



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: 7/28/2020 **VisitType:** Licensing Study **Arrival:** 8:15 AM **Departure:** 9:15 AM

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@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. |
|------------------------------------|------------------|---------------|--|
| 07/28/2020 | Licensing Study | Good Standing | |
| 03/02/2020 | Monitoring Visit | Good Standing | |
| 08/28/2019 | 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 | 4 | C | 12 | C | NA | NA | Feeding, Floor Play |
| Main | Rm B | Infants | 2 | 5 | C | 12 | C | NA | NA | Feeding, Floor Play |
| Main | Rm C | Three Year Olds | 2 | 12 | C | 20 | C | 28 | C | Centers |
| Main | Rm D | Three Year Olds | 2 | 11 | C | 24 | C | 34 | C | Circle Time, Story |
| Main | Rm E | One Year Olds | 2 | 13 | C | 17 | C | NA | NA | Story |
| Main | Rm F | Two Year Olds | 2 | 11 | C | 23 | C | NA | NA | Art |
| Main | Rm G | One Year Olds | 2 | 6 | C | 18 | C | NA | NA | Circle Time |
| Main | Rm H | Four Year Olds | 1 | 12 | C | 23 | C | 32 | C | Centers |
| Main | Rm I | Six Year Olds and Over | 1 | 11 | C | 23 | C | 32 | C | Centers |
| Main | Rm J | Six Year Olds and Over | 1 | 4 | C | 42 | C | 60 | C | Centers |
| Main | Rm K | Three Year Olds | 2 | 14 | C | 20 | C | NA | NA | Art |
| Main | Rm L | Three Year Olds | 2 | 10 | C | 17 | C | 24 | C | Art |
| Main | Rm M | One Year Olds | 2 | 9 | C | 15 | C | NA | NA | Floor Play |
| Main | Rm N | One Year Olds | 2 | 6 | C | 17 | C | NA | NA | Lunch |
| Main | Rm O | Infants | 2 | 9 | C | 18 | C | NA | NA | Floor Play |
| Total Capacity @35 sq. ft.: 301 | | | Total Capacity @25 sq. ft.: 362 | | | | | | | |
| Total # Children this Date: 137 | | | Total Capacity @25 sq. ft.: 362 | | | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------|-------------------------|--------------------------|
| Main | Playground 1 | 357 | C |

Comments

An Administrative Review was conducted on July 28, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on (insert date) with the (Director/Provider). An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 2020 was reviewed during the virtual inspection.

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/Regulations>, 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/Regulations/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-.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: 5

Records with Missing/Incomplete Components: 0

| | |
|-----------|-----|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Met |
| Child # 5 | Met |

591-1-1-.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

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) **Met**

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Playground was observed to be clean and in good repair during the Virtual Visit.

Food Service

591-1-1-.15 Food Service & Nutrition **Met**

Comment

Center menu meets USDA guidelines.

Health and Hygiene

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Hand washing requirements for diapering were discussed with the director on this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. Proper hand washing of children and staff was discussed with the director on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting **Met**

Comment

Thank you for reporting as required.

Safety

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

Comment

Center does not currently provide routine transportation. Center last transported children on March 13, 2020. They plan to resume transportation when school starts back.

| |
|---|
| Sleeping & Resting Equipment |
|---|

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated in person and will be reviewed during the next regulatory visit. The consultant discussed SIDS and infant sleeping position with the Director on this date.

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: 43**Records with Missing/Incomplete Components: 0**

| | |
|--------------------------|-----|
| Staff # 1 | Met |
| Date of Hire: 03/13/2020 | |
| Staff # 2 | Met |
| Date of Hire: 08/01/2005 | |
| Staff # 3 | Met |
| Date of Hire: 01/11/2016 | |
| Staff # 4 | Met |
| Date of Hire: 09/10/2019 | |
| Staff # 5 | Met |
| Date of Hire: 11/24/2015 | |
| Staff # 6 | Met |
| Date of Hire: 08/25/2015 | |
| Staff # 7 | Met |
| Date of Hire: 02/07/2018 | |
| Staff # 8 | Met |
| Date of Hire: 08/14/2018 | |
| Staff # 9 | Met |
| Date of Hire: 08/06/2014 | |
| Staff # 10 | Met |

Date of Hire: 06/30/2017

Staff # 11 Met

Date of Hire: 04/09/2014

Staff # 12 Met

Staff # 13 Met

Date of Hire: 06/04/2020

Staff # 14 Met

Date of Hire: 08/20/2019

Staff # 15 Met

Date of Hire: 11/13/2017

Staff # 16 Met

Date of Hire: 07/27/2016

Staff # 17 Met

Date of Hire: 08/01/2016

Staff # 18 Met

Date of Hire: 08/29/2016

Staff # 19 Met

Date of Hire: 08/01/2005

Staff # 20 Met

Date of Hire: 02/26/2018

Staff # 21 Met

Date of Hire: 04/06/2017

Staff # 22 Met

Date of Hire: 10/03/2005

Staff # 23 Met

Date of Hire: 03/02/2020

Staff # 24 Met

Date of Hire: 06/05/2017

Staff # 25 Met

Date of Hire: 08/16/2019

| | |
|--------------------------|-----|
| Staff # 26 | Met |
| Date of Hire: 03/13/2020 | |
| Staff # 27 | Met |
| Date of Hire: 06/04/2020 | |
| Staff # 28 | Met |
| Date of Hire: 03/29/2019 | |
| Staff # 29 | Met |
| Date of Hire: 11/13/2017 | |
| Staff # 30 | Met |
| Date of Hire: 02/28/2020 | |
| Staff # 31 | Met |
| Date of Hire: 11/07/2016 | |
| Staff # 32 | Met |
| Date of Hire: 05/28/2019 | |
| Staff # 33 | Met |
| Date of Hire: 08/07/2018 | |
| Staff # 34 | Met |
| Date of Hire: 05/31/2018 | |
| Staff # 35 | Met |
| Date of Hire: 07/16/2018 | |
| Staff # 36 | Met |
| Date of Hire: 12/09/2019 | |
| Staff # 37 | Met |
| Date of Hire: 06/04/2020 | |
| Staff # 38 | Met |
| Date of Hire: 04/02/2007 | |
| Staff # 39 | Met |
| Date of Hire: 07/26/2019 | |
| Staff # 40 | Met |
| Date of Hire: 02/03/2020 | |

Records Reviewed: 43**Records with Missing/Incomplete Components: 0**

Staff # 41 Met
Date of Hire: 02/21/2008

Staff # 42 Met
Date of Hire: 08/27/2019

Staff # 43 Met
Date of Hire: 08/01/2019

Staff Credentials Reviewed: 15**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on July 16, 2020.

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**

Center observed to maintain appropriate staff:child ratios.