observed throughout the center. Liquid soap and paper towels were observed accessible in the restroom area.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff were observed to maintain a positive learning environment on this date. Redirection and discussion were observed during the virtual visit.

**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed SIDS and infant sleeping position. Infant safe sleep was observed and cribs and cots were observed to be in good repair.

**Staff Records****Records Reviewed: 32****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 11/02/2020

Staff # 2 Met

Date of Hire: 02/10/2014

Staff # 3 Met

Staff # 4 Met

Date of Hire: 10/07/2013

Staff # 5 Met

Date of Hire: 12/16/2019

Staff # 6 Met

Date of Hire: 02/26/2019

Staff # 7 Met

Date of Hire: 04/25/2019

Staff # 8 Met

Date of Hire: 10/01/2018

Staff # 9 Met

Date of Hire: 10/26/2020

Staff # 10 Met

Date of Hire: 04/25/2019

Staff # 11 Met

Date of Hire: 05/11/2016

Staff # 12 Met

Date of Hire: 05/06/2013

Staff # 13 Met

Date of Hire: 06/26/2006

Staff # 14 Met

Date of Hire: 08/21/2017

Staff # 15 Met

Staff # 16 Met

Date of Hire: 10/07/2019

Staff # 17 Met

Date of Hire: 02/08/2016

Staff # 18 Met

Date of Hire: 10/05/2010

Staff # 19 Met

Date of Hire: 06/16/2014

Staff # 20 Met

Date of Hire: 09/09/2019

Staff # 21 Met

Date of Hire: 02/11/2019

Staff # 22 Met

Date of Hire: 05/03/2017

Staff # 23 Date of Hire: 09/12/2005	Met
Staff # 24 Date of Hire: 12/18/2017	Met
Staff # 25 Date of Hire: 07/26/2013	Met
Staff # 26 Date of Hire: 09/12/2005	Met
Staff # 27 Date of Hire: 04/20/2019	Met
Staff # 28 Date of Hire: 12/04/2006	Met
Staff # 29 Date of Hire: 10/31/2005	Met
Staff # 30 Date of Hire: 09/16/2020	Met
Staff # 31	Met
Staff # 32 Date of Hire: 12/18/2018	Met

**Staff Credentials Reviewed: 11**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one file for employees hired since last visit.

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

**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

**Comment**

Documentation observed of required staff training.

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



**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.