



**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:** 8/29/2023 **VisitType:** Monitoring Visit

**Arrival:** 8:40 AM **Departure:** 10:45 AM

**CCLC-57498**

**Woods Academy**

293 Knight Trail Thomaston, GA 30286 Upson County  
(706) 648-6353 woodsacademy1@gmail.com

Regional Consultant

Brandi Mangino

Phone: (478) 314-9726

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**Mailing Address**

Same

**Quality Rated:** ★

| Compliance Zone Designation |                         |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|-------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/29/2023                  | Monitoring Visit        | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 06/06/2023                  | Monitoring Visit        | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/07/2022                  | Initial 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                      |
|---------------------------------|--------------|-----------------------------------|---------------------------------|----------|------|-------------------------------------------------------------|--------------|------------|--------------|----------------------------|
| Main                            | A-School Age |                                   | 0                               | 0        | C    | 15                                                          | C            | NA         | NA           |                            |
| Main                            | B-2 year     |                                   | 0                               | 0        | C    | 20                                                          | C            | NA         | NA           |                            |
| Main                            | C-1 year     | One Year Olds                     | 1                               | 8        | C    | 18                                                          | C            | NA         | NA           | Breakfast,Free Play        |
| Main                            | D-Infants    | Infants and One Year Olds         | 1                               | 7        | NC   | 20                                                          | C            | NA         | NA           | Breakfast,Floor Play       |
| Main                            | E-Infants    |                                   | 0                               | 0        | C    | 13                                                          | C            | NA         | NA           |                            |
| Main                            | F-4 Years    |                                   | 0                               | 0        | C    | 18                                                          | C            | NA         | NA           |                            |
| Main                            | G-3 Years    | Two Year Olds and Three Year Olds | 2                               | 7        | C    | 18                                                          | C            | NA         | NA           | Outside,Centers ,Breakfast |
| Main                            | H-School Age |                                   | 0                               | 0        | C    | 19                                                          | C            | NA         | NA           |                            |
| Total Capacity @35 sq. ft.: 125 |              |                                   | Total Capacity @25 sq. ft.: 0   |          |      | Building @35 capacity limited by Insufficient Toilets/Sinks |              |            |              |                            |
| Total # Children this Date: 22  |              |                                   | Total Capacity @35 sq. ft.: 125 |          |      | Total Capacity @25 sq. ft.: 0                               |              |            |              |                            |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | A          | 35                   | C                     |
| Main     | B          | 17                   | C                     |
| Main     | C          | 115                  | C                     |

## Comments

Plan of Improvement developed on this date.

Plan of Improvement: Developed This Date 08/29/2023

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.al.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

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)



### 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!



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**(Findings Report)**

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

**591-1-1.03 Activities**

**Not Met**

**Finding**

591-1-1.03(7) requires the center to provide outdoor activities daily, weather permitting. It was determined based on observation that in Room C the class scheduled stated the children were to be outside from 9:00AM until 9:45AM. The staff member walked the children outside and immediately made the children come back inside. At 9:20AM the class still had no had the required outside time.

**POI (Plan of Improvement)**

The Center will follow a schedule that allows for all children to have the required amount of daily outside play time.

**Correction Deadline: 8/29/2023**

**Finding**

591-1-1.03(9) requires center staff to refrain from engaging in, or allowing children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as but not limited to, horse play, rough play, wrestling, and picking up a child in a manner that could cause injury. It was determined based on observation that a staff member in Room C was trying to move a one-year-old child inside the classroom by picking the child up by their arm to carry them inside.

**POI (Plan of Improvement)**

The Center will review requirements with Staff to ensure that appropriate activities are conducted with children.

**Correction Deadline: 8/29/2023**

**591-1-1.12 Equipment & Toys(CR)**

**Not Met**

**Finding**

591-1-1.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that the block shelf in Room G and the brown shelves in Room B and Room C were all in need of being secured as each item posed a tipping hazard. It was further determined that the blue and white shelf in Room E and televisions in Room H and Room A were not secured and posed a tipping hazard.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 9/5/2023**

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

**Met**

**Comment**

Center does not provide swimming activities.

|                 |
|-----------------|
| <b>Facility</b> |
|-----------------|

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**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 the following hazards were accessible to children in care.

Room A:

- A mop was placed next to the restroom door.
- Rubber gloves were placed on a shelf.

Room C:

- The toilet bowl cleaner was placed on the back of the toilet.
- Cleaning solution located on the side of the cubbies.

Room H:

- Two bottles of 'Glade' air freshener and four bottles of bug spray located on a shelf.

