



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: 2/20/2019 **VisitType:** Licensing Study **Arrival:** 8:30 AM **Departure:** 1:30 PM

CCLC-14930

Brookfield Academy

409 Brookfield Road Valdosta, GA 31602 Lowndes County
 (229) 253-1329 nholder@brookfield-academy.com

Regional Consultant

Beth Houtz

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 beth.houtz@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

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.
02/20/2019	Licensing Study	Good Standing	
08/21/2018	Monitoring Visit	Good Standing	
04/24/2018	Licensing Study	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	Rm A	Infants	2	7	C	12	C	NA	NA	Diapering, Feeding, Floor Play, Nap
Main	Rm B	Infants	2	5	C	12	C	NA	NA	Floor Play
Main	Rm C	Three Year Olds	2	17	C	20	C	28	C	Circle Time
Main	Rm D	Three Year Olds	2	15	C	24	C	34	C	Circle Time
Main	Rm E	One Year Olds and Two Year Olds	2	12	C	17	C	NA	NA	Music, Centers
Main	Rm F	Two Year Olds	2	18	C	23	C	NA	NA	Circle Time
Main	Rm G	One Year Olds	2	12	C	18	C	NA	NA	Circle Time
Main	Rm H	Four Year Olds	2	12	C	23	C	32	C	Circle Time
Main	Rm I	Four Year Olds	2	12	C	23	C	32	C	Centers
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	17	C	20	C	NA	NA	Circle Time
Main	Rm L	Three Year Olds	2	10	C	17	C	24	C	Circle Time
Main	Rm M	One Year Olds	2	10	C	15	C	NA	NA	Floor Play
Main	Rm N	One Year Olds	2	7	C	17	C	NA	NA	Snack
Main	Rm O	Infants	2	10	C	18	C	NA	NA	Floor Play, Nap
Total Capacity @35 sq. ft.: 301			Total Capacity @25 sq. ft.: 362							
Total # Children this Date: 164			Total Capacity @35 sq. ft.: 301							
			Total Capacity @25 sq. ft.: 362							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

Comments

The purpose of today's visit is a licensing visit. This is the second visit of the fiscal year. The center provides before and after school transportation. All employee files were reviewed during the visit.

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/ChildCare/Programs/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

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.

- 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/ChildCare/Programs/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.decal.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@decal.ga.gov

Nicole Holder, Program Official

Date

Beth Houtz, 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-.03 Activities

Met

Comment

Lesson Plans were up to date and posted in each classroom.

Correction Deadline: 2/20/2019

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: 7

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

591-1-1-.08 Children's Records**Met****Comment**

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

Comment

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

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**

Center appears clean and well maintained.

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****Met****Comment**

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized.

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Fire and Safety Drills were observed to be documented and up to date.

Correction Deadline: 2/25/2019

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

Safety

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

Center does not participate in field trips at this time.

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.

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

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 52

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 05/08/2015

Staff # 2

Met

Date of Hire: 06/05/2017

Staff # 3

Met

Date of Hire: 09/10/2018

Staff # 4	Met
Date of Hire: 02/08/2018	
Staff # 5	Met
Date of Hire: 04/06/2016	
Staff # 6	Met
Date of Hire: 08/13/2018	
Staff # 7	Met
Date of Hire: 01/16/2018	
Staff # 8	Met
Date of Hire: 05/03/2017	
Staff # 9	Met
Date of Hire: 08/15/2017	
Staff # 10	Met
Date of Hire: 06/11/2012	
Staff # 11	Met
Date of Hire: 08/01/2016	
Staff # 12	Met
Date of Hire: 07/01/2016	
Staff # 13	Met
Date of Hire: 05/09/2017	
Staff # 14	Met
Date of Hire: 02/26/2018	
Staff # 15	Met
Date of Hire: 01/09/2019	
Staff # 16	Met
Date of Hire: 01/22/2019	
Staff # 17	Met
Date of Hire: 09/08/2015	
Staff # 18	Met
Date of Hire: 08/01/2016	

Staff # 19	Met
Date of Hire: 08/14/2018	
Staff # 20	Met
Date of Hire: 10/14/2013	
Staff # 21	Met
Date of Hire: 01/22/2019	
Staff # 22	Met
Date of Hire: 02/09/2018	
Staff # 23	Met
Date of Hire: 02/08/2018	
Staff # 24	Met
Date of Hire: 08/14/2018	
Staff # 25	Met
Date of Hire: 01/01/2012	
Staff # 26	Met
Date of Hire: 08/01/2018	
Staff # 27	Met
Date of Hire: 08/01/2018	
Staff # 28	Met
Date of Hire: 08/01/2018	
Staff # 29	Met
Date of Hire: 08/25/2015	
Staff # 30	Met
Date of Hire: 01/01/2015	
Staff # 31	Met
Date of Hire: 08/01/2005	
Staff # 32	Met
Date of Hire: 09/21/2018	
Staff # 33	Met
Date of Hire: 07/16/2018	

Staff # 34 Date of Hire: 11/13/2017	Met
Staff # 35 Date of Hire: 10/03/2005	Met
Staff # 36 Date of Hire: 02/21/2008	Met
Staff # 37 Date of Hire: 08/01/2005	Met
Staff # 38 Date of Hire: 07/16/2018	Met
Staff # 39 Date of Hire: 11/13/2017	Met
Staff # 40 Date of Hire: 04/02/2007	Met
Staff # 41 Date of Hire: 01/26/2018	Met
Staff # 42 Date of Hire: 08/13/2018	Met
Staff # 43 Date of Hire: 06/08/2016	Met
Staff # 44 Date of Hire: 08/01/2005	Met
Staff # 45 Date of Hire: 08/01/2017	Met
Staff # 46 Date of Hire: 06/29/2017	Met
Staff # 47 Date of Hire: 08/29/2016	Met
Staff # 48 Date of Hire: 11/07/2016	Met

Records Reviewed: 52**Records with Missing/Incomplete Components: 0**

Staff # 49	Met
Date of Hire: 08/01/2005	
Staff # 50	Met
Date of Hire: 08/18/2015	
Staff # 51	Met
Date of Hire: 12/19/2017	
Staff # 52	Met
Date of Hire: 01/11/2016	

Staff Credentials Reviewed: 52

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

Criminal record checks were observed to be complete.

Comment

Director provided four file(s) for employees hired since last visit.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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.