



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: 7/29/2020 **VisitType:** Licensing Study **Arrival:** 8:00 AM **Departure:** 9:30 AM

CCLC-32380

Woodlawn Preschool & Child Development

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

Regional Consultant

Melyn Smith

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melyn.smith@dec.al.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.
07/29/2020	Licensing Study	Good Standing	
02/24/2020	Monitoring Visit	Good Standing	
07/24/2019	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	2	5	C	8	C	NA	NA	Feeding, Floor Play
Main	B- Infants 2	Infants	2	6	C	8	C	NA	NA	Nap, Diapering
Main	C- Young Three's	Three Year Olds	1	14	C	17	C	NA	NA	Music, Transitioning
Main	D- One's	One Year Olds	3	9	C	12	C	NA	NA	Story, Floor Play
Main	E- Older Infants	One Year Olds	2	7	C	8	C	NA	NA	Free Play
Main	F- Two's	Two Year Olds	2	12	C	17	C	NA	NA	Art, Centers
Main	G- Three's	Four Year Olds	1	8	C	18	C	NA	NA	Circle Time
Main	H- Four's	Four Year Olds	2	9	C	22	C	NA	NA	Centers
Main	I- After School	Six Year Olds and Over	1	4	C	52	C	NA	NA	Centers
Main	J- Afterschool	Three Year Olds	1	11	C	14	C	NA	NA	Outside

Total Capacity @35 sq. ft.: 162

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Playground Limitations

Total # Children this Date: 85

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

An Administrative Review was conducted on July 29, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 4, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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.

- 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

Elaine Cupp, Program Official

Date

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)

Met

Comment

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

N/A

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)

Met

Comment

Center appears clean and well maintained. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Correction Deadline: 2/24/2020

Corrected on 7/29/2020

.25(13) - Previous citation corrected, based on observation, in that no potential hazards were observed accessible to children during the virtual walk through 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
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Comment

Center menu meets USDA guidelines.

Health and Hygiene

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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Hand washing requirements were discussed with the Director on this date.

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

Documentation for medication dispensing observed complete.

Safety

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

Center does not keep animals on premises.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. All field trips have been suspended due to the Executive Order issued on May 12, 2020. Paperwork, checklist, permission forms, annual inspection form, and proper check of the vehicle after transportation were discussed with the director on this date.

591-1-1-.36 Transportation(CR)	Defer
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Comment

Center does not provide routine transportation.

Defer

591-1-1-.36(7)(c)2.- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit due to field trips being suspended at this time.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 2/24/2020

Defer

591-1-1-.36(7)(d)1.- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit due to field trips being suspended at this time.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 2/24/2020**Defer**

591-1-1-.36(7)(d)2.- A Virtual Visit was conducted due to the COVID-19 pandemic. This citation is deferred until the next regulatory visit due to field trips being suspended at this time.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 2/24/2020

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Met****Comment**

Pleasant naptime environment observed. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

Staff Records

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

Staff # 1	Met
Date of Hire: 05/01/2020	
Staff # 2	Met
Date of Hire: 02/10/2020	
Staff # 3	Met
Date of Hire: 06/09/2020	
Staff # 4	Met
Date of Hire: 08/19/2019	
Staff # 5	Met
Date of Hire: 08/12/2019	
Staff # 6	Met
Date of Hire: 02/08/2020	
Staff # 7	Met
Date of Hire: 11/09/2015	
Staff # 8	Met
Date of Hire: 03/06/2020	
Staff # 9	Met
Date of Hire: 08/28/2013	

Staff # 10 Date of Hire: 03/04/2019	Met
Staff # 11 Date of Hire: 08/26/2013	Met
Staff # 12 Date of Hire: 05/08/2019	Met
Staff # 13 Date of Hire: 06/30/2020	Met
Staff # 14 Date of Hire: 02/10/2017	Met
Staff # 15 Date of Hire: 05/04/2020	Met
Staff # 16 Date of Hire: 05/23/2011	Met
Staff # 17 Date of Hire: 08/04/2014	Met
Staff # 18 Date of Hire: 12/09/2019	Met
Staff # 19 Date of Hire: 04/02/2020	Met
Staff # 20 Date of Hire: 10/28/2015	Met
Staff # 21 Date of Hire: 05/01/2020	Met
Staff # 22 Date of Hire: 12/07/2017	Met
Staff # 23 Date of Hire: 06/01/2020	Met
Staff # 24 Date of Hire: 03/13/2020	Met

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

Staff # 25 Date of Hire: 05/26/2020	Met
Staff # 26 Date of Hire: 04/27/2015	Met
Staff # 27 Date of Hire: 08/16/2011	Met
Staff # 28 Date of Hire: 02/13/2017	Met
Staff # 29 Date of Hire: 05/23/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 30 Date of Hire: 02/01/2020	Met
Staff # 31 Date of Hire: 02/18/2019	Met
Staff # 32 Date of Hire: 05/23/2011	Met
Staff # 33 Date of Hire: 02/06/2018	Met
Staff # 34 Date of Hire: 01/06/2020	Met
Staff # 35 Date of Hire: 05/14/2020	Met

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.

Correction Deadline: 2/25/2020**Corrected on 7/29/2020****.09(1)(a) - Previous citation corrected, based on review of records, in that all staff had current satisfactory Comprehensive Records Check Determination letters on file dated within the preceding 12 months of the hire date on this date.****Correction Deadline: 2/25/2020**

Corrected on 7/29/2020

.09(1)(c) - Previous citation corrected, based on review of records, in that all staff had current satisfactory Comprehensive Records Check Determination letters on file dated within the preceding 12 months of the hire date on this date.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

Correction Deadline: 3/5/2020

Corrected on 7/29/2020

.33(6) - Previous citation corrected, based on review of records, in that all staff had evidence of orientation on this date.

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 12, 2020.

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 during the virtual walk through.