



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: 12/17/2019 **VisitType:** Licensing Study

Arrival: 8:50 AM

Departure: 11:30 AM

CCLC-13483

Woodhaven Academy

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

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

Mailing Address

3305 Trickum Rd
 Woodstock, GA 30188

Quality Rated: No

| 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. |
|------------------------------------|------------------|---------------|--|
| 12/17/2019 | Licensing Study | Good Standing | |
| 05/16/2019 | Monitoring Visit | Good Standing | |
| 11/09/2018 | 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 | 2nd Lt. Jr Toddler B | Two Year Olds | 2 | 11 | C | 19 | C | NA | NA | Free Play |
| Main | A:1st Rt/Rt.side Infants | Infants | 2 | 5 | C | 14 | C | NA | NA | Floor Play,Nap,Free Play |
| Main | B: 2nd Rt/Rt. side Infants | Infants | 2 | 9 | C | 19 | C | NA | NA | Floor Play,Nap |
| Main | C: 3rd Lt./Rt.side Jr Toddler A | One Year Olds | 3 | 8 | C | 18 | C | NA | NA | Free Play |
| Main | E 3B | Three Year Olds and Four Year Olds | 3 | 17 | C | 22 | C | NA | NA | Circle Time,Story |
| 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 | 17 | C | 21 | C | NA | NA | Centers |
| Main | H: 3rd Rt.PreK4B | PreK | 2 | 20 | C | 22 | C | NA | NA | Circle Time |
| Main | I Pre-k 3A | PreK | 2 | 19 | C | 20 | C | NA | NA | Music,Circle Time |
| Main | J Sr. Todd | Two Year Olds and Three Year Olds | 4 | 15 | C | 21 | C | NA | NA | Circle Time |

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 121

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

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on May 16, 2019.

Consultant observed License posted on this date.

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.al.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.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).

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

Ivonne Rodriguez, Program Official

Date

Shannon Curtis, 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)

Met

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.

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

Center appears clean and well maintained.

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

Comment

Playground not observed on this date due to inclement weather.

Food Service

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

Comment

Center menu meets USDA guidelines.

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

Proper diapering procedures observed.

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

Comment

Proper hand washing observed throughout the center.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Comment

Consultant observed evidence of monthly fire drills as of December 11, 2019 on this date.

Correction Deadline: 12/22/2019

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

Comment

Observed all required posted notices.

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

Comment

Discussed reporting requirements.

Safety

591-1-1-.05 Animals

Met

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)

Met

Comment

Field trip documentation observed to be complete for July 23, 2019 to Stars & Strikes on this date.

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

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date as of July 25, 2019.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

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: 24

Records with Missing/Incomplete Components: 0

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Staff # 2 | Met |
| Date of Hire: 12/16/2019 | |
| Staff # 3 | Met |
| Date of Hire: 02/26/2019 | |
| Staff # 4 | Met |
| Date of Hire: 04/25/2019 | |
| Staff # 5 | Met |

Date of Hire: 10/01/2018

Staff # 6 Met

Date of Hire: 04/25/2019

Staff # 7 Met

Date of Hire: 05/11/2016

Staff # 8 Met

Date of Hire: 06/26/2006

Staff # 9 Met

Date of Hire: 08/21/2017

Staff # 10 Met

Staff # 11 Met

Date of Hire: 10/07/2019

Staff # 12 Met

Date of Hire: 02/08/2016

Staff # 13 Met

Staff # 14 Met

Date of Hire: 06/16/2014

Staff # 15 Met

Date of Hire: 09/09/2019

Staff # 16 Met

Date of Hire: 02/11/2019

Staff # 17 Met

Date of Hire: 05/03/2017

Staff # 18 Met

Date of Hire: 09/12/2005

Staff # 19 Met

Date of Hire: 12/18/2017

Staff # 20 Met

Staff # 21 Met

Date of Hire: 09/12/2005

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 22 Met
Date of Hire: 10/31/2005

Staff # 23 Met

Staff # 24 Met
Date of Hire: 12/18/2018

Staff Credentials Reviewed: 13

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided ten files for employees hired since last visit on May 16, 2019 on this date.

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

Comment

Complete first aid kits observed in center and on vehicles.

Comment

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

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

Adequate supervision observed on this date.