



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: 6/19/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 12:15 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

Katrina Maddox

Phone: (706) 434-4412

Fax: (706) 434-7708

katrina.maddox@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.
06/19/2019	Licensing Study	Good Standing	
12/07/2018	Monitoring Visit	Good Standing	
03/15/2018	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
4	N	Six Year Olds and Over	2	14	C	21	C	NA	NA	Centers
4	O		0	0	C	21	C	NA	NA	
4	P	Six Year Olds and Over	2	17	C	21	C	NA	NA	Outside
4	Q		0	0	C	21	C	NA	NA	
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
5	J		0	0	C	21	C	NA	NA	Not In Use
5	K	Six Year Olds and Over	2	18	C	21	C	NA	NA	Transitioning
5	L	Five Year Olds and Six Year Olds and Over	2	18	C	21	C	NA	NA	Transitioning
5	M		0	0	C	21	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 84			Total Capacity @25 sq. ft.: 0							
7	G	Four Year Olds	2	16	C	19	C	NA	NA	Circle Time
7	H	Four Year Olds	2	14	C	18	C	NA	NA	Transitioning
7	I	Three Year Olds	2	16	C	19	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 56			Total Capacity @25 sq. ft.: 0							
8	D		0	0	C	20	C	NA	NA	Not In Use
8	E		0	0	C	18	C	NA	NA	Not In Use
8	F		0	0	C	19	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 57			Total Capacity @25 sq. ft.: 0							

buidling 1	Room C	0	0	C	20	C	NA	NA
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Total Capacity @35 sq. ft.: 20

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 113

Total Capacity @35 sq. ft.: 301

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

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/RuleAndRegulations.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.decal.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@decal.ga.gov

Mary Manning, Program Official

Date

Katrina Maddox, 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-.06 Bathrooms	Met
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Comment

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Program observed complete emergency drills

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

Center does not participate in field trips at this time.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****Comment**

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 29****Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 09/17/2017	
Staff # 2	Met
Date of Hire: 06/02/2002	
Staff # 3	Met
Date of Hire: 08/20/2018	
Staff # 4	Met
Date of Hire: 08/20/2018	
Staff # 5	Met
Date of Hire: 06/08/2002	
Staff # 6	Met
Date of Hire: 06/01/2019	

Staff # 7	Met
Date of Hire: 07/24/2014	
Staff # 8	Met
Date of Hire: 07/20/2015	
Staff # 9	Met
Date of Hire: 08/21/2017	
Staff # 10	Met
Date of Hire: 08/09/2018	
Staff # 11	Met
Date of Hire: 06/10/2002	
Staff # 12	Met
Date of Hire: 06/02/2002	
Staff # 13	Not Met
Date of Hire: 06/24/2016	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 14	Met
Date of Hire: 06/02/2002	
Staff # 15	Met
Date of Hire: 08/14/2017	
Staff # 16	Met
Date of Hire: 06/13/2002	
Staff # 17	Met
Date of Hire: 08/20/2007	
Staff # 18	Met
Date of Hire: 08/14/2018	
Staff # 19	Met
Date of Hire: 06/23/2014	
Staff # 20	Met
Date of Hire: 07/22/2014	
Staff # 21	Met

Records Reviewed: 29**Records with Missing/Incomplete Components: 3**

Date of Hire: 11/09/2012

Staff # 22

Not Met

Date of Hire: 09/22/2002

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 23

Met

Date of Hire: 01/03/2018

Staff # 24

Met

Date of Hire: 10/11/2013

Staff # 25

Met

Date of Hire: 06/01/2019

Staff # 26

Not Met

Date of Hire: 09/10/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 27

Met

Date of Hire: 06/06/2002

Staff # 28

Met

Date of Hire: 09/05/2018

Staff # 29

Met

Date of Hire: 09/02/2002

Staff Credentials Reviewed: 29

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

Criminal record checks were observed to be complete.

Comment

Director provided 2 file(s) for employees hired since last visit.

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. Per director, one teacher resigned and one teacher just recently hired did not start yet.

591-1-1-.33 Staff Training**Not Met**

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that one staff member did not complete the full ten hours of annual training for 2018.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 7/19/2019

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**

Staff observed to provide direct supervision and be attentive to children's needs.