



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: 10/26/2017 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 11:15 AM **Departure:** 1:25 PM

CCLC-930

Brookwood Learning Center

545 Hardee St. Dallas, GA 30132 Paulding County
 (770) 445-1133 brookwood545@comcast.net

Regional Consultant

Morgan Stahl

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morgan.stahl@dec.al.gov

Mailing Address

Same

Compliance Zone Designation		
10/26/2017	Complaint Investigation & Monitoring Visit	Good Standing
06/01/2017	Licensing Study	Good Standing
12/22/2016	Monitoring Visit	Good Standing

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.

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	Front Left	Three Year Olds	1	8	C	20	C	NA	NA	Lunch
Main	GA Prek Back Left	PreK	1	16	C	20	C	NA	NA	Outside
Main	GA Prek Front Right	PreK	2	22	C	21	NC	NA	NA	Outside
Main	Infant Middle Back Left		0	0	C	6	C	NA	NA	Not In Use
Main	Middle Back Right	One Year Olds and Two Year Olds	2	11	C	20	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 87						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 57			Total Capacity @35 sq. ft.: 87			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/Toddler	29	C
Main	Preschool/School age	125	C

Comments

Plan of Improvement: Developed This Date 10/26/2017

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.



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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@decga.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://decga.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)

Amanda Drummond, Program Official

Date

Morgan Stahl, Consultant

Date



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Findings Report

Date: 10/26/2017 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 11:15 AM **Departure:** 1:25 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 6/1/2017

Corrected on 10/26/2017

.03(2) - Correction of previous citation observed.

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

Met

Comment

Securing equipment discussed with center Director.

Correction Deadline: 11/25/2017

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

Met

Comment

No Swimming Activities Provided

Facility

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

Met

Comment

Licensed Capacity Routinely Met

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

Met

Correction Deadline: 6/1/2017

Corrected on 10/26/2017

.25(13) - Hazardous materials observed stored inaccessible to children.

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 on the front right playground, the far right side fence had a six inch gap at the bottom posing an entrapment hazard. Further, the gate connecting the middle and back side playground was observed to be disconnected from the fence.

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: 10/26/2017**Correction Deadline: 6/11/2017****Corrected on 10/26/2017****.26(6) - Playground equipment observed in good repair.****Correction Deadline: 6/8/2017****Corrected on 10/26/2017****.26(8) - Playground observed clean and free of hazards.**

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Met****Correction Deadline: 6/1/2017****Corrected on 10/26/2017****.10(2) - Correction of previous citation observed. Staff stated proper knowledge of diapering requirements.**

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

Observed-Staff Remind Children Wash Hand

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

Observed-Complete Documentation

Safety

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

Observed-Discussion/Redirection

591-1-1-.36 Transportation(CR)**Not Met****Finding**

591-1-1-.36(7)(c) 3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that departure and arrival times were not documented for afternoon routine transportation from Tallatoona Head Start on October 23, 2017.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 10/27/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on review of records that there was no documentation of a first check of the vehicle following routine afternoon transportation from Tallatoona Head Start on October 23, 2017.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/27/2017

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of records that there was no documentation of a second check of the vehicle following routine afternoon transportation from Tallatoona Head Start on October 19, 2017, October 20, 2017, and October 23, 2017.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/26/2017

Sleeping & Resting Equipment

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

Met

Comment

There are currently no infants enrolled at the facility. Consultant discussed infant sleep safety requirements with center Director.

Correction Deadline: 11/5/2017

Staff Records

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 07/26/2016

Staff # 2

Met

Date of Hire: 08/01/2004

Records Reviewed: 16

Records with Missing/Incomplete Components: 0

Staff # 3 Date of Hire: 11/28/2016	Met
Staff # 4 Date of Hire: 01/01/2018	Met
Staff # 5 Date of Hire: 06/16/2016	Met
Staff # 6 Date of Hire: 01/23/2014	Met
Staff # 7	Met
Staff # 8 Date of Hire: 03/28/2016	Met
Staff # 9 Date of Hire: 01/01/2018	Met
Staff # 10 Date of Hire: 08/07/2017	Met
Staff # 11	Met
Staff # 12 Date of Hire: 01/01/2018	Met
Staff # 13 Date of Hire: 10/03/2017	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16 Date of Hire: 09/01/1993	Met

Staff Credentials Reviewed: 16

591-1-1-.09 Criminal Records Check(CR)	Met
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Comment

Satisfactory records checks observed for all staff hired since last visit.

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

591-1-1-.33(3) - Health and safety training observed for all required staff.

Correction Deadline: 11/25/2017

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to follow applicable laws.

Correction Deadline: 10/26/2017

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

Comment

Observed-Appropriate Staff:Child Ratios

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

Met

Comment

Observed-Adequate Supervision