



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

Cover Sheet

Date: 10/19/2021 **VisitType:** LS POI Follow Up

Arrival: 1:30 PM

Departure: 3:00 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

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rachael.brown@decal.ga.gov

Mailing Address

3305 Trickum Rd
 Woodstock, GA 30188

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.
10/19/2021	LS POI Follow Up	Good Standing	
09/16/2021	Incident Investigation Closure	Good Standing	
08/10/2021	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	1	6	C	19	C	NA	NA	Nap
Main	A:1st Rt./Rt.side Infants	Infants	2	8	C	14	C	NA	NA	Diapering,Nap,F eeding
Main	B: 2nd Rt./Rt. side Infants	Infants	2	6	C	19	C	NA	NA	Floor Play,Nap
Main	C: 3rd Lt./Rt.side Jr Toddler A	One Year Olds	3	9	C	18	C	NA	NA	Nap
Main	E 3B	Three Year Olds	2	18	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	Three Year Olds	1	13	C	21	C	NA	NA	Nap
Main	H: 3rd Rt.PreK4B	Four Year Olds	2	20	C	22	C	NA	NA	Nap
Main	I Pre-k 3A	Three Year Olds	2	18	C	20	C	NA	NA	Nap
Main	J Sr. Todd	Two Year Olds	2	19	C	21	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 117

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

An Administrative Review was conducted on October 19, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on October 19, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



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

Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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)

Ivonne Rodriguez, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

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

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 9/16/2021

Corrected on 10/19/2021

.03(9) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected. Director stated reviewing age appropriate activities with staff and removing climbing equipment from classrooms.

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

Met

Correction Deadline: 9/16/2021

Corrected on 10/19/2021

.12(1) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected. Director stated removing climbing equipment from classrooms and reviewing manufacture instructions before introducing new materials.

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

N/A

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

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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-.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 in good repair. Discussed maintenance of resilient surface.

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. Kitchen appears clean and well organized.

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. 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)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed proper medication documentation and procedures. Medication observed to be stored out of reach of children.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

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

Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed. Infant safe sleep practices were observed and discussed. Cribs and cots observed to be in good repair and sheets stated to be laundered appropriately.

Staff Records

Records Reviewed: 29

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: 09/20/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
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: 02/18/2021	
Staff # 9	Met
Date of Hire: 05/11/2016	
Staff # 10	Met
Date of Hire: 08/24/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 11	Met
Date of Hire: 06/26/2006	
Staff # 12	Met
Date of Hire: 10/04/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Staff # 14	Met
Date of Hire: 10/07/2019	
Staff # 15	Met
Date of Hire: 02/08/2016	
Staff # 16	Met
Date of Hire: 10/05/2010	
Staff # 17	Met

Records Reviewed: 29

Records with Missing/Incomplete Components: 0

Date of Hire: 06/16/2014

Staff # 18 Met

Date of Hire: 09/09/2019

Staff # 19 Met

Date of Hire: 02/11/2019

Staff # 20 Met

Date of Hire: 09/12/2005

Staff # 21 Met

Date of Hire: 12/18/2017

Staff # 22 Met

Date of Hire: 07/26/2013

Staff # 23 Met

Date of Hire: 09/12/2005

Staff # 24 Met

Date of Hire: 07/20/2021

Staff # 25 Met

Date of Hire: 12/04/2006

Staff # 26 Met

Date of Hire: 10/31/2005

Staff # 27 Met

Date of Hire: 09/16/2020

Staff # 28 Met

Date of Hire: 12/06/2010

Staff # 29 Met

Date of Hire: 12/18/2018

Staff Credentials Reviewed: 15

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.

591-1-1-.14 First Aid & CPR Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Comment

Documentation observed of required staff training.

591-1-1-.31 Staff(CR) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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.