



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: 3/13/2018 **VisitType:** Licensing Study **Arrival:** 9:15 AM **Departure:** 12:45 PM

CCLC-32380

Woodlawn Preschool & Child Development

2220 Walton Way Augusta, GA 30904 Richmond County
 (706) 738-2546 woodlawnaugustauc@gmail.com

Regional Consultant

Ruby Norman

Phone: (770) 405-7959

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laura.davis@dec.al.ga.gov

Mailing Address
 Same

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. |
|------------------------------------|-----------------------------------|---------------|--|
| 03/13/2018 | Licensing Study | Good Standing | |
| 10/03/2017 | Monitoring Visit | Good Standing | |
| 03/08/2017 | Complaint Investigation 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- Young Infants | Infants | 2 | 7 | C | 8 | C | NA | NA | Transitioning, Nap |
| Main | B- Infants 2 | Infants | 1 | 5 | C | 8 | C | NA | NA | Feeding, Floor Play |
| Main | C- Young Three's | Three Year Olds | 1 | 15 | C | 17 | C | NA | NA | Circle Time |
| Main | D- One's | One Year Olds | 2 | 11 | C | 12 | C | NA | NA | Story, Free Play |
| Main | E- Older Infants | One Year Olds | 2 | 7 | C | 8 | C | NA | NA | Story, Free Play |
| Main | F- Two's | Two Year Olds | 2 | 13 | C | 17 | C | NA | NA | Centers |
| Main | G- Three's | Three Year Olds | 2 | 17 | C | 18 | C | NA | NA | Centers |
| Main | H- Four's | PreK | 2 | 18 | C | 22 | C | NA | NA | Transitioning |
| Main | I- After School | | 0 | 0 | C | 52 | C | NA | NA | |
| Main | J- Afterschool | | 0 | 0 | C | 14 | C | NA | NA | |

Total Capacity @35 sq. ft.: 162

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Playground Limitations

Total # Children this Date: 93

Total Capacity @35 sq. ft.: 162

Total Capacity @25 sq. ft.: 0

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------------------|----------------------|-----------------------|
| Main | PG- 3- School Age (B) | 32 | C |
| Main | PG- Infant/Toddler (A) | 22 | C |

Comments

Plan of Improvement: Developed This Date 03/13/2018

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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@dec.al.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://dec.al.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov

Elaine Cupp, Program Official

Date

Ruby Norman, Consultant

Date



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Findings Report

Date: 3/13/2018 **VisitType:** Licensing Study

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Departure: 12:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(5) - Please ensure a flexible daily schedule and a current lesson plan is posted in each classroom.

Correction Deadline: 3/13/2018

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

Met

Correction Deadline: 10/3/2017

Corrected on 3/13/2018

.12(4) - Correction of previous citation, the refrigerator was secured to the table on this date.

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

Met

Comment

Center does not provide swimming activities.

Facility

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)

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 in Classroom B-Infant there were six diaper rash creams and a bottle of baby powder in an unlocked cabinet under the changing table.

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: 3/13/2018

Recited on 3/13/2018

Correction Deadline: 10/3/2017

Corrected on 3/13/2018

.25(8) - Correction of previous citation, all electrical outlets were covered 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

Please ensure that infant feeding forms are updated regularly.

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

Correction Deadline: 10/3/2017

Corrected on 3/13/2018

.10(4) - Correction of previous citation, the changing pad was smooth and nonporous in the Infant classrooms on this date.

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

Comment

Staff stated proper knowledge of when hand washing occurs.

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

Comment

The director stated that no medication is dispensed.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures Met

Technical Assistance

591-1-1-.21(2) - Please ensure to obtain fire drill, tornado and other emergency drill documentation for two years.

Correction Deadline: 3/18/2018

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment**Comment**

Staff stated proper knowledge of infant sleeping position.

Staff Records**Records Reviewed: 22****Records with Missing/Incomplete Components: 1**

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Staff # 2 | Met |
| Date of Hire: 08/26/2013 | |
| Staff # 3 | Met |
| Date of Hire: 05/23/2011 | |
| Staff # 4 | Met |
| Date of Hire: 05/23/2011 | |
| Staff # 5 | Met |
| Date of Hire: 05/23/2011 | |
| Staff # 6 | Met |
| Date of Hire: 02/13/2017 | |
| Staff # 7 | Met |
| Date of Hire: 08/16/2011 | |
| Staff # 8 | Met |
| Date of Hire: 09/16/2016 | |
| Staff # 9 | Met |
| Date of Hire: 04/27/2015 | |
| Staff # 10 | Met |
| Date of Hire: 02/06/2017 | |
| Staff # 11 | Met |
| Date of Hire: 08/14/2017 | |
| Staff # 12 | Met |
| Date of Hire: 08/04/2014 | |

Records Reviewed: 22**Records with Missing/Incomplete Components: 1**

| | |
|--|---------|
| Staff # 13 Date of Hire: 08/08/2017 | Met |
| Staff # 14 Date of Hire: 11/09/2015 | Met |
| Staff # 15 Date of Hire: 12/09/2015 | Met |
| Staff # 16 Date of Hire: 05/26/2017 | Met |
| Staff # 17 Date of Hire: 02/06/2018 | Met |
| Staff # 18 Date of Hire: 12/07/2017 | Met |
| Staff # 19 Date of Hire: 08/28/2013 | Met |
| Staff # 20 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate | Not Met |
| Staff # 21 Date of Hire: 06/13/2011 | Met |
| Staff # 22 Date of Hire: 05/23/2011 | Met |

Staff Credentials Reviewed: 22

| | |
|---|----------------|
| 591-1-1-.09 Criminal Records Check(CR) | Met |
| Comment Criminal records checks were observed to be complete. | |
| 591-1-1-.14 First Aid & CPR | Met |
| Correction Deadline: 10/13/2017 | |
| Corrected on 3/13/2018 .14(3) - Correction of previous citation, the first aid kit was in a locked cabinet inaccessible to children on this date. | |
| 591-1-1-.33 Staff Training | Not Met |

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on a review of records that one staff did not have Health and Safety training complete and on file.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 4/12/2018

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

Met

Comment

Staff are in compliance 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.

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

Met

Comment

Adequate supervision observed on this date.