



**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: 5/30/2018 **VisitType:** Licensing Study **Arrival:** 12:40 PM **Departure:** 6:45 PM

CCLC-930

Brookwood Learning Center

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

Regional Consultant

Isha Barrie

Phone: (706) 497-6768

Fax: (706) 688-0431

isha.barrie@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

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.
05/30/2018	Licensing Study	Good Standing	
01/23/2018	Complaint Closure	Good Standing	
12/13/2017	Complaint Investigation Follow Up	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	Front Left	Three Year Olds and Four Year Olds	1	12	C	20	C	NA	NA	Nap
Main	GA Prek Back Left		0	0	C	20	C	NA	NA	
Main	GA Prek Front Right	Five Year Olds and Six Year Olds and Over	1	8	C	21	C	NA	NA	Free Play
Main	Infant Middle Back Left	Infants and One Year Olds	1	2	C	6	C	NA	NA	Free Play, Floor Play
Main	Middle Back Right	One Year Olds and Two Year Olds	1	8	C	20	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 87					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 30			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

The purpose of this visit is to follow up on visit from October 26,2017 and to conduct a licensing study. Consultant discussed Quality Rated, Comprehensive Background Check, update in USDA guidelines, update of the existing Emergency Preparedness Plan to include all required topics, conducting lockdown drills every six months in addition to fire drills and tornado drills, changes in Provider Search and new features in the provider's Koala account.

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. You are encouraged not to wait and to complete the process as soon as possible.

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@decals.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://decals.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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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

Amanda Drummond, Program Official

Date

Isha Barrie, Consultant

Date



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Findings Report

Date: 5/30/2018 **VisitType:** Licensing Study

Arrival: 12:40 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

Consultant discussed with Director about having all classrooms post current lesson plans.

Correction Deadline: 5/30/2018

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

Technical Assistance

Consultant discussed with Director about center maintaining a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name and addresses of the persons to whom the child may be released including address, telephone numbers, relationship to child and to parents, and other identifying information; names and telephone numbers of persons to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program

Correction Deadline: 5/30/2018

Facility

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)**Not Met****Technical Assistance**

Consultant discussed with Director about potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. Consultant observed one teachers purse not secured under the sink.

Correction Deadline: 5/30/2018

Technical Assistance

Consultant discussed with Director about premises being free of plants and grass maintenance of playground.

Correction Deadline: 5/30/2018

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on consultant's observation that one wall tile was chipped in bathroom by the hand washing sink of the Front Left- three and four -year-old classroom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 5/30/2018

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

Correction Deadline: 11/28/2017

Corrected on 5/30/2018

Previous citation corrected on this day fence was observed to be secure and in good repair.

Food Service

Technical Assistance

Consultant discussed with Director about having signed written feeding plan for children less than one (1) year of age shall be obtained from Parents and that instructions from the Parents shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type of commercially premixed formula which may not be used in an emergency because of food allergies.

Correction Deadline: 5/30/2018

591-1-1-.18 Kitchen Operations**Not Met****Finding**

591-1-1-.18(2) requires the Center to have a designated space for food preparation separate from rooms used by children and in an area not used for diaper changing. The area shall be kept clean and free of accumulation of dust, dirt, food particles and grease deposits. Food preparation surface areas shall be nonporous with no unsealed cracks or seams. It was determined based on consultant's observation that the cook top had several cracks and a hole where the food was being prepared.

POI (Plan of Improvement)

The Center will ensure that a separate food preparation area is provided that meets the requirements. If needed, the area will be cleaned and cracks and seams will be sealed.

Correction Deadline: 6/9/2018

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Technical Assistance****Technical Assistance**

Consultant discussed with Director about conducting drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months.

Correction Deadline: 6/4/2018

Technical Assistance

Consultant discussed with Director about center posting in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parents 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: 5/30/2018

Safety

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

Center does not keep animals on premises.

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

Correction Deadline: 1/23/2018

Corrected on 5/30/2018

Computer error, investigation conducted on January 23,2018.

591-1-1-.13 Field Trips(CR)**Not Met****Finding**

591-1-1-.13(5) requires Center Staff to have emergency medical information on each child who goes on a field trip that includes allergies, special medical needs and conditions, current prescribed medications required to be taken on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility the Center uses in the area where the Center is located, and the telephone numbers where the parent can be reached. The emergency medical information shall be left at the Center as well as taken on the trip in the possession of the adult in charge of the trip. It was determined based on consultant's review of records that one out of seven children was allowed to participate in a field trip to Sparkles on April 2, 2018 without a completed emergency medication form. In addition, one out of seven children was allowed to participate in a field trip to Outrageous Mini Golf on April 4, 2018 without a completed emergency medication form.

POI (Plan of Improvement)

Center Staff will review emergency medical information for each child who goes on a field trip and obtain any missing information. The Center will ensure that this information is in the possession of both the Center and the required adult on the trip.

Correction Deadline: 5/30/2018

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

A current/completed inspection was observed for all vehicles used in transporting children this date. Consultant observed vehicle with tag number RGM0897 to be complete and vehicles with tag number ADM6579 and ASI1544 are not in use and are not on premises.

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date. Consultant discussed with Director about checking expiration date on fire extinguisher.

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 4

Staff # 1	Met
Date of Hire: 08/01/2004	
Staff # 2	Not Met
Date of Hire: 11/28/2016	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 3	Met
Date of Hire: 03/26/2018	
Staff # 4	Not Met
Date of Hire: 01/01/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 5	Met
Date of Hire: 01/23/2014	
Staff # 6	Met
Date of Hire: 03/28/2016	
Staff # 7	Met
Date of Hire: 01/01/2018	
Staff # 8	Met
Date of Hire: 03/06/3018	
<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 9	Not Met
Date of Hire: 08/07/2017	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 10	Met
Date of Hire: 01/01/2018	

Records Reviewed: 12

Records with Missing/Incomplete Components: 4

Staff # 11

Not Met

Date of Hire: 10/03/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 12

Met

Date of Hire: 09/01/1993

Staff Credentials Reviewed: 12

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

Met

Comment

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR

Technical Assistance

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Technical Assistance

Consultant review eight out of 12 staff members had completed their CPR and First Aid training within their 90 days of hire.

Correction Deadline: 6/29/2018

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

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

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

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