



**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:** 3/26/2018 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 1:25 PM

**CCLC-14446**

**The Greenbrier Preschool**

3025 William Few Parkway Evans, GA 30809 Columbia County  
 (706) 210-4592 ktracy@thebradleyschools.com

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455

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melyn.smith@decal.ga.gov

**Mailing Address**

3804 Evans To Locks Road  
 Martinez, GA 30907

**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.
03/26/2018	Licensing Study	Good Standing	
10/04/2017	Monitoring Visit	Good Standing	
05/18/2017	Complaint Investigation Follow Up	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	Infants	Infants	3	11	C	28	C	NA	NA	Nap, Floor Play, Feeding
Main	K-4	PreK	2	21	C	31	C	NA	NA	Transitioning
Main	Pre-K/After School	PreK	2	19	C	30	C	NA	NA	Breakfast
Main	T-1A	One Year Olds	4	13	C	15	C	NA	NA	Story
Main	T-1B	One Year Olds	3	16	C	21	C	NA	NA	Centers
Main	T-2A	Two Year Olds	3	14	C	18	C	NA	NA	Centers
Main	T-2B	Two Year Olds and Three Year Olds	3	18	C	29	C	NA	NA	Outside, Transitioning
Main	T-3A	Three Year Olds	3	19	C	22	C	NA	NA	Music
Main	T-3B	Three Year Olds and Four Year Olds	4	18	C	22	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 216

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 149

Total Capacity @35 sq. ft.: 216

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant Playground	3	C
Main	PG- Left Playground	105	C
Main	PG- Right	27	C

### Comments

The consultant discussed the upcoming deadline of October 1, 2018 for the Comprehensive Background Checks at this visit.

Plan of Improvement: Developed This Date 03/26/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 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.al.ga.gov/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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

Katie Tracy, 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.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 2**

Child # 1 Met

Child # 2 Met

Child # 3 Met

Child # 4 Met

Child # 5 Met

Child # 6 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 7 Met

Child # 8	Met
Child # 9	Met
Child # 10	Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name 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 two of ten children's files reviewed were lacking the names, addresses, and contact information for release persons on this date.

**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: 3/30/2018****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**

Please be mindful to keep items that pose a hazard inaccessible to children.

**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

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

**Technical Assistance**

591-1-1-.26(6) - Please remove the broken tricycle from the playground and ensure all broken equipment is removed during the playground check daily.

**Correction Deadline: 4/5/2018****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)****Technical Assistance****Comment**

Proper hand washing observed throughout the center.

**Technical Assistance**

591-1-1-.17(6) - Please ensure all trash cans with organic waste have tight fitting lids.

**Correction Deadline: 3/26/2018****591-1-1-.20 Medications(CR)****Met****Comment**

Discussed proper medication documentation and procedures. Please ensure all dates on the medication form are accounted for.

**Safety****591-1-1-.05 Animals****Met****Comment**

Fish maintained clean and appropriately caged.

**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)****Met****Comment**

Field trip documentation observed to be complete for the field trip taken to Steed's Dairy Farm on October 18, 2017.

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

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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

Pleasant naptime environment observed.

**Staff Records****Records Reviewed: 38****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 09/27/2005

Staff # 2

Met

Date of Hire: 08/15/2017

Staff # 3 Date of Hire: 09/21/2005	Met
Staff # 4 Date of Hire: 06/12/2009	Met
Staff # 5 Date of Hire: 11/30/2015	Met
Staff # 6 Date of Hire: 10/05/2009	Met
Staff # 7 Date of Hire: 06/02/2016	Met
Staff # 8 Date of Hire: 04/25/2016	Met
Staff # 9 Date of Hire: 08/22/2016	Met
Staff # 10 Date of Hire: 10/10/2011	Met
Staff # 11 Date of Hire: 12/14/2015	Met
Staff # 12 Date of Hire: 02/20/2018	Met
Staff # 13 Date of Hire: 02/02/2018	Met
Staff # 14 Date of Hire: 11/11/2015	Met
Staff # 15 Date of Hire: 10/31/2016	Met
Staff # 16 Date of Hire: 05/16/2014	Met
Staff # 17 Date of Hire: 07/21/2015	Met

Staff # 18	Met
Date of Hire: 02/23/2018	
Staff # 19	Met
Date of Hire: 06/06/2016	
Staff # 20	Met
Date of Hire: 08/28/2017	
Staff # 21	Met
Date of Hire: 05/04/2012	
Staff # 22	Met
Date of Hire: 05/09/2016	
Staff # 23	Met
Date of Hire: 08/28/2017	
Staff # 24	Met
Date of Hire: 04/24/2017	
Staff # 25	Met
Date of Hire: 08/22/2016	
Staff # 26	Met
Date of Hire: 10/12/2012	
Staff # 27	Met
Date of Hire: 12/05/2016	
Staff # 28	Met
Date of Hire: 07/29/2015	
Staff # 29	Met
Date of Hire: 11/22/2017	
Staff # 30	Met
Date of Hire: 12/05/2016	
Staff # 31	Met
Date of Hire: 01/11/2018	
Staff # 32	Met
Date of Hire: 07/18/2016	

**Records Reviewed: 38****Records with Missing/Incomplete Components: 0**

Staff # 33	Met
Date of Hire: 10/07/2016	
Staff # 34	Met
Date of Hire: 01/09/2015	
Staff # 35	Met
Date of Hire: 06/16/2017	
Staff # 36	Met
Date of Hire: 04/03/2017	
Staff # 37	Met
Date of Hire: 08/08/2016	
Staff # 38	Met
Date of Hire: 08/27/2015	

**Staff Credentials Reviewed: 38****591-1-1-.09 Criminal Records Check(CR)** **Met****Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided seven files for employees hired since last visit.

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

Evidence observed of 100% of center staff certified in First Aid and CPR.

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

Documentation observed of required staff training.

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

The consultant observed all Center staff to comply with all applicable laws and regulations on this date.

**Correction Deadline: 3/26/2018****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.