



**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:** 9/21/2017    **VisitType:** Monitoring Visit    **Arrival:** 8:30 AM    **Departure:** 12:25 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@decal.ga.gov

**Mailing Address**  
 Same

<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.  <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.
09/21/2017	Monitoring Visit	Good Standing	
05/02/2017	Licensing Study	Good Standing	
12/20/2016	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	Rm A	Infants	2	7	C	12	C	NA	NA	Floor Play
Main	Rm B	Infants	2	10	C	12	C	NA	NA	Floor Play
Main	Rm C	Three Year Olds	2	12	C	20	C	28	C	Circle Time, Story
Main	Rm D	Three Year Olds	2	15	C	24	C	34	C	Transitioning, Clean Up, Art
Main	Rm E	One Year Olds	2	10	C	17	C	NA	NA	Story
Main	Rm F	Three Year Olds	2	16	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	17	C	23	C	32	C	Centers
Main	Rm I	Four Year Olds	2	14	C	23	C	32	C	Circle Time
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	Two Year Olds	2	7	C	17	C	24	C	Story, Art
Main	Rm M	One Year Olds	2	8	C	15	C	NA	NA	Free Play
Main	Rm N	One Year Olds	2	9	C	17	C	NA	NA	Music
Main	Rm O	Infants	1	8	C	18	C	NA	NA	Feeding, Nap, Floor Play
Total Capacity @35 sq. ft.: 301			Total Capacity @25 sq. ft.: 362							
Total # Children this Date: 162			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 monitoring visit. This is the first visit of the fiscal year. The center provides before and after school transportation. The center carries liability insurance.

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).



**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.



#### **Sign up Today!**

[www.qualityrated.dec.state.ga.us](http://www.qualityrated.dec.state.ga.us)

Any Licensed Program Eligible to Participate

**Free** Approved Training

**Free** Technical Assistance

Eligible for \$1,000 Materials Mini Grant

1, 2, 3 Star Rated Programs Receive Bonus Packages

Great Marketing Tool

Raises the Bar in Child Care

For More Information:

Email: [QualityRated@dec.state.ga.us](mailto:QualityRated@dec.state.ga.us) or Call: 855-800-7747

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](mailto: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/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)

---

Nicole Holder, Program Official

Date

---

Beth Houtz, 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:** 9/21/2017 **VisitType:** Monitoring Visit

**Arrival:** 8:30 AM

**Departure:** 12:25 PM

**CCLC-14930**

**Brookfield Academy**

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

**Mailing Address**  
Same

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130  
Fax: (229) 238-2955  
beth.houtz@decal.ga.gov

The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 3**

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

Child # 1

Met

Child # 2

Met

Child # 3

Met

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

**Met**

**Correction Deadline: 5/2/2017**

**Corrected on 9/21/2017**

This citation was observed to be corrected on this date. The children's records reviewed had all the required information.

### Facility

---

<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
---	------------

**Comment**

Licensed Capacity Routinely Met

---

<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
--	------------

**Comment**

Observation-Center Clean/Well Maintained

---

<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Not Met</b>
------------------------------------	----------------

**Correction Deadline: 5/12/2017**

**Corrected on 9/21/2017**

**This citation was observed to be corrected on this date. The center just had 60 yards of mulch installed on all the playgrounds.**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that on the toddler playground there was one active ant bed on the border of the playground area inside the mulch area. Additionally, on the older playground there was one active ant bed on the concrete edge by the boy's bathroom/gym door.

**POI (Plan of Improvement)**

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 9/21/2017**

<b>Food Service</b>
---------------------

---

<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
---	------------

**Correction Deadline: 5/2/2017**

**Corrected on 9/21/2017**

**This citation was observed to be corrected on this date. The center served pepperoni pizza, corn, peaches, and milk for lunch.**

<b>Health and Hygiene</b>
---------------------------

---

<b>591-1-1-.07 Children's Health</b>	<b>Technical Assistance</b>
--------------------------------------	-----------------------------

**Technical Assistance**

591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items. The center will ensure that bibs are only worn during feeding times and necklaces are not worn by children in care.

**Correction Deadline: 9/21/2017**

---

<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
--	------------

**Comment**

Observed-Proper Diapering

---

<b>591-1-1-.17 Hygiene(CR)</b>	<b>Technical Assistance</b>
--------------------------------	-----------------------------

**Comment**

Observed-Proper Hand Washing Throughout

**Technical Assistance**

The center will ensure that all trash cans have a tight fitting lid on them at all times.

