



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: 4/24/2018 **VisitType:** Licensing Study **Arrival:** 8:20 AM **Departure:** 1:35 PM

CCLC-14930

Brookfield Academy

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

Regional Consultant

Beth Houtz

Phone: (229) 238-2130
 Fax: (229) 238-2955
 beth.houtz@dec.al.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.
04/24/2018	Licensing Study	Good Standing	
12/14/2017	Incident Investigation Closure	Good Standing	
11/01/2017	Incident Investigation & Follow Up	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	4	C	12	C	NA	NA	Floor Play, Diapering
Main	Rm B	Infants	2	6	C	12	C	NA	NA	Feeding, Floor Play
Main	Rm C	Three Year Olds	2	14	C	20	C	28	C	Circle Time
Main	Rm D	Three Year Olds	2	14	C	24	C	34	C	Centers
Main	Rm E	One Year Olds	2	11	C	17	C	NA	NA	Music
Main	Rm F	Two Year Olds	2	17	C	23	C	NA	NA	Centers
Main	Rm G	One Year Olds	2	15	C	18	C	NA	NA	Music
Main	Rm H	Four Year Olds	1	12	C	23	C	32	C	Centers
Main	Rm I	Four Year Olds	2	14	C	23	C	32	C	Music
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	18	C	20	C	NA	NA	Centers
Main	Rm L	Three Year Olds	2	9	C	17	C	24	C	Story
Main	Rm M	One Year Olds	2	9	C	15	C	NA	NA	Outside
Main	Rm N	One Year Olds	2	6	C	17	C	NA	NA	Outside
Main	Rm O	Infants	2	10	C	18	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 301			Total Capacity @25 sq. ft.: 362							
Total # Children this Date: 159			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 study. The center transports before and after school and takes field trips during school breaks. The center does not dispense any medication. The center has thirteen new hires.

Plan of Improvement: Developed This Date 04/24/2018

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

Nicole Holder, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 4/24/2018 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. The consultant observed out dated lesson plans posted on the parent board in the classrooms. The teachers of the rooms had a current lesson plan for the week in the classroom, it just was not posted on the parent board for the current week.

Correction Deadline: 4/24/2018

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

Records Reviewed: 7**Records with Missing/Incomplete Components: 0**

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.

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**

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that there were two holes at the bottom of the fencing on the front playground behind the swings. The hole on the left measured five inches tall and eight inches wide. The hole on the right measured four inches high and ten inches wide. On the back toddler playground the fencing in the back right hand corner has a gap at the bottom and needs to be attached to the ground. Additionally, the bolts on the fencing around the gates and corners need to be cut down to the required two threads in length.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 4/24/2018**Technical Assistance**

591-1-1-.26(9) - The consultant discussed repainting the roots with a bright color so that they are more visible to children in care.

Correction Deadline: 4/24/2018**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)	Met
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Comment

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

The Director stated that no medication is currently dispensed.

Policies and Procedures

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

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. The center has a schedule of conducted drills but not all the documentation was on the schedule. The consultant discussed with the Director using the fire and safety drill form provided by the Department.

Correction Deadline: 4/29/2018

591-1-1-.27 Posted Notices	Met
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Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

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

591-1-1-.13 Field Trips(CR)	Met
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Comment

Center does not participate in field trips at this time.

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records**Records Reviewed: 47****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 05/08/2015	
Staff # 2	Met
Date of Hire: 02/08/2018	
Staff # 3	Met
Date of Hire: 04/06/2016	
Staff # 4	Met
Date of Hire: 01/16/2018	
Staff # 5	Met
Date of Hire: 11/13/2017	
Staff # 6	Met
Date of Hire: 08/15/2017	
Staff # 7	Met
Date of Hire: 07/27/2016	
Staff # 8	Met
Date of Hire: 06/11/2012	
Staff # 9	Met
Date of Hire: 08/18/2015	
Staff # 10	Met
Date of Hire: 03/26/2018	
Staff # 11	Met
Date of Hire: 08/22/2017	

Staff # 12	Met
Date of Hire: 02/08/2016	
Staff # 13	Met
Date of Hire: 08/01/2016	
Staff # 14	Met
Date of Hire: 07/01/2016	
Staff # 15	Met
Date of Hire: 05/09/2017	
Staff # 16	Met
Date of Hire: 10/11/2017	
Staff # 17	Met
Date of Hire: 02/26/2018	
Staff # 18	Met
Date of Hire: 09/08/2015	
Staff # 19	Met
Date of Hire: 10/12/2017	
Staff # 20	Met
Date of Hire: 08/01/2016	
Staff # 21	Met
Date of Hire: 10/14/2013	
Staff # 22	Met
Date of Hire: 02/09/2018	
Staff # 23	Met
Date of Hire: 05/11/2016	
Staff # 24	Met
Date of Hire: 02/08/2018	
Staff # 25	Met
Date of Hire: 01/01/2012	
Staff # 26	Met
Date of Hire: 01/31/2017	

Staff # 27	Met
Date of Hire: 08/25/2015	
Staff # 28	Met
Date of Hire: 01/01/2015	
Staff # 29	Met
Date of Hire: 08/01/2005	
Staff # 30	Met
Date of Hire: 10/01/2015	
Staff # 31	Met
Date of Hire: 11/13/2017	
Staff # 32	Met
Date of Hire: 10/03/2005	
Staff # 33	Met
Date of Hire: 02/21/2008	
Staff # 34	Met
Date of Hire: 02/08/2018	
Staff # 35	Met
Date of Hire: 08/01/2005	
Staff # 36	Met
Date of Hire: 11/13/2017	
Staff # 37	Met
Date of Hire: 04/02/2007	
Staff # 38	Met
Date of Hire: 01/26/2018	
Staff # 39	Met
Date of Hire: 06/08/2016	
Staff # 40	Met
Date of Hire: 08/01/2005	
Staff # 41	Met
Date of Hire: 08/01/2017	

Records Reviewed: 47**Records with Missing/Incomplete Components: 0**

Staff # 42 Date of Hire: 06/29/2017	Met
Staff # 43 Date of Hire: 12/09/2011	Met
Staff # 44 Date of Hire: 11/07/2016	Met
Staff # 45 Date of Hire: 08/01/2005	Met
Staff # 46 Date of Hire: 01/11/2016	Met
Staff # 47 Date of Hire: 04/21/2016	Met

Staff Credentials Reviewed: 47**591-1-1-.09 Criminal Records Check(CR) Met****Comment**

Criminal records checks were observed to be complete.

Comment

Director provided thirteen 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**

Documentation observed of required staff training.

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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

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

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

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