



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: 5/16/2019 **VisitType:** Monitoring Visit **Arrival:** 12:20 PM **Departure:** 2:45 PM

CCLC-13483

Woodhaven Academy

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

Regional Consultant

Shannon Curtis

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shannon.curtis@decal.ga.gov

Mailing Address

3305 Trickum Rd
 Woodstock, GA 30188

Quality Rated: No

Compliance Zone Designation		
05/16/2019	Monitoring Visit	Good Standing
11/09/2018	Licensing Study	Good Standing
05/15/2018	Monitoring Visit	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	2nd Lt. Jr Toddler B	Two Year Olds	2	16	C	19	C	NA	NA	Nap	
Main	A:1st Rt/Rt.side Infants	Infants	2	6	C	14	C	NA	NA	Feeding,Free Play,Nap	
Main	B: 2nd Rt/Rt. side Infants	Infants	3	9	C	19	C	NA	NA	Nap	
Main	C: 3rd Lt./Rt.side Jr Toddler A	One Year Olds	3	16	C	18	C	NA	NA	Nap	
Main	E 3B	Three Year Olds and Four Year Olds	2	22	C	22	C	NA	NA	Nap	
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	21	C	21	C	NA	NA	Nap	
Main	H: 3rd Rt.PreK4B	PreK	2	18	C	22	C	NA	NA	Nap	
Main	I Pre-k 3A	PreK	2	16	C	20	C	NA	NA	Nap	
Main	J Sr. Todd	Two Year Olds and Three Year Olds	2	20	C	21	C	NA	NA	Nap	
Total Capacity @35 sq. ft.: 197						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 144						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 monitoring visit and to follow up to the previous visit conducted on November 9, 2018.

Consultant provided contact information on this date.

Consultant observed 2019 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.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.

- 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

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 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

Center appears clean and well maintained.

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

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**

Documentation for medication dispensing observed complete.

Safety

591-1-1-.11 Discipline(CR)**Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

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

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: 37**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 04/29/2019	
Staff # 2	Met
Date of Hire: 08/02/2010	
Staff # 3	Met
Date of Hire: 12/10/2012	
Staff # 4	Met
Date of Hire: 04/04/2007	
Staff # 5	Met
Date of Hire: 09/12/2005	
Staff # 6	Met
Date of Hire: 06/26/2006	

Staff # 7 Date of Hire: 01/10/2018	Met
Staff # 8 Date of Hire: 10/07/2013	Met
Staff # 9 Date of Hire: 12/06/2010	Met
Staff # 10 Date of Hire: 10/31/2005	Met
Staff # 11 Date of Hire: 12/04/2006	Met
Staff # 12 Date of Hire: 02/08/2016	Met
Staff # 13 Date of Hire: 07/26/2013	Met
Staff # 14 Date of Hire: 10/19/2016	Met
Staff # 15 Date of Hire: 09/12/2005	Met
Staff # 16 Date of Hire: 04/09/2018	Met
Staff # 17 Date of Hire: 09/12/2005	Met
Staff # 18 Date of Hire: 06/15/2015	Met
Staff # 19 Date of Hire: 08/21/2017	Met
Staff # 20 Date of Hire: 05/08/2017	Met
Staff # 21 Date of Hire: 04/23/2012	Met

Staff # 22 Date of Hire: 04/29/2019	Met
Staff # 23 Date of Hire: 10/05/2010	Met
Staff # 24 Date of Hire: 01/09/2018	Met
Staff # 25 Date of Hire: 12/30/2014	Met
Staff # 26 Date of Hire: 02/26/2019	Met
Staff # 27 Date of Hire: 01/15/2014	Met
Staff # 28 Date of Hire: 08/24/2015	Met
Staff # 29 Date of Hire: 01/20/2016	Met
Staff # 30 Date of Hire: 06/16/2014	Met
Staff # 31 Date of Hire: 07/27/2016	Met
Staff # 32 Date of Hire: 10/18/2016	Met
Staff # 33 Date of Hire: 09/14/2017	Met
Staff # 34 Date of Hire: 02/10/2014	Met
Staff # 35 Date of Hire: 05/06/2013	Met
Staff # 36 Date of Hire: 09/18/2017	Met

Staff # 37

Met

Date of Hire: 04/25/2019

Staff Credentials Reviewed: 37

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit on November 9, 2018 on this date.

591-1-1-.33 Staff Training

Met

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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.