



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: 11/22/2021 **VisitType:** LS POI Follow Up

Arrival: 7:00 AM

Departure: 7:30 AM

CCLC-23074

Holdheide Academy

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

Regional Consultant

Rachael Brown

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rachael.brown@decal.ga.gov

Mailing Address

206 Somerset Circle
 Woodstock, GA 30189

Quality Rated:

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.
11/22/2021	LS POI Follow Up	Good Standing	
10/26/2021	Complaint Investigation Follow Up	Deficient	
06/23/2021	Complaint Closure	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	1	5	C	13	C	NA	NA	Floor Play, Diapering, Nap
Main	B- 2nd Left	One Year Olds	2	8	C	9	C	NA	NA	Free Play
Main	C- 3rd Left	Two Year Olds	2	9	C	10	C	NA	NA	Free Play
Main	D-1st Right	Three Year Olds	1	8	C	13	C	NA	NA	Circle Time
Main	E- 2nd Right		0	0	C	20	C	NA	NA	Not In Use
Main	F- 3rd Right	Four Year Olds and Five Year Olds	1	10	C	26	C	NA	NA	Circle Time
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: 40			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

The purpose of this visit was to conduct an onsite Licensing Study walk through and follow up to previous citations.

Administrative Review process discussed with Provider and is due December 1, 2021.

Administrative Review completed on December 2, 2021.

Plan of Improvement: Developed This Date 11/22/2021

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.decal.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



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.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

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@decal.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://decal.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)

Tammy Dorsten, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

Date: 11/22/2021 **VisitType:** LS POI Follow Up **Arrival:** 7:00 AM **Departure:** 7:30 AM

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

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on observation that five of five classrooms in use did not have current lesson plans on site.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 11/22/2021

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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1

Met

Child # 2

Met

Child # 3 Not Met
"Missing/Incomplete Components"
 .08(3)-Address of Release Person Missing

Child # 4 Met

Child # 5 Met

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

Comment

Please ensure a complete address is obtained for persons authorized to pick up children.

	Facility
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591-1-1-.06 Bathrooms Met

Comment

Bathrooms observed to be clean and well maintained.

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

Comment

Licensed capacity observed to be met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR) Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that dish washer tabs were accessible to children in a cabinet with a broken lock in classroom B-2nd left.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/22/2021

591-1-1-.26 Playgrounds(CR) Not Met

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the Right Side: Older playground had 0-1 inches of resilient surface beneath the swings when the rule requires six inches of resilient surface. In addition, the green climbing equipment had 0-1 inches of resilient surface beneath the fall zones of the slide and climbing wall when the rule requires six inches of resilient surface.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency.

Correction Deadline: 12/17/2021

Recited on 11/22/2021

Defer

591-1-1-.26(9)-Citation deferred until next regulatory visit. Provider stated the left side: younger playground had not been used since previous visit.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 6/13/2021

Food Service

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

Not Met

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation and staff statement that center staff mixed bottles for infants using powder formula provided by the parent.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 11/22/2021

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

staff stated proper hand washing observed throughout the center.

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

Technical Assistance

Technical Assistance

591-1-1-.20(3) - Ensure medication is dispensed on all dates stated by parent and/or documented why medication was not given. Ensure medication form is completed in its entirety by parent and staff.

Correction Deadline: 11/22/2021

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**

Discussed reporting requirements.

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises.

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

Please be mindful of voice tone in redirecting children.

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.

Correction Deadline: 12/31/2020**Corrected on 11/22/2021****.36(7)(c)2. - Citation observed to be corrected. Consultant observed complete transportation logs.****Correction Deadline: 12/31/2020****Corrected on 11/22/2021****.36(7)(c)3. - Citation observed to be corrected. Consultant observed complete transportation logs.****Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Correction Deadline: 6/3/2021****Corrected on 11/22/2021****.30(2) - Citation observed to be corrected. Infant safe sleep practices observed and discussed.****Staff Records****Records Reviewed: 7****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 11/15/2021

Staff # 2

Met

Date of Hire: 09/20/2021

Staff # 3

Met

Date of Hire: 04/13/2020

Staff # 4

Met

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

Date of Hire: 05/25/2007

Staff # 5

Met

Date of Hire: 06/13/2019

Staff # 6

Met

Date of Hire: 01/20/2015

Staff # 7

Met

Date of Hire: 07/27/2021

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Correction Deadline: 10/29/2021****Corrected on 11/22/2021****.09(1)(a) - Citation observed to be corrected. All staff present and named as employees had a current and valid criminal record check on file.****Correction Deadline: 10/29/2021****Corrected on 11/22/2021****.09(1)(c) - Citation observed to be corrected. All staff present and named employees had a current and valid criminal record check on file.****591-1-1-.14 First Aid & CPR****Not Met****Comment**

Please add missing items in first aid kits.

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 review of records that one of five applicable staff members did not have certification in first aid and CPR.

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: 12/22/2021**591-1-1-.33 Staff Training****Not Met**

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that two of two applicable staff members did not have ten clock hours of annual training for 2020.

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: 12/22/2021

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

Not Met

Technical Assistance

591-1-1-.31(2)(a) - Ensure that a designated lead teacher is named for each age group/classroom that is in use and an academic credential is obtained for each lead teacher.

Correction Deadline: 11/22/2021

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on review of records that two lead teachers did not have an academic credential or professional learning plan on file.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 11/22/2021

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

Correction Deadline: 6/3/2021

Corrected on 11/22/2021

.32(7) - Citation observed to corrected. Adequate supervision observed.