



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: 10/18/2023 **VisitType:** Licensing Study

Arrival: 10:45 AM

Departure: 6:30 PM

CCLC-14930

Brookfield Academy

409 Brookfield Road Valdosta, GA 31602 Lowndes County
 (229) 253-1329 nholder@brookfield-academy.com

Regional Consultant

Rena Keene

Phone: (912) 544-9930

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rena.keene@decal.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.
10/18/2023	Licensing Study	Good Standing	
03/06/2023	Complaint Closure	Good Standing	
03/01/2023	Complaint Investigation & Monitoring Visit	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	Rm A	Infants	1	6	C	12	C	NA	NA	Nap, Diapering, Floor Play
Main	Rm B	Infants	2	8	C	12	C	NA	NA	Floor Play, Feeding, Nap
Main	Rm C	Three Year Olds	2	17	C	20	C	28	C	Centers
Main	Rm D	Three Year Olds	2	15	C	24	C	34	C	Outside
Main	Rm E	One Year Olds	2	13	C	17	C	NA	NA	Outside
Main	Rm F	Two Year Olds	2	18	C	23	C	NA	NA	Outside
Main	Rm G	Two Year Olds	2	9	C	18	C	NA	NA	Transitioning, Outside
Main	Rm H	Four Year Olds	1	10	C	23	C	32	C	Outside
Main	Rm I	Four Year Olds	1	12	C	23	C	32	C	Outside
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	18	C	20	C	NA	NA	Outside
Main	Rm L	Infants	3	6	C	17	C	24	C	Floor Play, Nap, Music
Main	Rm M	One Year Olds	2	8	C	15	C	NA	NA	Centers, Floor Play
Main	Rm N	One Year Olds	2	9	C	17	C	NA	NA	Centers, Floor Play
Main	Rm O	Infants	2	8	C	18	C	NA	NA	Floor Play

	Total Capacity @35 sq. ft.: 301	Total Capacity @25 sq. ft.: 362
Total # Children this Date: 157	Total Capacity @35 sq. ft.: 301	Total Capacity @25 sq. ft.: 362

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

Comments

The purpose of today's visit was to conduct a Licensing Study.

October 19, 2023: Changes were made in the Licensing Study report to reflect the two employees who did not meet the background check requirements. Grammatical, typographical, and style corrections were also made in Rule Violations cited in 591-1-1-.25(13) - Physical Plant - Safe Environment, 590-1-1-.26 - Playgrounds, 591-1-1-.36(3)(a-b) - Transportation, 590-1-1-.09(1)(j) - Criminal Records and Comprehensive Background Check, 591-1-1-.33(2) - Staff Training, and 591-1-1-.31(2)(b)2 - Staff. The changes were made for correctness and more effective wording. (Rena Keene)

Plan of Improvement: Developed This Date 10/18/2023

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!

Nicole Holder, Program Official

Date

Rena Keene, Regional 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: 8

Records with Missing/Incomplete Components: 2

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Technical Assistance

591-1-1-.08(1) requires the Center Staff to maintain 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(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) 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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. Please be sure that all children's records contain all required information for persons authorized to pick up children. Please ensure parents provide work addresses and telephone numbers for both parents.

Correction Deadline: 10/18/2023

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)**Technical Assistance****Technical Assistance**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. Please ensure that adult scissors and other office supplies, such as staplers are kept out of the reach of children. Additionally, please ensure that cleaning supplies kept in file cabinets are locked so that children do not have access.

Correction Deadline: 10/18/2023

591-1-1-.26 Playgrounds(CR)**Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on Consultant's observation that numerous rocks were on the playgrounds on the right hand side of the building that are large enough to be a hazard to the children using the play area. The director stated that she had requested from a contractor that sand be brought in to alleviate abrupt drops from the landings outside the classroom doors and from the shaded patio used for tricycles, etc., but that the material had contained limestone and large rocks instead. The rocks should be broken up or removed to ensure the area is safe for play.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 10/18/2023

Food Service

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

Center menu meets USDA guidelines. Lunch served during the visit included chicken noodle soup (including chicken, peas, carrots, noodles), cheese toast, bananas and milk.