**Correction Deadline: 9/21/2017**

---

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

**Met**

**Comment**

The director stated that no medication is currently dispensed.

---

**Safety**

---

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

**Met**

**Comment**

Observed-Positive Learning Environment

---

**591-1-1-.13 Field Trips(CR)**

**Met**

**Comment**

Observed-Complete Documentation

---

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

**Technical Assistance**

**Comment**

Observed-Complete Documentation

**Comment**

Vehicle had fire extinguisher and first aid kit

**Technical Assistance**

The consultant observed a small tear by the seat buckle in the third seat on the right hand side of bus #1. The center will repair the seat using duct tape or another method to prevent the children from accessing the foam surface under the seat.

**Correction Deadline: 9/22/2017**

---

**Sleeping & Resting Equipment**

---

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Met**

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Comment**

Observed-Pleasant Naptime Environment

---

**Staff Records**

---

**Records Reviewed: 46**

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

---

Staff # 1 Met  
Date of Hire: 05/08/2015

Staff # 2 Met  
Date of Hire: 08/01/2017

Staff # 3 Met  
Date of Hire: 04/06/2016

Staff # 4 Met  
Date of Hire: 08/15/2017

Staff # 5 Date of Hire: 07/27/2016	Met
Staff # 6 Date of Hire: 06/11/2012	Met
Staff # 7 Date of Hire: 08/18/2015	Met
Staff # 8	Met
Staff # 9 Date of Hire: 08/22/2017	Met
Staff # 10 Date of Hire: 02/08/2016	Met
Staff # 11 Date of Hire: 08/01/2016	Met
Staff # 12 Date of Hire: 07/01/2016	Met
Staff # 13 Date of Hire: 08/13/2012	Met
Staff # 14 Date of Hire: 08/22/2017	Met
Staff # 15 Date of Hire: 05/09/2017	Met
Staff # 16 Date of Hire: 03/23/2015	Met
Staff # 17 Date of Hire: 09/08/2015	Met
Staff # 18 Date of Hire: 08/14/2017	Met
Staff # 19 Date of Hire: 08/01/2016	Met
Staff # 20	Met

Date of Hire: 10/14/2013

Staff # 21 Met

Date of Hire: 05/11/2016

Staff # 22 Met

Date of Hire: 01/01/2012

Staff # 23 Met

Date of Hire: 01/31/2017

Staff # 24 Met

Date of Hire: 04/18/2016

Staff # 25 Met

Date of Hire: 08/25/2015

Staff # 26 Met

Date of Hire: 01/01/2015

Staff # 27 Met

Date of Hire: 08/01/2005

Staff # 28 Met

Date of Hire: 10/01/2015

Staff # 29 Met

Date of Hire: 08/11/2016

Staff # 30 Met

Date of Hire: 07/31/2017

Staff # 31 Met

Staff # 32 Met

Date of Hire: 08/01/2017

Staff # 33 Met

Date of Hire: 10/03/2005

Staff # 34 Met

Date of Hire: 02/21/2008

Staff # 35 Met

Date of Hire: 10/09/2013



**Records Reviewed: 46****Records with Missing/Incomplete Components: 0**

Staff # 36	Met
Date of Hire: 08/01/2005	
Staff # 37	Met
Date of Hire: 04/02/2007	
Staff # 38	Met
Date of Hire: 06/08/2016	
Staff # 39	Met
Date of Hire: 08/01/2005	
Staff # 40	Met
Date of Hire: 08/01/2017	
Staff # 41	Met
Date of Hire: 12/09/2011	
Staff # 42	Met
Date of Hire: 11/07/2016	
Staff # 43	Met
Date of Hire: 08/01/2005	
Staff # 44	Met
Date of Hire: 08/18/2015	
Staff # 45	Met
Date of Hire: 01/11/2016	
Staff # 46	Met
Date of Hire: 04/21/2016	

**Staff Credentials Reviewed: 46****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

**Comment**

Nine Hired since last visit

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

Lead staff education requirements

**Staffing and Supervision**

---

<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
--	------------

**Comment**

Observed-Direct Supervision/Attentive Staff

---

<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
------------------------------------	------------

**Comment**

Observed-Appropriate Staff:Child Ratios