**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: 8/29/2023**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that there were four holes in the restroom walls near the toilet paper holder in Room H.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 8/29/2023**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the following hazards were accessible to children.

Playground A-Children had access to a large tree stump and the sidewalks were not flushed with the outside wooden platforms which posed a tripping hazard. There were also tree roots throughout the playground that needed to be sprayed again to prevent a tripping hazard.

Playground B-Pinecones needed to be removed and there were tree roots throughout the playground that needed to be sprayed again to prevent a tripping hazard.

Playground C-There were vines growing throughout the back and side fence, pinecones needed to be removed, and there were tree roots throughout the playground that needed to be sprayed again to prevent a tripping hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 9/5/2023**

**Recited on 8/29/2023**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following equipment was in need of repair.

Playground A- The riding toy had chipped paint and was missing one of two steering wheels. The helicopter was missing one steering wheel and the wooden table had chipped wood.

Playground B-The toys throughout the playground were dirty and need to be cleaned.

Playground C-The blue spin equipment was broken and leaning to one side.

**POI (Plan of Improvement)**

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 8/29/2023**

**Recited on 8/29/2023**

**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that two children entered Room D and their hands were not washed before being served breakfast.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 8/29/2023**

**591-1-1-.20 Medications(CR)****Not Evaluated****Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures****591-1-1-.29 Required Reporting****Not Met****Finding**

591-1-1-.29(3) requires the Director or designated person-in-charge to report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the program's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open). It was determined based on observation that an attempted visit was made at the center on August 3, 2023 in which the center was closed with a note on the door that the center closed the week prior and would be closed for two weeks. The closure was never reported to the agency.

**POI (Plan of Improvement)**

The Center will develop a procedure so everyone knows how and when to report these incidents to the Department and will follow-up to make sure they are reported as required.

**Correction Deadline: 8/29/2023**

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

Please be mindful of voice tone in redirecting children.

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

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 3**

Staff # 1

**Not Met**

Date of Hire: 08/07/2023

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 6 Not Met

Date of Hire: 03/10/2023

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 8 Not Met

Date of Hire: 03/10/2023

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

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

**Met**

**Comment**

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

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

**Not Met**

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that three of nine staff members did not have current first aid and CPR training. It was further determined that the center director did not have current first aid and CPR training.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

**Correction Deadline: 9/28/2023**

**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 a review of records that two staff members did not obtain first aid and CPR training within 90 days of hire.

**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: 9/28/2023**

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

**Not Met**

**Finding**

591-1-1-.31(1)(c) requires that a copy and/or written verification of the credential or degree awarded to the Director by the technical college, university, school or Department-approved trainer listed in 591-1-1-.31(1)(b)2.(i) through (xiii) be maintained by the Center in the Director's file and such documentation shall be available for inspection by Department staff upon request. It was determined based on a review of records that the director did not meet the educational requirements in that no degree was on file to be reviewed.

**POI (Plan of Improvement)**

The Center will obtain the written verification from the Director, place it in the Director's file, and provide it to the Department if requested.

**Correction Deadline: 8/29/2023**

**Finding**

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on a review of records that no professional development plan was in place for newly hired lead teachers.

**POI (Plan of Improvement)**

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

**Correction Deadline: 8/29/2023**

**Finding**

591-1-1-.31(2)(c) requires the Center to maintain a copy and/or written verification of the credential or degree awarded to the lead teacher that is required by these rules in the lead teacher's file, to make the document available for inspection and to provide the document to Department staff upon request. It was determined based on a review of records that the lead staff member for Room D (infants) did not meet the education requirement.

**POI (Plan of Improvement)**

The Center will review lead teacher records to ensure the required documentation is on file and will obtain and file it if not found.

**Correction Deadline: 8/29/2023**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

**Not Met**

**Comment**

Discussed combining children of mixed ages.

**Finding**

591-1-1-.32(2) requires the Center maintain Staff:child ratios in mixed-age groups based on the age of the youngest group of children that includes more than twenty percent of the total number of children in the mixed-age group. It was determined based on observation that there was a staff:child ratio of 1:7 among three one-year-old children and four infants in Room D. A staff:child ratios of 2:7 was required.

**POI (Plan of Improvement)**

The Center will provide adequate staff when there is a mixed-age group.

**Correction Deadline: 8/29/2023**

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation during breakfast that staff members in Room C, Room D, and Room G were walking around the classrooms completing other job responsibilities and not seated within arm's length of children under the age of 36 months.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 8/29/2023**

**Recited on 8/29/2023**