



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: 11/22/2022 **VisitType:** Licensing Study

Arrival: 9:35 AM

Departure: 12:00 PM

CCLC-13483

Woodhaven Academy

3305 TRICKUM ROAD Woodstock, GA 30188 Cherokee County
 (770) 928-9969 nest@woodhavenacademy.com

Regional Consultant

Sharnette Glenn

Phone: 404-651-8365

Fax: 404-334-4612

sharnette.glenn@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.
11/22/2022	Incident Investigation/Licensing Study	Good Standing	
11/22/2022	Incident Investigation Closure	Good Standing	
10/19/2021	LS POI Follow Up	Good Standing	

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.

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 and Two Year Olds	3	11	C	19	C	NA	NA	Circle Time
Main	A:1st Rt/Rt.side Infants	Infants	2	5	C	14	C	NA	NA	Feeding,Floor Play,Nap
Main	B: 2nd Rt/Rt. side Infants	One Year Olds	2	5	C	19	C	NA	NA	Free Play
Main	C: 3rd Lt./Rt.side Jr Toddler A	Two Year Olds	2	8	C	18	C	NA	NA	Centers
Main	E 3B	Three Year Olds and Four Year Olds	2	8	C	22	C	NA	NA	Centers
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 and Four Year Olds	1	13	C	21	C	NA	NA	Centers
Main	H: 3rd Rt.PreK4B	Four Year Olds and Five Year Olds	1	15	C	22	C	NA	NA	Centers
Main	I Pre-k 3A	Three Year Olds	2	9	C	20	C	NA	NA	Centers
Main	J Sr. Todd	Two Year Olds	3	15	C	21	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 89

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

The purpose of this visit is to conduct a Complaint Investigation and Licensing Study.

Plan of Improvement: No Plan Developed 01/01/0001

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 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@decal.ga.gov 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 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)

Ivonne Rodriguez, Program Official Date

Sharnette Glenn, Consultant Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Child # 4

Met

Child # 5

Met

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

Met

Comment

Parent agreements observed obtained/completed.

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Facility

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 routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

Discussed proper steps for dishwashing.

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

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**

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment 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)**N/A****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

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 35****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 03/08/2021

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Staff # 5 Met

Date of Hire: 09/20/2021

Staff # 6 Met

Date of Hire: 09/12/2022

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

Staff # 7	Met
Date of Hire: 09/08/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Date of Hire: 02/26/2019	
Staff # 9	Met
Date of Hire: 06/27/2022	
Staff # 10	Met
Date of Hire: 04/25/2019	
Staff # 11	Met
Date of Hire: 04/25/2019	
Staff # 12	Met
Date of Hire: 10/01/2018	
Staff # 13	Met
Date of Hire: 09/15/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 04/25/2019	
Staff # 15	Met
Date of Hire: 05/11/2016	
Staff # 16	Met
Date of Hire: 01/24/2022	
Staff # 17	Met
Date of Hire: 10/19/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 18	Met
Date of Hire: 03/03/2022	
Staff # 19	Met
Date of Hire: 06/26/2006	
Staff # 20	Met
Date of Hire: 01/10/2018	
Staff # 21	Met

Records Reviewed: 35**Records with Missing/Incomplete Components: 0**

Date of Hire: 09/21/2022

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

Staff # 22

Met

Date of Hire: 02/08/2016

Staff # 23

Met

Date of Hire: 10/05/2010

Staff # 24

Met

Date of Hire: 09/09/2019

Staff # 25

Met

Date of Hire: 02/11/2019

Staff # 26

Met

Date of Hire: 09/12/2005

Staff # 27

Met

Date of Hire: 12/18/2017

Staff # 28

Met

Date of Hire: 07/26/2013

Staff # 29

Met

Date of Hire: 09/12/2005

Staff # 30

Met

Date of Hire: 07/20/2021

Staff # 31

Met

Date of Hire: 10/03/2022

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

Staff # 32

Met

Date of Hire: 12/04/2006

Staff # 33

Met

Date of Hire: 09/16/2020

Staff # 34

Met

Date of Hire: 12/06/2010

Staff # 35

Met

Date of Hire: 09/14/2022

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

Staff Credentials Reviewed: 11

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

Comment

Criminal record checks were observed to be complete.

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

Comment

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

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

Center observed to maintain appropriate staff:child ratios.