



**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:** 8/26/2020    **VisitType:** Licensing Study    **Arrival:** 12:00 PM    **Departure:** 1:00 PM

**CCLC-50505**

**Brookstone Extended Day Program**

5700 River Road Columbus, GA 31904 Muscogee County  
(706) 243-3615 lfloyd@brookstoneschool.org

**Regional Consultant**

Penny Svenson

Phone: (470) 346-1037

Fax: (678) 891-5613

penny.svenson@decals.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
08/26/2020	Licensing Study	Good Standing	
10/15/2019	Licensing Study	Good Standing	
04/16/2019	Initial 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	Room A		0	0	C	10	C	NA	NA	
Main	Room B		0	0	C	10	C	NA	NA	
Main	Room C		0	0	C	20	C	NA	NA	
Main	Room D		0	0	C	13	C	NA	NA	
Main	Room E		0	0	C	32	C	NA	NA	
Main	Room F		0	0	C	11	C	NA	NA	
Main	Room G		0	0	C	10	C	NA	NA	
Main	Room H		0	0	C	10	C	NA	NA	
Main	Room I		0	0	C	19	C	NA	NA	
Total Capacity @35 sq. ft.:			102			Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Fire Marshall Limitations
Total # Children this Date:			0			Total Capacity @25 sq. ft.:		0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	70	C

**Comments**

An Administrative Review was conducted on August 31, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 26, 2020 with the staff person in charge. An in-person visit was not conducted due to Covid-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection. A One Day Letter and Affidavit were sent to the staff person in charge on August 31, 2020.

Plan of Improvement: Developed This Date 08/26/2020

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/CCS/RulesAndRegulations.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.

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#### 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.

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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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Floyd Leigh Anne, Program Official

Date

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Penny Svenson, Consultant

Date



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### Findings Report

**Date:** 8/26/2020 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 1:00 PM

#### CCLC-50505

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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: 3**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met

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

Met

#### Comment

Parent authorizations obtained/completed.

### Facility

#### 591-1-1-.06 Bathrooms

Technical Assistance

#### Technical Assistance

The Consultant discussed with the Director to ensure that all bathrooms have operating vents as required.

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center. There were no children present for the extended care program on the date of the visit.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children. There were no children present for the extended care program on the date of the visit.

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**591-1-1-.26 Playgrounds(CR)** **Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute. There were no children present for the extended care program on the date of the visit.

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**Health and Hygiene**

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

**Comment**

No children enrolled who require diapering. School age children attend only for after school hours.

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

**Comment**

Additional cleaning and sanitizing requirements due to COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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

**Comment**

Center does not keep animals on premises.

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

**Comment**

There were no children present on this date for the extended program. The center's discipline policy was reviewed on this date. Regulations regarding proper discipline were discussed with the director on this date.

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

**Comment**

Center does not participate in field trips at this time.

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

**Comment**

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records****Records Reviewed: 25****Records with Missing/Incomplete Components: 16**

Staff # 1	Met
Date of Hire: 02/04/2019	
Staff # 2	Not Met
Date of Hire: 08/10/2006	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 3	Not Met
Date of Hire: 10/23/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 4	Met
Date of Hire: 08/30/2019	
Staff # 5	Not Met
Date of Hire: 07/26/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 6	Not Met
Date of Hire: 07/26/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 7	Not Met
Date of Hire: 07/31/2020	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 8	Met
Date of Hire: 08/23/2018	
Staff # 9	Met
Date of Hire: 08/08/2018	
Staff # 10	Not Met

Date of Hire: 09/06/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 11

Not Met

Date of Hire: 07/18/2020

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 12

Met

Date of Hire: 08/15/2018

Staff # 13

Not Met

Date of Hire: 07/01/2014

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 14

Met

Date of Hire: 08/01/2019

Staff # 15

Not Met

Date of Hire: 08/02/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 16

Not Met

Date of Hire: 01/24/2012

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 17

Not Met

Date of Hire: 09/13/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 18

Not Met

Date of Hire: 08/08/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 19

Not Met

Date of Hire: 08/11/2003

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

**Records Reviewed: 25****Records with Missing/Incomplete Components: 16**

Staff # 20 Date of Hire: 09/18/2019	Met
Staff # 21 Date of Hire: 08/08/2018	Met
Staff # 22 Date of Hire: 08/30/2018	Met
Staff # 23 Date of Hire: 08/03/2012 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 24 Date of Hire: 08/06/2018 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 25 Date of Hire: 08/03/2020 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met

**Staff Credentials Reviewed: 2**

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Not Met</b>
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**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that 17 staff members did not submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained. The A to Z Background Check video units pertaining to this records must be viewed and signed by Friday, September 4, 2020.

**Correction Deadline: 8/26/2020**



**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that there were 16 employees that did not have a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child was present for care as required.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date and is due no later than September 4, 2020. The center will ensure the CRC rules are maintained.

**Correction Deadline: 8/26/2020**

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

Evidence observed of 50% of center staff certified in First Aid and CPR. Each staff member is required to complete First Aid and CPR within 90 days of employment.

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

Discussed staff training. Please obtain required documentation.

**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**

There were no children present on this date for the extended program. Proper ratios and classroom capacities were discussed with the director on this date.

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

There were no children present on this date for the extended program. Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.