



**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

**Cover Sheet**

**Date:** 7/21/2022    **VisitType:** Monitoring Visit    **Arrival:** 9:30 AM    **Departure:** 10:15 AM

**CCLC-930**

**Brookwood Learning Center**

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

**Regional Consultant**

Brionne Higgins  
 Phone: (404) 232-1903  
 Fax: (770) 359-5819  
 brionne.higgins@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.
07/21/2022	Monitoring Visit	Good Standing	
04/13/2022	Complaint Closure	Good Standing	
03/14/2022	Complaint Investigation & Licensing Study	Good Standing	

  

<b>Good Standing</b>	- Program is demonstrating an acceptable level of performance in meeting the rules.
<b>Support</b>	- Program performance is demonstrating a need for improvement in meeting rules.
<b>Deficient</b>	- 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	4	C	20	C	NA	NA	Circle Time
Main	GA Prek Back Left	Four Year Olds and Five Year Olds	1	7	C	20	C	NA	NA	Centers
Main	GA Prek Front Right	Five Year Olds	1	3	C	21	C	NA	NA	Art
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	10	C	20	C	NA	NA	Centers
					Total Capacity @35 sq. ft.: 87	Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 24			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 was to follow up to a visit conducted on March 14, 2022. The administrative review was due on July 28, 2022.

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).



Please refer to the website, <http://www.dec.state.ga.us/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



### 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.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

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](http://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)

\_\_\_\_\_  
Amanda Drummond, Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brionne Higgins, Consultant

\_\_\_\_\_  
Date



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**Findings Report**

**Date:** 7/21/2022 **VisitType:** Monitoring Visit

**Arrival:** 9:30 AM

**Departure:** 10:15 AM

**CCLC-930**

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The following information is associated with a Monitoring Visit:

**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.

**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)**

**Met**

**Comment**

No hazards observed accessible to children on this date.

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

**Met**

**Correction Deadline: 4/13/2022**

**Corrected on 7/21/2022**

**.26(9) - Previous citation corrected on this date. Consultant observed the playgrounds to be kept clean, free of litter and hazards.**

**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Please ensure lids remain on trash containing organic waste.

**Comment**

Staff were observed to remind children to wash hands.

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

**Comment**

The Provider currently does not dispense/administer medication.

**Correction Deadline: 4/13/2022**

**Corrected on 7/21/2022**

**.20(6) - Previous citation corrected on this date.**

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)** **Met**

**Comment**

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

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

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)** **Met**

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 09/24/2021	
Staff # 3	Met
Date of Hire: 10/02/2020	
Staff # 4	Met
Date of Hire: 08/17/2004	
Staff # 5	Met

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 0**

Date of Hire: 06/28/2021

Staff # 6 Met

Date of Hire: 03/09/2022

Staff # 7 Met

Date of Hire: 06/05/2018

Staff # 8 Met

Date of Hire: 02/16/2022

Staff # 9 Met

Date of Hire: 10/22/2021

Staff # 10 Met

Date of Hire: 07/21/2021

Staff # 11 Met

Date of Hire: 10/17/2019

Staff # 12 Met

Date of Hire: 11/22/2021

Staff # 13 Met

Date of Hire: 05/04/2021

**Staff Credentials Reviewed: 7**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Defer**

591-1-1-.14(2)- Previous citation will be reviewed at the next annual visit.

**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: 4/20/2022**

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

**Defer**

591-1-1-.33(3)- Previous citation will be reviewed at the next annual visit.

**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: 4/13/2022**

**Defer**

591-1-1-.33(5)- Previous citation will be reviewed during the next annual visit.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 12/31/2022**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.