



**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:** 3/9/2022      **VisitType:** Monitoring Visit      **Arrival:** 9:30 AM      **Departure:** 11:05 AM

**CCLC-23074**

**Holdheide Academy**

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

**Mailing Address**

206 Somerset Circle  
 Woodstock, GA 30189

**Regional Consultant**

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@dec.al.ga.gov

Joint with: Chasity Baugh

**Quality Rated:**

<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.
03/09/2022	Monitoring Visit	Deficient	
12/07/2021	Complaint Closure	Good Standing	
11/22/2021	LS POI 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		0	0	C	13	C	NA	NA	Not In Use
Main	B- 2nd Left	Infants and One Year Olds	2	9	C	9	C	NA	NA	Free Play
Main	C- 3rd Left	Two Year Olds and Three Year Olds	2	9	C	10	C	NA	NA	Story
Main	D-1st Right	Three Year Olds	1	10	C	13	C	NA	NA	Circle Time
Main	E- 2nd Right	Four Year Olds and Five Year Olds	1	7	C	20	C	NA	NA	Circle Time
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: 35			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 onsite Monitoring Visit walk through was completed on March 9, 2022. Administrative Review process discussed with the Director and due on March 16, 2022.  
 Administrative Review completed on March 23, 2022.

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 Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

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Tammy Dorsten, Program Official

Date

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Chasity Baugh, Consultant

Date

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Rachael Brown, Consultant

Date



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### Findings Report

**Date:** 3/9/2022    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 11:05 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.03 Activities** **Met**

**Correction Deadline: 11/22/2021**

**Corrected on 3/9/2022**

**.03(2) - Citation observed to be corrected. Consultant observed current 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)** **N/A**

**Comment**

Center does not provide swimming activities. No pool on property.

### Facility

**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)** **Technical Assistance**

**Correction Deadline: 11/22/2021**

**Corrected on 3/9/2022**

**.25(13) - Citation observed to be corrected. Cabinet locks observed on all cabinets within reach of children and all cleaning materials stored out of reach of children.**

**Technical Assistance**

591-1-1-.25(13) - Consultant observed a hyperbaric oxygen chamber stored in a classroom not currently in use. Ensure the hyperbaric oxygen chamber is removed before children are housed in the classroom.

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, climbing wall, and stairs when the rule requires six inches of resilient surface.

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Correction Deadline: 3/31/2022

Recited on 3/9/2022

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the left side: younger playground had exposed rocks beneath the slide and steps of the climbing structure. In addition, the right side: older playground had an exposed water sprinkler line in front of the swings, exposed plastic lining between the swings and the climbing structure, and exposed tree roots near the black border beside the climbing equipment.

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Correction Deadline: 3/31/2022

Recited on 3/9/2022

**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 staff statement that center staff mixed bottles for infants using powder formula provided by the parent and filtered alkaline water provided by the center.

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**Correction Deadline: 3/24/2022**

**Recited on 3/9/2022**

**Technical Assistance**

591-1-1-.15(6)(g) - Ensure written permission is obtained for all enrolled children to allow children to drink filtered alkaline water during their time at the program.

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**Correction Deadline: 3/9/2022**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)** **Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff stated appropriate handwashing practices.

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**591-1-1-.20 Medications(CR)** **N/A**

**Comment**

The Provider stated no new medications since previous visit. Consultant discussed medication authorization form.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

Please be mindful of voice tone in redirecting children.

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**591-1-1-.36 Transportation(CR)** **Not Met**

**Technical Assistance**

591-1-1-.36(3)(a-b) - Ensure transportation safety training is renewed every two years.

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**Correction Deadline: 3/19/2022**

**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 unload time or mark were not documented for a field trip on July 23, 2021 for when the vehicle and children returned to the center from the field trip.

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**Correction Deadline: 3/10/2022**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Not Met**

**Finding**

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that loose fitting sheets were used in cribs while infants slept. The sheets were observed to be bunched and wrinkled, exposing a risk to sleeping children.

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**Correction Deadline: 3/9/2022**

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**Correction Deadline: 12/14/2021**

Corrected on 3/9/2022

.30(1)(d) - Citation observed to be corrected. Staff stated placing resting equipment twelve inches apart when children are sleep and placing resting equipment away from hazards.

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation and staff statement that loose fitting magnetic mattress pads were used in cribs while infants were sleeping. The mattress pads were observed to be bunched and wrinkled exposing a risk to sleeping children.

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**Correction Deadline: 3/9/2022**

<b>Staff Records</b>
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<b>Records Reviewed: 9</b>	<b>Records with Missing/Incomplete Components: 0</b>
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Staff # 1	Met
Date of Hire: 09/09/2021	
Staff # 2	Met
Date of Hire: 05/25/2007	
Staff # 3	Met
Date of Hire: 06/13/2019	
Staff # 4	Met
Date of Hire: 05/16/2015	
Staff # 5	Met
Date of Hire: 07/16/2021	
Staff # 6	Met



**Records Reviewed: 9**

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

Date of Hire: 02/11/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7

Met

Date of Hire: 10/20/2021

Staff # 8

Met

Date of Hire: 11/23/2021

Staff # 9

Met

Date of Hire: 07/27/2021

**Staff Credentials Reviewed: 5**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided two files for employees hired since last visit.

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

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**Correction Deadline: 4/9/2022**

**Recited on 3/9/2022**

**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 three of three applicable staff members did not have ten clock hours of annual training for 2021. Consultant discussed that Georgia Fire Safety training does not count towards annual training.

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**Correction Deadline: 12/31/2022**

**Recited on 3/9/2022**

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

**Correction Deadline: 11/22/2021**

**Corrected on 3/9/2022**

**.31(2)(b)2. - Citation observed to be corrected. Consultant observed lead teacher credentials for all classrooms currently in use.**

**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.