



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: 9/25/2024 **VisitType:** Licensing Study

Arrival: 9:45 AM **Departure:** 3:30 PM

CCLC-14930

Brookfield Academy

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

Regional Consultant

Rena Keene

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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.
09/25/2024	Licensing Study	Good Standing	
04/18/2024	Complaint Closure	Good Standing	
04/18/2024	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	2	8	C	12	C	NA	NA	Diapering, Feeding, Floor Play
Main	Rm B	Infants	2	7	C	12	C	NA	NA	Floor Play, Feeding
Main	Rm C	Three Year Olds	2	13	C	20	C	28	C	Outside, Transitioning
Main	Rm D	Three Year Olds	2	16	C	24	C	34	C	Outside, Transitioning
Main	Rm E	One Year Olds	1	7	C	17	C	NA	NA	Diapering, Outside, Transitioning
Main	Rm F	Two Year Olds	2	17	C	23	C	NA	NA	Outside
Main	Rm G	One Year Olds	1	7	C	18	C	NA	NA	Outside
Main	Rm H	GA PreK	2	18	C	23	C	32	C	Transitioning, Clean Up, Outside
Main	Rm I	Three Year Olds	2	12	C	23	C	32	C	Centers, Transitioning, Outside
Main	Rm J	Three Year Olds and Four Year Olds	3	11	C	42	C	60	C	Circle Time
Main	Rm K	Two Year Olds	2	18	C	20	C	NA	NA	Outside
Main	Rm L	Infants	2	7	C	17	C	24	C	Floor Play
Main	Rm M	One Year Olds	2	12	C	15	C	NA	NA	Outside

Main	Rm N	One Year Olds	2	10	C	17	C	NA	NA	Floor Play
Main	Rm O	Infants	2	10	C	18	C	NA	NA	Floor Play, Music
Total Capacity @35 sq. ft.: 301					Total Capacity @25 sq. ft.: 362					
Total # Children this Date: 173					Total Capacity @25 sq. ft.: 362					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

Enrolled Children							
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older	
32	36	35	52	18	0	0	

Comments

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

September 25, 2024: Updated Licensing Study Report to reflect correction to 591-1-1-.13, to indicate that Field Trip documentation had been reviewed.

Plan of Improvement: Developed This Date 09/25/2024

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.decga.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!



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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: 9

Records with Missing/Incomplete Components: 2

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Name of both parents

Child # 6

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 ensure that addresses are listed for any person to whom each child can be released. The records of Child No. 4 and Child No. 6 was missing the address for one of several persons listed for each child. Additionally, please ensure that the names of both parents are listed in the child's record. A second parent was not listed for Child No. 4.

Correction Deadline: 9/25/2024

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.

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

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. Please ensure that roots around the River Birch trees on the toddler and pre-school playground are painted or marked to avoid tripping hazards, as well as those around the Sycamore tree on the playground on the right side of the building. Also, please monitor to ensure that treatment for ant beds are effective no ant beds are live.

Correction Deadline: 9/25/2024

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

Center menu meets USDA guidelines. Lunch served during visit included chicken nuggets, butter beans, mixed fruit, bread slices 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)**Met****Comment**

Proper diapering procedures observed.

591-1-1-17 Hygiene(CR)**Not Met****Comment**

Staff were observed to remind children to wash hands.

Finding

)591-1-1-17(7)(a) requires washcloth handwashing be used only for infants when the infant is too heavy to hold or cannot stand safely and for children with special needs; requires that an individual washcloth be used only once for each child before laundering. It was determined based on Consultant's observation that a one-year-old child's hands were not washed with soap and warm running water following a diaper change; the child's hands were cleaned only with a wipe.

POI (Plan of Improvement)

The Center will train Staff on how to correctly use washcloth handwashing and will review and monitor.

Correction Deadline: 9/25/2024

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**Met****Comment**

Program observed complete emergency drills

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

Field trip documentation observed to be complete.

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

Correction Deadline: 4/18/2024

Corrected on 9/25/2024

.36(7)(b) - Complete emergency medical information was observed to be on file, and maintained on the vehicle while being transported, for all the children transported.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

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

Comment

Criminal record checks were observed to be complete, including employees who were ported from other centers.

Comment

Director provided twenty-one (21) files for employees hired since last visit.

591-1-1-.14 First Aid & CPR **Not Met**

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of staff records and staff statements that Employee No. 13, who was hired on June 24, 2024, and Employee No. 21, who was hired on June 4, 2024, did not obtain the required First Aid and CPR certification within ninety days of employment.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/25/2024

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 and staff statements that Employee No. 13, who was hired on June 24, 2024, did not obtain the required ten hour health and safety orientation training within ninety days of employment.

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: 10/25/2024

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

Not Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Correction Deadline: 5/31/2024

Corrected on 9/25/2024

.31(2)(b)2. - Required credentials were reviewed and classrooms are staffed with employees who meet the minimum requirements. See Rule No. 591-1-1-.31(2)(b)3.(ii)(I)-(VIII).

Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on a review of staff records and staff statements that a Professional Development Plan has not been completed on the Lead Teacher in Classroom C.

POI (Plan of Improvement)

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

Correction Deadline: 9/25/2024

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.