



**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:** 1/12/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 11:00 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

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>			<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
01/12/2021	Monitoring Visit	Good Standing	
12/17/2020	Incident Investigation Closure	Good Standing	
11/23/2020	Incident 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	1	4	C	8	C	NA	NA	Nap,Feeding
Main	B- Infants 2	Infants	2	8	C	8	C	NA	NA	Nap
Main	C- Young Three's	Three Year Olds	2	13	C	17	C	NA	NA	Centers
Main	D- One's	One Year Olds	2	9	C	12	C	NA	NA	Free Play
Main	E- Older Infants	Infants and One Year Olds	2	7	C	8	C	NA	NA	Floor Play
Main	F- Two's	Two Year Olds	2	11	C	17	C	NA	NA	Centers
Main	G- Three's	Three Year Olds and Four Year Olds	1	8	C	18	C	NA	NA	Centers
Main	H- Four's	PreK	2	11	C	22	C	NA	NA	Centers
Main	I- After School	Six Year Olds and Over	1	2	C	52	C	NA	NA	Homework
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: 73			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**

A virtual inspection was conducted on January 12, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on December 30, 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](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

**Date:** 1/12/2021 **VisitType:** Monitoring Visit

**Arrival:** 10:00 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Correction Deadline:** 11/30/2020

**Corrected on** 1/12/2021

.03(9) - Previous citation corrected, based on observation, in that center staff were observed to refrain from engaging in, or allowing children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as but not limited to, horse play, wrestling, and picking up a child in a manner that could cause injury on this date during the virtual walk through.

**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-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

591-1-1-.06 - The consultant discussed with the director to ensure covers were present over the toilet bolts connecting the toilet to the floor, as some toilets were observed to be missing bolt covers on this date during the virtual walk through.

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

No hazards observed accessible to children on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

Discussed maintenance of resilient surface. Please fluff and redistribute, especially after rainfall.

**Comment**

Playground observed to be clean and in good repair.

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**Health and Hygiene**

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

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

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

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

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

Documentation for medication dispensing observed complete.

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**Safety**

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

**Correction Deadline: 11/30/2020**

**Corrected on 1/12/2021**

**.11(2) - Previous citation corrected, based on observation, in that a pleasant learning environment was observed in all classrooms on this date. The director stated that regulations regarding proper discipline were discussed with all staff.**

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

Center does not provide routine transportation.

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

**Corrected on 1/12/2021**

**.36(7)(c)2. - .36(7)(d)1. - Previous citation corrected, based on staff statement, in that no transportation or field trips was provided by the center. The consultant discussed with the director the regulations and requirements regarding field trips, including but not limited to paperwork, checklist, permission forms, annual inspection form, and proper check of the vehicle after transportation for field trips.**

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

**Corrected on 1/12/2021**

**.36(7)(d)1. - Previous citation corrected, based on staff statement, in that no transportation or field trips was provided by the center. The consultant discussed with the director the regulations and requirements regarding field trips, including but not limited to paperwork, checklist, permission forms, annual inspection form, and proper check of the vehicle after transportation for field trips.**

Correction Deadline: 2/24/2020

Corrected on 1/12/2021

.36(7)(d)2. - .36(7)(d)1. - Previous citation corrected, based on staff statement, in that no transportation or field trips was provided by the center. The consultant discussed with the director the regulations and requirements regarding field trips, including but not limited to paperwork, checklist, permission forms, annual inspection form, and proper check of the vehicle after transportation for field trips.

## Sleeping & Resting Equipment

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

Met

### Comment

Pleasant naptime environment observed.

## 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: 03/05/2020	
Staff # 9	Met
Date of Hire: 08/28/2013	
Staff # 10	Met
Date of Hire: 03/04/2019	
Staff # 11	Met

Date of Hire: 08/26/2013

Staff # 12 Met

Date of Hire: 05/08/2019

Staff # 13 Met

Date of Hire: 07/30/2020

Staff # 14 Met

Date of Hire: 06/30/2020

Staff # 15 Met

Date of Hire: 02/10/2017

Staff # 16 Met

Date of Hire: 05/04/2020

Staff # 17 Met

Date of Hire: 05/23/2011

Staff # 18 Met

Date of Hire: 08/04/2014

Staff # 19 Met

Date of Hire: 12/09/2019

Staff # 20 Met

Date of Hire: 04/02/2020

Staff # 21 Met

Date of Hire: 12/07/2017

Staff # 22 Met

Date of Hire: 06/01/2020

Staff # 23 Met

Date of Hire: 07/30/2020

Staff # 24 Met

Date of Hire: 10/09/2020

Staff # 25 Met

Date of Hire: 03/13/2020

Staff # 26 Met

Date of Hire: 05/26/2020

Staff # 27	Met
Date of Hire: 04/27/2015	
Staff # 28	Met
Date of Hire: 08/16/2011	
Staff # 29	Met
Date of Hire: 02/13/2017	
Staff # 30	Met
Date of Hire: 12/04/2020	
Staff # 31	Met
Date of Hire: 05/23/2011	
Staff # 32	Met
Staff # 33	Met
Date of Hire: 05/23/2011	
Staff # 34	Met
Date of Hire: 02/06/2018	
Staff # 35	Met
Date of Hire: 01/06/2020	

**Staff Credentials Reviewed: 15**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**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 December 30, 2020.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date during the virtual walk through.