



**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:** 2/24/2020 **VisitType:** Monitoring Visit **Arrival:** 11:05 AM **Departure:** 4:00 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

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.
02/24/2020	Monitoring Visit	Good Standing	
07/24/2019	Licensing Study	Good Standing	
03/20/2019	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	4	C	8	C	NA	NA	Nap
Main	B- Infants 2	Infants and One Year Olds	1	6	C	8	C	NA	NA	Floor Play, Feeding
Main	C- Young Three's	Three Year Olds and Four Year Olds	1	12	C	17	C	NA	NA	Lunch
Main	D- One's	One Year Olds	3	11	C	12	C	NA	NA	Nap
Main	E- Older Infants	Infants and One Year Olds	2	8	C	8	C	NA	NA	Feeding
Main	F- Two's	Two Year Olds	2	14	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	Four Year Olds and Five Year Olds	1	14	C	22	C	NA	NA	Nap
Main	I- After School		0	0	C	52	C	NA	NA	
Main	J- Afterschool	Three Year Olds	1	10	C	14	C	NA	NA	Nap

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 02/24/2020

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.

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#### 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.

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**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:** 2/24/2020 **VisitType:** Monitoring Visit

**Arrival:** 11:05 AM

**Departure:** 4:00 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

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

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

**Corrected on 2/24/2020**

.12(2) - Previous citation corrected, based on observation, in that all equipment and furniture were observed to be free of hazardous conditions on this date.

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

**N/A**

**Comment**

Center does not provide swimming activities.

**Comment**

Swimming rules discussed, as the center stated that they intend to offer swimming in partnership with the Kroc Center beginning Summer 2020.

### Facility

**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)****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 the following potential hazards were observed:

- Room C – A clear plastic trash bag was observed accessible to children on the teacher's desk on this date. A broom and dustpan were observed accessible to children near the storage cabinet on this date.
- Room F – A tube of Balmex was observed accessible to children in an unsecured cabinet under the diaper changing surface on this date.
- Room J – A stapler and tape dispenser were observed accessible to children on a low table 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: 2/24/2020****Recited on 2/24/2020**

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

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

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines. The center was observed to serve milk, macaroni and cheese, peas and carrots, wheat bread, and pears for lunch on this date.

**Health and Hygiene**

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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**

Discussed proper medication documentation and procedures.

**Safety**

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

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

**Comment**

Field trip documentation observed to be complete.

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

**Corrected on 2/24/2020**

**.13(2) - Previous citation, based on review of records, in that the written permission from Parents consisting of a signature and date, were documented for the field trip taken to the Grover C. Maxwell Theatre on the campus of Augusta University on September 18, 2019.**

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

Not Met

**Comment**

Center does not provide routine transportation.

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined, based on review of records, that the unloading of the vehicle for five of eighteen children was not documented by a mark or symbol on the transportation checklist from the field trip taken September 18, 2019 to the Grover C. Maxwell Theater on the campus of Augusta University.

**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**

**Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined, based on review of records, that the first check of the vehicle used for transportation to and from the Grover C. Maxwell Theater on the campus of Augusta University was not documented for a field trip taken September 18, 2019.

**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**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined, based on review of records, that the second check of the vehicle used for transportation to and from the Grover C. Maxwell Theater on the campus of Augusta University was not documented for a field trip taken September 18, 2019.

**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.

<b>Sleeping &amp; Resting Equipment</b>
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591-1-1-.30 Safe Sleeping and Resting Requirements(CR)

Met

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 20****Records with Missing/Incomplete Components: 5**

Staff # 1	Not Met
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Date of Hire: 08/19/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 2	Not Met
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Date of Hire: 08/12/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.09-Criminal Records Check Missing

Staff # 3	Not Met
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Date of Hire: 02/08/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4	Met
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Date of Hire: 11/19/2015

Staff # 5	Met
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Date of Hire: 08/28/2013

Staff # 6	Met
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Date of Hire: 03/04/2019

Staff # 7	Met
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Date of Hire: 08/26/2013

Staff # 8	Met
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Date of Hire: 05/08/2019

Staff # 9	Met
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Date of Hire: 02/10/2017

Staff # 10	Met
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**Records Reviewed: 20****Records with Missing/Incomplete Components: 5**

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Date of Hire: 05/23/2011

Staff # 11 Met

Date of Hire: 08/04/2014

Staff # 12 Not Met

Date of Hire: 12/09/2019

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 13 Met

Date of Hire: 04/09/2019

Staff # 14 Met

Date of Hire: 12/07/2017

Staff # 15 Met

Date of Hire: 04/27/2015

Staff # 16 Met

Date of Hire: 02/13/2017

Staff # 17 Met

Date of Hire: 05/23/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18 Met

Date of Hire: 05/23/2011

Staff # 19 Met

Date of Hire: 02/06/2018

Staff # 20 Not Met

Date of Hire: 01/06/2020

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

**Staff Credentials Reviewed: 15**

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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met**



**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of records, that Staff #2, hired August 19, 2019 and observed providing direct supervision to napping two-year-old children in Room F, did not have evidence of submitting a Records Check Application to the Department. Documentation of fingerprinting on August 8, 2019 was observed on file. It was further determined that Staff #4, hired August 12, 2019 and observed providing direct supervision to napping one-year-old children in Room D, did not have evidence of submitting both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained.

**Correction Deadline: 2/25/2020**

**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined, based on review of records, that Staff #2, hired August 19, 2019, was observed providing direct supervision to napping two-year-old children in Room F on this date without a current satisfactory comprehensive records check determination letter. A comprehensive satisfactory records check determination letter dated October 15, 2016 was observed on file, which was no longer portable when Staff #2 was hired. It was further determined that Staff #4, hired August 12, 2019, was observed providing direct supervision to napping one-year-old children in Room D on this date without a current satisfactory comprehensive records check determination letter. A comprehensive satisfactory records check determination letter dated January 24, 2017 was observed on file, which was no longer portable when Staff #4 was hired.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained.

**Correction Deadline: 2/25/2020**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(6) requires that evidence of orientation and training shall be documented in the Personnel file of each Staff member and shall be available to the Department for inspection. It was determined, based on review of records, that evidence of orientation was not available in the Personnel files of Staff #s 1, 2, 4, 5, 11, 16, and 28 on this date.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

**Correction Deadline: 3/5/2020**

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

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

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

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