



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: 3/1/2022 **VisitType:** Licensing Study

Arrival: 10:30 AM **Departure:** 12:40 PM

CCLC-13464

Woodchase Academy At Vinings

4500 N COOPER LAKE ROAD Smyrna, GA 30082 Cobb County
 (770) 431-6800 vinings@woodchaseacademy.com

Mailing Address

4500 North Cooper Lake Road, SE
 Smyrna, GA 30082

Regional Consultant

Neli Todorova

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neli.todorova@decal.ga.gov

Joint with: Stacy Whitten

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.
03/01/2022	Licensing Study	Good Standing	
10/05/2021	Monitoring Visit	Good Standing	
02/12/2021	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	Room A - Front right	Infants	2	10	C	12	C	NA	NA	Diapering, Feeding, Nap	
Main	Room B - right rear	Infants and One Year Olds	2	12	C	12	C	NA	NA	Nap	
Main	Room C - Toddlers right	One Year Olds	2	13	C	15	C	NA	NA	Lunch	
Main	Room D - Toddlers left	One Year Olds and Two Year Olds	3	17	C	17	C	NA	NA	Lunch	
Main	Room E - left side - 1st right 3 years	Three Year Olds	2	17	C	17	C	NA	NA	Lunch	
Main	Room F - left side - 2nd right - 3 yr olds	Three Year Olds and Four Year Olds	2	20	C	20	C	NA	NA	Transitioning, Lunch	
Main	Room G - left side - 3rd right - 4 yr olds	Four Year Olds and Five Year Olds	2	21	C	21	C	NA	NA	Transitioning	
Main	Room H - left side - 1st left - 2 yr olds	Two Year Olds	2	19	C	19	C	NA	NA	Lunch, Transitioning	
Main	Room I - left side - 2nd left - 2 yr olds	Two Year Olds	2	18	C	18	C	NA	NA	Lunch	
Total Capacity @35 sq. ft.:			151	Total Capacity @25 sq. ft.:			0				
Total # Children this Date: 147			Total Capacity @35 sq. ft.:	151	Total Capacity @25 sq. ft.:			0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Area A - Toddler-Right	38	C
Main	Area B - School Age - Back	82	C
Main	Area C - Pre-school - Left	68	C
Main	Area D - Covered Patio - Back	15	C
Main	Area E - Water Park - Far Right	23	C

Comments

The purpose of this visit is to follow up on visit from October 5, 2021 and to conduct a Licensing Study. An in person visit was conducted on March 1, 2022.

Plan of Improvement: Developed This Date 03/03/2022

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 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)

Kimberly Evans, Program Official

Date

Neli Todorova, Consultant

Date

Stacy Whitten, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

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)

Met

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

Technical Assistance

Comment

Records were observed to be complete and well organized.

Technical Assistance

591-1-1-.08(6) - Consultant discussed with the provider that the sign in and out documentation shall include at least the date, the child’s name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure. These records shall be made available to the Department in printed or written form upon request

Correction Deadline: 3/1/2022

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)

Technical Assistance

Comment

Center appears clean and well maintained.

Technical Assistance

591-1-1-.25(13) - Please ensure that the storage closets in the classrooms are kept locked and all potentially hazardous items are kept inaccessible.

Correction Deadline: 3/1/2022

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

Technical Assistance

Technical Assistance

591-1-1-.26(4) - Please ensure that the protruding bolts around the gates on the playground fences are facing the outside; cut down to the second thread and filed, or capped.

Correction Deadline: 3/1/2022

Technical Assistance

591-1-1-.26(8) - Please ensure that the cracks in the resilient surface under the swings are repaired and the surface provides the required resiliency of at least six (6) inches.

Correction Deadline: 3/11/2022

Food Service

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

Technical Assistance

Technical Assistance

591-1-1-.15(1) - Consultant discussed with the provider that three (3) components are required for breakfast: 1) Grains 2) Vegetables, or Fruits or both and 3) .Milk

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

Correction Deadline: 3/1/2022

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)**Technical Assistance****Comment**

Staff state proper knowledge of diapering procedures.

Technical Assistance

591-1-1-.10(3) - Discussed the diaper changing practices (standing up in the bathroom) for the children in room H and suggested that a diapering pad that can be cleaned and disinfected between each use be utilized.

Correction Deadline: 3/1/2022

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**Met****Comment**

Documentation for medication dispensing observed complete.

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**Met****Comment**

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Met****Comment**

Center does not provide transportation.

Sleeping & Resting Equipment

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.

Technical Assistance

591-1-1-.30(2) - Discussed with the provider that the Baby Merlin's Magic Sleep suits require a doctor's note for use in a licensed facility.

Correction Deadline: 3/1/2022

Staff Records

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 11/12/2020	
Staff # 2	Met
Date of Hire: 07/31/2006	
Staff # 3	Met
Date of Hire: 01/27/2016	
Staff # 4	Met
Date of Hire: 03/10/2005	
Staff # 5	Met
Date of Hire: 09/18/2008	
Staff # 6	Met
Date of Hire: 05/31/2016	
Staff # 7	Met
Date of Hire: 09/26/2018	
Staff # 8	Met
Date of Hire: 06/03/2019	
Staff # 9	Met
Date of Hire: 03/01/2005	
Staff # 10	Met
Date of Hire: 07/29/2021	
Staff # 11	Met
Date of Hire: 01/16/2008	
Staff # 12	Met

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Date of Hire: 07/25/2011

Staff # 13 Met

Date of Hire: 03/07/2005

Staff # 14 Met

Date of Hire: 02/04/2021

Staff # 15 Met

Date of Hire: 01/20/2019

Staff # 16 Met

Date of Hire: 04/20/2012

Staff # 17 Met

Date of Hire: 08/16/2008

Staff # 18 Met

Date of Hire: 03/07/2005

Staff # 19 Met

Date of Hire: 06/14/2021

Staff # 20 Met

Date of Hire: 03/14/2013

Staff # 21 Met

Date of Hire: 12/04/2006

Staff # 22 Met

Date of Hire: 10/03/2018

Staff # 23 Met

Date of Hire: 06/19/2006

Staff # 24 Met

Date of Hire: 09/27/2021

Staff # 25 Met

Date of Hire: 08/07/2019

Staff Credentials Reviewed: 13

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

Met

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit

Comment

Criminal record checks were observed to be complete.

Comment

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

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

Met

Comment

Complete first aid kit observed in center.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Technical Assistance

Comment

Documentation observed of required staff training for 2021.

Technical Assistance

591-1-1-.33(4) - Discussed that two (2) additional hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage are needed for the Director.

Correction Deadline: 3/31/2022

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

Technical Assistance

Comment

Staff observed to be compliant with applicable laws and regulations.

Technical Assistance

591-1-1-.31(2)(b)3.(iii) - Discussed with the Director to maintain the lead teacher's professional development plan in the file and make it available for inspection by Department upon request. for staff #7.

Correction Deadline: 3/1/2022

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

Consultant discussed a supervision plan for room A where a diaper changing station was positioned in front of each crib and thus possibly obstructing the line of sight into each crib. Staff will be positioned in a way that allows for watchful oversight at all times and into each crib occupied by an Infant .

Comment

Staff observed to provide direct supervision and be attentive to children's needs.