



**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: 9/1/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:30 PM

CCLC-50505

Brookstone Extended Day Program

5700 River Road Columbus, GA 31904 Muscogee County
(706) 243-3615 jfitzpatrick@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

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.
09/01/2021	Licensing Study	Good Standing	
02/16/2021	Monitoring Visit	Good Standing	
08/26/2020	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	Three Year Olds and Four Year Olds	2	5	C	10	C	NA	NA	Centers, Free Play	
Main	Room C	Four Year Olds	3	13	C	20	C	NA	NA	Free Play, Centers	
Main	Room D	Three Year Olds	2	6	C	13	C	NA	NA	Centers	
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:			24			Total Capacity @35 sq. ft.:		102		Total Capacity @25 sq. ft.:	0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	70	C

Comments

September 1, 2021--A virtual visit was conducted due to COVID-19 Pandemic

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.ga.gov/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.

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.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.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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.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.ga.gov

Jacqueline Fitzpatrick, Program Official

Date

Penny Svenson, 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

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to ensure the complete address was listed for each person(s) authorized to pick-up children.

Correction Deadline: 9/1/2021

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)**Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Food Service

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://dec.al.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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**

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

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

Please ensure lids remain on trash containing organic waste.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices

Technical Assistance

Technical Assistance

The Consultant discussed with the Director to ensure all of the following postings were posted as required: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request.

Correction Deadline: 9/1/2021

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and redirection were observed during the virtual visit that was conducted due to COVID-19 Pandemic.

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

Center does not provide routine transportation.

Sleeping & Resting Equipment

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

Met

Comment

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

Staff Records

Records Reviewed: 32

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 02/04/2019

Staff # 2

Met

Date of Hire: 08/10/2016

Staff # 3 Date of Hire: 10/23/2019	Met
Staff # 4 Date of Hire: 07/13/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 08/30/2019	Met
Staff # 6 Date of Hire: 07/26/2020	Met
Staff # 7 Date of Hire: 07/26/2017	Met
Staff # 8 Date of Hire: 07/31/2020	Met
Staff # 9 Date of Hire: 08/23/2018	Met
Staff # 10 Date of Hire: 08/08/2018	Met
Staff # 11 Date of Hire: 09/26/2018	Met
Staff # 12 Date of Hire: 08/11/2003	Met
Staff # 13 Date of Hire: 07/18/2020	Met
Staff # 14 Date of Hire: 08/07/2020	Met
Staff # 15 Date of Hire: 08/15/2018	Met
Staff # 16 Date of Hire: 07/01/2014	Met
Staff # 17 Date of Hire: 08/01/2019	Met

Staff # 18 Date of Hire: 08/02/2013	Met
Staff # 19 Date of Hire: 12/30/2020	Met
Staff # 20 Date of Hire: 01/21/2012	Met
Staff # 21 Date of Hire: 08/08/2016	Met
Staff # 22 Date of Hire: 09/13/2015	Met
Staff # 23 Date of Hire: 08/13/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 24 Date of Hire: 08/08/2016	Met
Staff # 25 Date of Hire: 09/18/2019	Met
Staff # 26 Date of Hire: 08/08/2018	Met
Staff # 27 Date of Hire: 09/08/2020	Met
Staff # 28 Date of Hire: 08/30/2018	Met
Staff # 29 Date of Hire: 01/13/2021	Met
Staff # 30 Date of Hire: 08/03/2012	Met
Staff # 31 Date of Hire: 08/06/2018	Met
Staff # 32 Date of Hire: 08/03/2020	Met

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Technical Assistance

Technical Assistance

Criminal record checks were observed to be complete. The Consultant discussed with the Director to ensure dates of hire were not listed prior to the actual start date, and to ensure staff were not present before a National or Comprehensive Criminal Records Check determination was received. Further, if a National determination was received that staff member was required to be supervised by another staff member with a Comprehensive determination at all times.

591-1-1-.33 Staff Training Met

Comment

Discussed staff training. Please obtain required documentation.

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

Center observed to maintain appropriate staff:child ratios.

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

Comment

Adequate supervision observed on this date.