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)**Technical Assistance****Comment**

Proper diapering procedures observed.

Technical Assistance

591-1-1-.10(1) requires Centers first licensed after March 1, 1991, and Centers that are renovated after March 1, 1991, to provide ventilation in the diapering areas with functioning exhaust fans and a duct system or by the required amount of window space provided by operable windows when open. Classroom L was licensed as a non-diapered classroom, but has been converted to an infant area. The Director stated that she had discussed it previously and thought that the requirements were met, but there is no exhaust fan in the diapering area. Director will install an exhaust fan and apply for an amendment to change the use of this room.

Correction Deadline: 10/18/2023

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

591-1-1-.21(3) requires that the Center conduct 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. Please ensure that the tornado drills are conducted every six months rather than twice a year.

Correction Deadline: 10/23/2023

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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)

Not Met

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined that two staff who provide transportation to and from school do not have current transportation training. Both staff last received the required training in September, 2021.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/28/2023

Finding

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of transportation logs and records for the current week's transportation, that three of nine children transported from Westside Elementary School to the center during the afternoon routes on October 16, 2023, and October 17, 2023, did not have emergency medical information on the vehicle while they were being transported. Additionally, it was determined that two children transported to and from Sallas Mahone Elementary School did not have the required emergency medical information present on the vehicle when they were transported on October 16, 2023, and on October 17, 2023. One of these two children was transported on the morning route of October 16, 2023, and during the afternoon route of October 17, 2023. The second child was transported during the afternoon route on October 16, 2023, and during the morning and afternoon of October 17, 2023.

POI (Plan of Improvement)

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. Even signs that label the cribs with the children's names should not be on the outside of the cribs.

Correction Deadline: 10/18/2023

Staff Records

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

Not Met

Comment

Director provided nineteen (19) files for employees hired since last visit.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff files that two employees currently employed had not been ported from the other facilities and were still within the period of portability. Employee No. 9, who was observed on site in one of the infant classrooms had been hired on July 10, 2023, after having received a satisfactory background check on June 8, 2023, when employed at another center. The other staff, Employee No. 38, received a satisfactory background check on March 2, 2023, when she was employed by another center. Employee No. 38 was hired at this center on March 30, 2023, but has only worked part time at this center. Both employees were successfully ported while Consultant was on site at the center. An Affidavit Verifying Completion of Background Check Video Units was left with the Director with instructions to return the signed Affidavit to Consultant within five working days.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 CRC rules are maintained.

Correction Deadline: 10/18/2023

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

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

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(2) requires the initial Center orientation to include the following subjects: the Center's policies and procedures; the portions of these rules dealing with the care, health and safety of children; the Staff person's assigned duties and responsibilities; reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; emergency weather plans; the program's emergency preparedness plan; childhood injury control; the administration of medicine; reducing the risk of Sudden Infant Death Syndrome (SIDS); hand washing; fire safety; water safety; and prevention of HIV/AIDS and blood borne pathogens. It was determined based on a review of staff records that there was no evidence of orientation on file for the following employees: Employee Nos. 2, 3, 9, 17, 25, 26, 37, 38, and 43.

POI (Plan of Improvement)

The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 10/19/2023

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of staff records that a ten-year work history was not obtained for the following staff: Employee No. 3, Employee No. 17, and Employee No. 26.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 11/17/2023

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined that a lead teacher with one of the required credentials is not employed in every classroom. A minimum of three other credentialled staff is needed in order to ensure that each classroom has a teacher with one of the accepted credentials.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 10/18/2023

Staffing and Supervision**Comment**

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 2/28/2023

Corrected on 10/18/2023

.32(7) - Supervision was observed to be adequate in all groups of children observed during the visit.