



**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

**Cover Sheet**

**Date:** 8/23/2021    **VisitType:** Licensing Study    **Arrival:** 1:30 PM    **Departure:** 2:45 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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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.
08/23/2021	Licensing Study	Good Standing	
01/12/2021	Monitoring Visit	Good Standing	
12/17/2020	Incident Investigation Closure	Good Standing	
			<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.

**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	4	C	8	C	NA	NA	Nap
Main	B- Infants 2	Infants	2	7	C	8	C	NA	NA	Nap
Main	C- Young Three's	Three Year Olds	2	6	C	17	C	NA	NA	Outside
Main	D- One's	One Year Olds and Two Year Olds	2	10	C	12	C	NA	NA	Centers,Art
Main	E- Older Infants		0	0	C	8	C	NA	NA	
Main	F- Two's	Two Year Olds	3	14	C	17	C	NA	NA	Story
Main	G- Three's		0	0	C	18	C	NA	NA	
Main	H- Four's	Four Year Olds	2	11	C	22	C	NA	NA	Outside
Main	I- After School		0	0	C	52	C	NA	NA	
Main	J- Afterschool	Three Year Olds and Four Year Olds	2	7	C	14	C	NA	NA	Centers
		Total Capacity @35 sq. ft.: 162			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Playground Limitations		
Total # Children this Date: 59		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 August 23, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 27, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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/Regulations.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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)

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Elaine Cupp, Program Official

Date

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Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 8/23/2021 **VisitType:** Licensing Study

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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.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 7**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 6	Met
Child # 7	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined, based on review of records, that seven of eight children's files reviewed were lacking the addresses for release persons on this date. It was further determined that two of eight children's files were lacking the parent's work address.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 8/27/2021****Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**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****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

591-1-1-.15(2) - The Consultant discussed with the Director to ensure the updated infant feeding plan was used, as three of sixteen infant feeding plans were missing required information due to being on an older infant feeding plan form.

**Correction Deadline: 8/26/2021**

**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**

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****Technical Assistance****Technical Assistance**

591-1-1-.20(1) - The consultant discussed with the Director to ensure the medication's prescription number was included on the medication authorization form.

**Correction Deadline: 8/23/2021**

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

**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)****N/A****Comment**

Center does not participate in field trips at this time.

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment****Comment**

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 32****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 02/10/2020

Staff # 2 Met

Date of Hire: 06/09/2020

Staff # 3 Met

Date of Hire: 08/19/2019

Staff # 4 Met

Date of Hire: 08/12/2019

Staff # 5 Met

Date of Hire: 02/08/2020

Staff # 6 Met

Date of Hire: 11/09/2015

Staff # 7 Met

Date of Hire: 03/05/2020

Staff # 8 Met

Date of Hire: 08/28/2013

Staff # 9 Met

Date of Hire: 03/04/2019

Staff # 10 Met

Date of Hire: 08/13/2021

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

Staff # 11 Met

Date of Hire: 08/26/2013

Staff # 12 Met

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Date of Hire: 02/10/2017

Staff # 13 Met

Date of Hire: 05/04/2020

Staff # 14 Met

Date of Hire: 05/23/2011

Staff # 15 Met

Date of Hire: 12/09/2019

Staff # 16 Met

Date of Hire: 12/07/2017

Staff # 17 Met

Date of Hire: 07/30/2020

Staff # 18 Met

Date of Hire: 10/09/2020

Staff # 19 Met

Date of Hire: 08/13/2021

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

Staff # 20 Met

Date of Hire: 06/04/2021

Staff # 21 Met

Date of Hire: 07/27/2021

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

Staff # 22 Met

Date of Hire: 03/13/2020

Staff # 23 Met

Date of Hire: 04/27/2015

Staff # 24 Met

Date of Hire: 08/16/2011

Staff # 25 Met

Date of Hire: 04/02/2021

Staff # 26 Met

Date of Hire: 02/02/2021

Staff # 27 Met



**Records Reviewed: 32****Records with Missing/Incomplete Components: 0**

Date of Hire: 12/04/2020

Staff # 28

Met

Date of Hire: 05/23/2011

Staff # 29

Met

Date of Hire: 02/01/2020

Staff # 30

Met

Date of Hire: 05/23/2011

Staff # 31

Met

Date of Hire: 02/06/2018

Staff # 32

Met

Date of Hire: 01/06/2020

**Staff Credentials Reviewed: 17****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided six files for employees hired since last visit.

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

Documentation observed of required staff training.

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

Adequate supervision observed on this date.