



**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:** 12/30/2020 **VisitType:** LS POI Follow Up

**Arrival:** 2:15 PM

**Departure:** 3:15 PM

**CCLC-23074**

**Holdheide Academy**

5234 Old Hwy 5 Woodstock, GA 30188 Cherokee County  
 (770) 516-2292 tdorsten@mindspring.com

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@decal.ga.gov

**Mailing Address**

206 Somerset Circle  
 Woodstock, GA 30189

**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.
12/30/2020	LS POI Follow Up	Good Standing	
12/18/2020	Complaint Closure	Good Standing	
11/06/2020	Complaint 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	A- 1st. Left	Infants	2	3	C	13	C	NA	NA	Nap,Feeding,Flo or Play
Main	B- 2nd Left		0	0	C	9	C	NA	NA	Not In Use
Main	C- 3rd Left	Two Year Olds	1	6	C	10	C	NA	NA	Nap
Main	D-1st Right		0	0	C	13	C	NA	NA	Not In Use
Main	E- 2nd Right	Three Year Olds and Four Year Olds and PreK	1	9	C	20	C	NA	NA	Nap
Main	F- 3rd Right		0	0	C	26	C	NA	NA	Not In Use
Main	G- 4th Left		0	0	C	14	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 105						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 18			Total Capacity @35 sq. ft.: 105			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground: Left Side Younger	19	C
Main	Playground: Right Side Older	50	C

**Comments**

An Administrative Review was conducted on Decemer 7, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 30, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

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/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.

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#### 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](mailto: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.

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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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Tammy Dorsten, Program Official

Date

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Rachael Brown, Consultant

Date



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**Findings Report**

**Date:** 12/30/2020 **VisitType:** LS POI Follow Up

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The following information is associated with a LS POI Follow Up:

**Activities and Equipment**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

**N/A**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

**Children's Records**

**Records Reviewed: 6**

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

Child # 1 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2 Met

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5	Met
Child # 6	Met

**591-1-1-.08 Children's Records**

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that three of six children's records did not have the address of the persons to whom the child may be released. Ensure each sibling has a separate file.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 12/30/2020**

	<b>Facility</b>
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**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. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

**Met**

**Correction Deadline: 12/7/2020**

**Corrected on 12/30/2020**

**.26(4) - Citation observed to be corrected on this date. Consultant observed fencing to be repaired on this date.**

**Correction Deadline: 12/7/2020**

**Corrected on 12/30/2020**

**.26(8) - Citation observed to be corrected on this date. Consultant observed adequate resilient surface beneath playground equipment on this date.**

**Correction Deadline: 12/7/2020**

**Corrected on 12/30/2020**

**.26(9) - Citation observed to be corrected on this date. Consultant observed tripping hazards to be removed on this date.**

## Food Service

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

Met

#### Comment

Center menu meets USDA guidelines.

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

## Health and Hygiene

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

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through the diapering area was observed and the provider displayed proper knowledge of the rules and regulations.

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

N/A

#### Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

## 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.

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

Not Met

#### Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that load and unload marks were missing for the weeks of November 9-13, 2020 and November 16-20, 2020 for Indian Knoll Elementary.

#### POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 12/31/2020**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that load time for afternoon pickup was missing for November 16-20, 2020 for Sixes Elementary.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 12/31/2020**

**Sleeping & Resting Equipment**

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

**Correction Deadline: 11/6/2020**

**Corrected on 12/30/2020**

**.30(1)(a)3 - Citation observed to be corrected on this date. Consultant observed all cribs in have a tight fitting sheet.**

**Staff Records**

**Records Reviewed: 6**

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

Staff # 1	Met
Date of Hire: 02/17/2020	
Staff # 2	Met
Date of Hire: 04/13/2020	
Staff # 3	Met
Date of Hire: 05/25/2007	
Staff # 4	Met
Date of Hire: 06/13/2019	
Staff # 5	Met
Date of Hire: 01/20/2015	
Staff # 6	Met
Date of Hire: 12/28/2020	

**Staff Credentials Reviewed: 3**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided one file for employees hired since last visit.

**591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Complete first aid kits observed in center and on vehicles.

**Technical Assistance**

591-1-1-.14(2) - Ensure that updated CPR/First Aid training is obtained when approved entity resumes training.

**Correction Deadline: 1/29/2021**

**591-1-1-.33 Staff Training****Met****Comment**

Documentation observed of required staff training.

**591-1-1-.31 Staff(CR)****Technical Assistance****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 12, 2020.

**Technical Assistance**

591-1-1-.31(2)(b)3.(ii)(I) - (VIII) - Ensure a professional development plan is obtained for newly hired lead teachers.

**Correction Deadline: 12/30/2020**

**Staffing and Supervision****591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.