



**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: 3/1/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:30 AM

CCLC-930

Brookwood Learning Center

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

Regional Consultant

Jennifer Bailey

Phone: (770) 357-7024

Fax: (770) 357-7023

jennifer.bailey@dec.al.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
03/01/2021	Licensing Study	Good Standing
09/09/2020	Monitoring Visit	Good Standing
03/06/2020	Complaint Closure	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 and Four Year Olds	1	8	C	20	C	NA	NA	Transitioning, Nap
Main	GA Prek Back Left	PreK	2	20	C	20	C	NA	NA	Circle Time
Main	GA Prek Front Right		0	0	C	21	C	NA	NA	Not In Use
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	1	10	C	20	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 87					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 38			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

An Administrative Review was conducted on March 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 1, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 03/01/2021

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.al.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.al.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.al.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.al.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.al.ga.gov

Amanda Drummond, Program Official

Date

Jennifer Bailey, 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: 3/1/2021 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:30 AM

CCLC-930

Brookwood Learning Center

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

Mailing Address
Same

Regional Consultant

Jennifer Bailey

Phone: (770) 357-7024
Fax: (770) 357-7023
jennifer.bailey@dec.al.gov

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

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

N/A

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-.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

Center appears clean and well maintained.

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. Consultant observed the playground to appear clean and in good repair. Due to inclement weather it was not fully evaluated and will be reviewed during the next visit.

Food Service

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

Comment

Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Comment

Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

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

Observed diaper changing area to be compliant and discussed diapering.

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

Comment

Staff stated proper hygiene and handwashing knowledge. Discussed use of hand sanitizer vs. handwashing and ensuring it is only used as a backup.

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

Comment

Documentation for medication dispensing observed complete.

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 on this date.

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

Not Evaluated

Comment

Center does not participate in field trips at this time.

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

Not Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that two children did not have a check/mark to document load and unload during p.m. transportation from Northside Elementary on February 8, 2021.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 3/1/2021

Recited on 3/1/2021

Sleeping & Resting Equipment

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

Met

Comment

Center is not currently caring for infants.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 06/03/2020

Staff # 2

Met

Date of Hire: 10/02/2020

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Staff # 3	Met
Staff # 4 Date of Hire: 12/29/2020	Met
Staff # 5	Met
Staff # 6 Date of Hire: 07/31/2020	Met
Staff # 7 Date of Hire: 01/26/2021	Met
Staff # 8 Date of Hire: 08/26/2019	Met
Staff # 9 Date of Hire: 09/02/2020	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12 Date of Hire: 01/14/2021	Met

Staff Credentials Reviewed: 7

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 **Technical Assistance**

Technical Assistance

591-1-1-.14(1) - Discussed ensuring that all CPR/First Aid has an in person component. Per the indicator manual, online-only CPR training and adult-only training do not meet this rule requirement. "Blended" training (online study plus hands-on skill practice and assessment) is acceptable.

Correction Deadline: 3/31/2021

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

Comment

Documentation observed of required staff training.

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 February 15, 2021.

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**

Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.