



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: 7/16/2018 **VisitType:** Licensing Study **Arrival:** 10:40 AM **Departure:** 3:00 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

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

Mailing Address

3804 Evans To Locks Road
 Martinez, GA 30907

Quality Rated: ★ ★ ★

Compliance Zone Designation			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.
07/16/2018	Licensing Study	Good Standing	
03/26/2018	Licensing Study	Good Standing	
10/04/2017	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	Infants	Infants	3	12	C	28	C	NA	NA	Feeding, Diapering, Floor Play, Nap
Main	K-4	Four Year Olds and Five Year Olds and Six Year Olds and Over	4	14	C	31	C	NA	NA	Field Trip
Main	Pre-K/After School	Six Year Olds and Over	3	18	C	30	C	NA	NA	Centers
Main	T-1A	One Year Olds	4	10	C	15	C	NA	NA	Lunch
Main	T-1B	One Year Olds	3	9	C	21	C	NA	NA	Lunch
Main	T-2A	Two Year Olds	2	11	C	18	C	NA	NA	Diapering, Centers
Main	T-2B	Two Year Olds and Three Year Olds	3	16	C	29	C	NA	NA	Centers
Main	T-3A	Three Year Olds	4	16	C	22	C	NA	NA	Outside
Main	T-3B	Three Year Olds and Four Year Olds	2	16	C	22	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 216					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 122					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

Plan of Improvement: Developed This Date 07/16/2018

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. 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.

- 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

Katie Tracy, Program Official

Date

Melyn Smith, Consultant

Date



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

Findings Report

Date: 7/16/2018 **VisitType:** Licensing Study

Arrival: 10:40 AM

Departure: 3:00 PM

CCLC-14446

The Greenbrier Preschool

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

Mailing Address

3804 Evans To Locks Road
Martinez, GA 30907

Regional Consultant

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

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

Not Met

Comment

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

Finding

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined, based on observation, that stacked chairs were present, which pose as a tipping hazard, in Rooms K-4, Pre-K/After School, and 3B on this date.

POI (Plan of Improvement)

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

Correction Deadline: 7/17/2018

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

Met

Comment

Swimming activities provided off site.

Children's Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met

591-1-1-.08 Children's Records**Met****Correction Deadline: 3/30/2018****Corrected on 7/16/2018**

.08(1) - Previous citation corrected, based on review of records, in that all required information was observed maintained in children's files on this date.

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)**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 hazards were observed accessible to children:

Room K-4: A tape dispenser and stapler were observed accessible to children on top of children's cubbies on this date.

Room Pre-K/After School: A plastic grocery bag was observed on the floor near children's cubbies on this date.

Room 3B: Adult scissors, a tape dispenser, and Bath and Body Works Winter White Petals Body Lotion was observed on top of children's cubbies. Staff purses, Fabuloso with bleach cleaner, Lysol disinfecting spray, Clorox spray, and plastic grocery bags were accessible to children in an unlocked and open closet.

Room 3A: Adult scissors and a stapler were observed accessible to children on top of children's cubbies on this date.

Room 2B: Staplers, a staple remover, adult scissor, a tape dispenser, and a bottle of White Out liquid were observed accessible to children on top of children's cubbies on this date. Plastic grocery bags were observed accessible to children on top of a cabinet and hanging by the sink 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: 7/17/2018**591-1-1-.26 Playgrounds(CR)****Met**

Comment

Playground observed to be clean and in good repair.

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

Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR)**Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined, based on observation, that staff did not ensure a child washed their hands after diapering, when the child returned to play, in Room 2A on this date.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 7/16/2018

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

Documentation for medication dispensing observed complete.

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

Animals 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 for the field trip taken to Morris Museum of Art on July 13, 2018 was observed to be complete.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed.

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 43

Records with Missing/Incomplete Components: 13

Staff # 1 Date of Hire: 09/27/2005	Met
Staff # 2 Date of Hire: 04/04/2018	Met
Staff # 3 Date of Hire: 08/15/2017	Met
Staff # 4 Date of Hire: 09/21/2005 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 5 Date of Hire: 06/12/2009	Met
Staff # 6 Date of Hire: 11/30/2015	Met
Staff # 7 Date of Hire: 10/05/2009	Met
Staff # 8 Date of Hire: 06/02/2016	Met
Staff # 9 Date of Hire: 04/25/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 10 Date of Hire: 08/22/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 11 Date of Hire: 10/10/2011	Met
Staff # 12 Date of Hire: 07/02/2018	Met
Staff # 13	Met

Date of Hire: 12/14/2015

Staff # 14 Met

Date of Hire: 02/02/2018

Staff # 15 Met

Date of Hire: 11/11/2015

Staff # 16 Met

Date of Hire: 05/16/2014

Staff # 17 Not Met

Date of Hire: 06/11/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 18 Met

Date of Hire: 07/21/2015

Staff # 19 Met

Date of Hire: 04/26/2018

Staff # 20 Not Met

Date of Hire: 02/23/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 21 Not Met

Date of Hire: 06/06/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 22 Met

Date of Hire: 05/09/2018

Staff # 23 Not Met

Date of Hire: 05/04/2012

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 24 Not Met

Date of Hire: 05/09/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 25 Date of Hire: 08/28/2017	Met
Staff # 26 Date of Hire: 04/24/2017	Met
Staff # 27 Date of Hire: 08/22/2016 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 28 Date of Hire: 10/12/2012 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 29 Date of Hire: 12/05/2016	Met
Staff # 30 Date of Hire: 07/29/2015	Met
Staff # 31 Date of Hire: 04/04/2018	Met
Staff # 32 Date of Hire: 11/22/2017	Met
Staff # 33 Date of Hire: 04/23/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 34 Date of Hire: 12/05/2016	Met
Staff # 35 Date of Hire: 01/11/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 36 Date of Hire: 07/18/2016	Met

Staff # 37	Met
Date of Hire: 10/07/2016	
Staff # 38	Met
Date of Hire: 01/09/2015	
Staff # 39	Met
Date of Hire: 06/06/2018	
Staff # 40	Met
Date of Hire: 07/10/2018	
Staff # 41	Met
Date of Hire: 06/16/2017	
Staff # 42	Met
Date of Hire: 04/03/2017	
Staff # 43	Not Met
Date of Hire: 08/27/2015	

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 43**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of records, that two staff, hired in April 2018 and June 2018, were lacking evidence of a satisfactory Fingerprint Records Check Determination on this date. A one-day letter was left on this date.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 7/17/2018**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of records, that two staff, hired in January 2018 and February 2018, were lacking evidence of completing the mandatory Health and Safety Training within 90 days of hire as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 8/15/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined, based on review of records, that nine of forty-three staff were lacking evidence of completing ten hours of annual training for 2017 on this date.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 8/15/2018

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**

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