



**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:** 7/24/2019    **VisitType:** Licensing Study    **Arrival:** 8:30 AM    **Departure:** 12:15 PM

**CCLC-32380**

**Woodlawn Preschool & Child Development**

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

**Regional Consultant**

Melyn Smith

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melyn.smith@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

| <u>Compliance Zone Designation</u> |                  |               | <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. |
|------------------------------------|------------------|---------------|--|
| 07/24/2019                         | Licensing Study  | Good Standing |  |
| 03/20/2019                         | Monitoring Visit | Good Standing |  |
| 09/10/2018                         | 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- Young Infants | Infants                           | 1     | 4        | C    | 8                             | C   | NA         | NA           | Floor Play,Feeding   |
| Main                            | B- Infants 2     | Infants and One Year Olds         | 1     | 6        | C    | 8                             | C   | NA         | NA           | Nap                  |
| Main                            | C- Young Three's | Three Year Olds                   | 1     | 10       | C    | 17                            | C   | NA         | NA           | Story                |
| Main                            | D- One's         | One Year Olds                     | 2     | 8        | C    | 12                            | C   | NA         | NA           | Art                  |
| Main                            | E- Older Infants | One Year Olds                     | 2     | 6        | C    | 8                             | C   | NA         | NA           | Floor Play,Story,Nap |
| Main                            | F- Two's         | Two Year Olds                     | 2     | 11       | C    | 17                            | C   | NA         | NA           | Centers              |
| Main                            | G- Three's       | Three Year Olds                   | 2     | 11       | C    | 18                            | C   | NA         | NA           | Centers              |
| Main                            | H- Four's        | Four Year Olds and Five Year Olds | 1     | 10       | C    | 22                            | C   | NA         | NA           | Story                |
| Main                            | I- After School  | Six Year Olds and Over            | 2     | 10       | C    | 52                            | C   | NA         | NA           | Centers              |
| Main                            | J- Afterschool   | Four Year Olds                    | 1     | 10       | C    | 14                            | C   | NA         | NA           | Circle Time          |
| Total Capacity @35 sq. ft.: 162 |                  |                                   |       |          |      | Total Capacity @25 sq. ft.: 0 | Building @35 capacity limited by Playground Limitations |            |              |                      |

Total # Children this Date: 86

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 07/24/2019

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/RuleAndRegulations.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), e-mail the following information to [CCSRefutations@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Elaine Cupp, Program Official

Date

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Melyn Smith, 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)**

**Not Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined, based on observation, that a table leg on a circular table was observed propped up to even out the table in Room H - Four's on this date.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 7/30/2019**

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

**Met**

**Comment**

Swimming activities provided off site.

### 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, that a staff bag was observed accessible to children on a table in Room I - After School on this date. It was further determined that an unsecured cabinet contained a staff purse and plastic bag accessible to children in Room J - Afterschool on this date.

**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: 7/24/2019**

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

**Comment**

Playground observed to be clean and in good repair.

**Correction Deadline: 4/3/2019**

**Corrected on 7/24/2019**

**.26(9) - Previous citation corrected, based on observation, in that the playground was observed to be clean, free of litter, and free of hazards on this date.**

|                           |
|---------------------------|
| <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**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete for emergency medications.

|               |
|---------------|
| <b>Safety</b> |
|---------------|

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**591-1-1-.05 Animals** **N/A**

**Comment**

Center does not keep animals on premises.

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

**Comment**

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

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**591-1-1-.13 Field Trips(CR)** **Not Met**

**Finding**

591-1-1-.13(2) requires Center Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined, based on review of records, that the parental permission was lacking the dates the parent signed permission for children to participate in the field trip on July 23, 2019 to the National Hills Pool in Augusta, Georgia.

**POI (Plan of Improvement)**

Center Staff will have and use a system to obtain written field trip permission in advance and ensure the permission is signed and dated by the responsible person.

**Correction Deadline: 7/24/2019**

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

**Comment**

Center does not provide routine transportation.

## Sleeping & Resting Equipment

### 591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Technical Assistance

#### Technical Assistance

591-1-1-.30(2) - The consultant discussed with the director to ensure infants and one-year-old children do not have bibs around their neck when in cribs, as a one-year-old child in Room E - Older Infants, was observed to be in a crib awake with a bib attached around their neck on this date.

**Correction Deadline: 7/24/2019**

## Staff Records

**Records Reviewed: 15**

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

|                          |     |
|--------------------------|-----|
| Staff # 1                | Met |
| Date of Hire: 01/01/2013 |     |
| Staff # 2                | Met |
| Date of Hire: 11/09/2015 |     |
| Staff # 3                | Met |
| Date of Hire: 08/28/2013 |     |
| Staff # 4                | Met |
| Date of Hire: 03/04/2019 |     |
| Staff # 5                | Met |
| Date of Hire: 08/26/2013 |     |
| Staff # 6                | Met |
| Date of Hire: 05/06/2019 |     |
| Staff # 7                | Met |
| Date of Hire: 01/01/2000 |     |
| Staff # 8                | Met |
| Date of Hire: 05/23/2011 |     |
| Staff # 9                | Met |
| Date of Hire: 04/09/2019 |     |
| Staff # 10               | Met |
| Date of Hire: 12/07/2017 |     |
| Staff # 11               | Met |
| Date of Hire: 04/27/2015 |     |

**Records Reviewed: 15****Records with Missing/Incomplete Components: 0**

|                          |     |
|--------------------------|-----|
| Staff # 12               | Met |
| Date of Hire: 02/13/2017 |     |
| Staff # 13               | Met |
| Date of Hire: 05/23/2011 |     |
| Staff # 14               | Met |
| Date of Hire: 05/23/2011 |     |
| Staff # 15               | Met |
| Date of Hire: 02/06/2018 |     |

**Staff Credentials Reviewed: 15****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met****Comment**

Criminal record checks were observed to be complete.

**591-1-1-.33 Staff Training** **Met****Comment**

Documentation observed of required staff training.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**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.

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

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