



**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:** 6/3/2021    **VisitType:** Monitoring Visit    **Arrival:** 4:20 PM    **Departure:** 4:30 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.
06/03/2021	Monitoring Visit	Good Standing	
05/03/2021	Incident Investigation Closure	Good Standing	
03/22/2021	Incident Investigation & Follow Up	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	11	C	19	C	NA	NA	Story
Main	A:1st Rt/Rt.side Infants	Infants	3	9	C	14	C	NA	NA	Floor Play,Diapering
Main	B: 2nd Rt/Rt. side Infants	Infants	1	6	C	19	C	NA	NA	Outside
Main	C: 3rd Lt./Rt.side Jr Toddler A	One Year Olds	2	10	C	18	C	NA	NA	Outside
Main	E 3B	Three Year Olds	1	15	C	22	C	NA	NA	Outside
Main	F: 1st Lt/Rt side School age	Six Year Olds and Over	1	11	C	21	C	NA	NA	Outside
Main	G: 2nd Rt. PreK4A	PreK	1	13	C	21	C	NA	NA	Free Play
Main	H: 3rd Rt.PreK4B	Four Year Olds and Five Year Olds	1	12	C	22	C	NA	NA	Story
Main	I Pre-k 3A	Three Year Olds	2	16	C	20	C	NA	NA	Outside
Main	J Sr. Todd	Two Year Olds	2	15	C	21	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 118

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**

A virtual inspection was conducted on June 3, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 28, 2021 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.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](mailto: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](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

**Date:** 6/3/2021      **VisitType:** Monitoring Visit      **Arrival:** 4:20 PM      **Departure:** 4:30 PM

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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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center. Equipment observed secured.

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

**N/A**

**Comment**

Center does not provide swimming activities. No pool on property.

### Facility

**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.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

### Health and Hygiene

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper diapering procedures observed.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate handwashing requirements were discussed with the Director on this date. Liquid soap and paper towels were observed.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Medication observed to be stored out of reach of children. Please add a date to each day when documenting that medication was dispensed.

**Policies and Procedures**

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

**Correction Deadline: 5/3/2021**

**Corrected on 6/3/2021**

**.29(1) - Citation observed to be corrected. Consultant discussed required reporting rules with the Director.**

**Safety**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date. Redirection and discussion stated to be used throughout the center.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed. Vehicle had fire extinguisher and first aid kit.

**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.

**Staff Records**

**Records Reviewed: 31**

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

Staff # 1 Met  
Date of Hire: 03/08/2021

Staff # 2 Met  
Date of Hire: 11/02/2020

Staff # 3	Met
Staff # 4	Met
Date of Hire: 10/07/2013	
Staff # 5	Met
Date of Hire: 02/26/2019	
Staff # 6	Met
Date of Hire: 04/25/2019	
Staff # 7	Met
Date of Hire: 10/01/2018	
Staff # 8	Met
Date of Hire: 10/26/2020	
Staff # 9	Met
Date of Hire: 01/06/2021	
Staff # 10	Met
Date of Hire: 02/18/2021	
Staff # 11	Met
Date of Hire: 04/25/2019	
Staff # 12	Met
Date of Hire: 05/11/2016	
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	

**Records Reviewed: 31**

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

Staff # 19 Date of Hire: 06/16/2014	Met
Staff # 20 Date of Hire: 09/09/2019	Met
Staff # 21 Date of Hire: 02/11/2019	Met
Staff # 22 Date of Hire: 09/12/2005	Met
Staff # 23 Date of Hire: 12/18/2017	Met
Staff # 24 Date of Hire: 07/26/2013	Met
Staff # 25 Date of Hire: 09/12/2005	Met
Staff # 26 Date of Hire: 02/25/2021	Met
Staff # 27 Date of Hire: 12/04/2006	Met
Staff # 28 Date of Hire: 10/31/2005	Met
Staff # 29 Date of Hire: 09/16/2020	Met
Staff # 30	Met
Staff # 31 Date of Hire: 12/18/2018	Met

**Staff Credentials Reviewed: 11**

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

**Met**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

**Comment**

Criminal record checks were observed to be complete.

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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 28, 2021.

<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. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.