



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: 3/15/2018 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 12:45 PM

CCLC-2229

WOOD ACRES COUNTRY DAY SCHOOL, INC.

1772 Johnson Ferry Road Marietta, GA 30062 Cobb County
 (770) 971-1880 jtischer@woodacresschool.org

Regional Consultant

Leah Klatzker

Phone: (770) 357-7038

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leah.klatzker@dec.al.ga.gov

Mailing Address
 Same

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.
03/15/2018	Licensing Study	Good Standing	
08/24/2017	Monitoring Visit	Good Standing	
04/20/2017	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
4	N		0	0	C	21	C	NA	NA	Not In Use
4	O		0	0	C	21	C	NA	NA	Not In Use
4	P		0	0	C	21	C	NA	NA	Not In Use
4	Q		0	0	C	21	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
5	J	Four Year Olds and Five Year Olds	2	15	C	21	C	NA	NA	Music
5	K	Four Year Olds and Five Year Olds	2	13	C	21	C	NA	NA	Art
5	L	Four Year Olds and Five Year Olds	2	13	C	21	C	NA	NA	Transitioning
5	M	Four Year Olds and Five Year Olds	2	15	C	21	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
7	G	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Snack
7	H	Three Year Olds	2	12	C	18	C	NA	NA	Transitioning
7	I	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0							
8	D	Infants	1	2	C	20	C	NA	NA	Free Play
8	E	Two Year Olds	2	11	C	18	C	NA	NA	Outside

8	F	Two Year Olds and Three Year Olds	2	8	C	19	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 57					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 115			Total Capacity @35 sq. ft.: 281			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Requested all staff files on this date.

Plan of Improvement: Developed This Date 03/15/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov

Mary Manning, Program Official

Date

Leah Klatzker, 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-.03 Activities

Met

Correction Deadline: 8/28/2017

Corrected on 3/15/2018

.03(2) - Observed appropriate lesson plans on this date.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Met

Correction Deadline: 9/3/2017

Corrected on 3/15/2018

.26(6) - Observed new swing chains on this date.

Correction Deadline: 8/24/2017

Corrected on 3/15/2018

.26(9) - Observed the playground to be free from hazards on this date.

Food Service

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

Not Met

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on observation that two of two infants did not have feeding plans documented on this date.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 3/19/2018

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

Staff were observed to remind children to wash hands.

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

Met

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.29 Required Reporting

Met

Comment

Discussed reporting requirements.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

Met

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 29****Records with Missing/Incomplete Components: 2**

Staff # 1	Not Met
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Date of Hire: 09/17/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2	Met
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Date of Hire: 06/02/2002

Staff # 3	Met
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Date of Hire: 06/10/2002

Staff # 4	Not Met
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Date of Hire: 08/21/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5	Met
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Date of Hire: 08/01/2016

Staff # 6	Met
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Date of Hire: 06/08/2002

Staff # 7	Met
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Date of Hire: 10/06/2016

Staff # 8	Met
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Date of Hire: 07/24/2014

Staff # 9	Met
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Date of Hire: 07/20/2015

Staff # 10	Met
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Date of Hire: 08/21/2017

Staff # 11	Met
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Date of Hire: 03/12/2018

Staff # 12	Met
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Date of Hire: 06/10/2002

Staff # 13 Date of Hire: 06/02/2002	Met
Staff # 14 Date of Hire: 06/24/2016	Met
Staff # 15 Date of Hire: 06/02/2002	Met
Staff # 16 Date of Hire: 08/14/2017	Met
Staff # 17 Date of Hire: 06/13/2002	Met
Staff # 18 Date of Hire: 08/20/2007	Met
Staff # 19 Date of Hire: 06/23/2014	Met
Staff # 20 Date of Hire: 07/22/2014	Met
Staff # 21 Date of Hire: 11/09/2012	Met
Staff # 22 Date of Hire: 09/22/2002	Met
Staff # 23 Date of Hire: 01/03/2018	Met
Staff # 24 Date of Hire: 08/01/2014	Met
Staff # 25 Date of Hire: 10/11/2013	Met
Staff # 26 Date of Hire: 09/10/2015	Met
Staff # 27 Date of Hire: 06/06/2002	Met

Staff # 28

Met

Date of Hire: 08/21/2017

Staff # 29

Met

Date of Hire: 09/02/2002

Staff Credentials Reviewed: 29**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that five staff members had expired an training on this date.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 4/14/2018**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that two staff did not complete the training by the required time.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 3/29/2018**Recited on 3/15/2018****591-1-1-.31 Staff(CR)****Met****Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.