



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: 9/10/2018 **VisitType:** Licensing Study **Arrival:** 12:25 PM **Departure:** 3:35 PM

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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Mailing Address

Same

Quality Rated: ★

<u>Compliance Zone Designation</u>			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.
09/10/2018	Licensing Study	Good Standing	
03/13/2018	Licensing Study	Good Standing	
10/03/2017	Monitoring Visit	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	6	C	8	C	NA	NA	Nap
Main	B- Infants 2	Infants	1	6	C	8	C	NA	NA	Feeding, Floor Play
Main	C- Young Three's	Three Year Olds	1	16	C	17	C	NA	NA	Nap
Main	D- One's	One Year Olds	2	11	C	12	C	NA	NA	Nap
Main	E- Older Infants	One Year Olds	1	6	C	8	C	NA	NA	Nap
Main	F- Two's	Two Year Olds	2	15	C	17	C	NA	NA	Nap
Main	G- Three's	Three Year Olds	1	14	C	18	C	NA	NA	Nap
Main	H- Four's	PreK	1	15	C	22	C	NA	NA	Nap
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: 89			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 09/10/2018

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).



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)

Technical Assistance

Comment

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

Technical Assistance

591-1-1-.12(3) - Please ensure that stacked chairs are not present in classrooms when children are present.

Correction Deadline: 9/10/2018

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 10

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Not Met

"Missing/Incomplete Components"

Records Reviewed: 10**Records with Missing/Incomplete Components: 1**

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing,.08(1)-Emergency Contact information Missing

Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Please ensure all children's files have an emergency contact and release person(s) documented.

Correction Deadline: 9/10/2018

Facility

591-1-1-.06 Bathrooms**Not Met****Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined, based on observation, that the exhaust fan was observed to be inoperable in the hall bathroom located next to Classroom H on this date.

POI (Plan of Improvement)

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

Correction Deadline: 10/10/2018

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 plastic bags were observed accessible to children in Classroom E near the sink, in Classroom G in a child's cubby, and in Classroom H in a child's cubby, on top of children's cubbies, and in an unsecured cabinet 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: 9/10/2018

Recited on 9/10/2018

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.05 Animals**N/A****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)**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 parental permission was not dated for the Field Trip taken on June 27, 2018 to Regal Augusta Exchange.

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: 9/10/2018

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**

Pleasant naptime environment observed.

Staff Records

Staff # 1 Date of Hire: 08/26/2013	Met
Staff # 2 Date of Hire: 05/23/2011	Met
Staff # 3 Date of Hire: 05/23/2011	Met
Staff # 4 Date of Hire: 05/23/2011	Met
Staff # 5 Date of Hire: 02/13/2017	Met
Staff # 6 Date of Hire: 08/16/2011	Met
Staff # 7 Date of Hire: 09/16/2016	Met
Staff # 8 Date of Hire: 07/26/2017	Met
Staff # 9 Date of Hire: 04/27/2015	Met
Staff # 10 Date of Hire: 02/06/2017	Met
Staff # 11 Date of Hire: 08/04/2014	Met
Staff # 12 Date of Hire: 08/08/2017	Met
Staff # 13 Date of Hire: 11/09/2015	Met
Staff # 14 Date of Hire: 12/09/2015	Met
Staff # 15 Date of Hire: 02/06/2018	Met

Records Reviewed: 19**Records with Missing/Incomplete Components: 0**

Staff # 16	Met
Date of Hire: 12/07/2017	
Staff # 17	Met
Date of Hire: 08/28/2013	
Staff # 18	Met
Date of Hire: 06/13/2011	
Staff # 19	Met
Date of Hire: 05/23/2011	

Staff Credentials Reviewed: 19

591-1-1-.09 Criminal Records Check(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 records checks were observed to be complete.

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

Please be mindful of training expiration dates.

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

Correction Deadline: 4/12/2018

Corrected on 9/10/2018

.33(3) - Previous citation corrected, based on review of records, in that all staff had evidence of completing the mandatory Health and Safety Orientation Training on file on this date.

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.