



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: 9/20/2022 **VisitType:** Licensing Study

Arrival: 9:00 AM

Departure: 3:15 PM

CCLC-14930

Brookfield Academy

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

Regional Consultant

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@dec.al.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. |
|------------------------------------|------------------|---------------|--|
| 09/20/2022 | Licensing Study | Good Standing | |
| 04/18/2022 | Monitoring Visit | Good Standing | |
| 09/16/2021 | Licensing Study | 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 | 7 | C | 12 | C | NA | NA | Nap,Feeding,Flo or Play |
| Main | Rm B | Infants | 2 | 7 | C | 12 | C | NA | NA | Floor Play |
| Main | Rm C | Three Year Olds | 2 | 17 | C | 20 | C | 28 | C | Circle Time |
| Main | Rm D | Three Year Olds | 2 | 15 | C | 24 | C | 34 | C | Art |
| Main | Rm E | One Year Olds | 2 | 11 | C | 17 | C | NA | NA | Outside,Transitio ning |
| Main | Rm F | Two Year Olds | 2 | 12 | C | 23 | C | NA | NA | Art |
| Main | Rm G | One Year Olds | 2 | 12 | C | 18 | C | NA | NA | Free Play |
| Main | Rm H | Four Year Olds | 2 | 12 | C | 23 | C | 32 | C | Circle Time |
| Main | Rm I | Four Year Olds | 1 | 10 | C | 23 | C | 32 | C | Outside |
| Main | Rm J | | 0 | 0 | C | 42 | C | 60 | C | |
| Main | Rm K | Two Year Olds | 2 | 19 | C | 20 | C | NA | NA | Outside |
| Main | Rm L | Infants | 2 | 8 | C | 17 | C | 24 | C | Floor Play,Feeding |
| Main | Rm M | One Year Olds | 2 | 10 | C | 15 | C | NA | NA | Free Play,Clean Up |
| Main | Rm N | One Year Olds | 2 | 4 | C | 17 | C | NA | NA | Free Play |
| Main | Rm O | Infants | 2 | 8 | C | 18 | C | NA | NA | Feeding,Nap |
| Total Capacity @35 sq. ft.: 301 | | | Total Capacity @25 sq. ft.: 362 | | | | | | | |
| Total # Children this Date: 152 | | | Total Capacity @25 sq. ft.: 362 | | | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|--------------|-------------------------|--------------------------|
| Main | Playground 1 | 357 | C |

Comments

An in-person visit was conducted on this date. All back ground checks were reviewed during the visit. The center does provide transportation but does not dispense any medication. Transportation was observed during the visit.

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/Regulations.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 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 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)

Nicole Holder, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 9/20/2022 **VisitType:** Licensing Study

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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: 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.

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

Correction Deadline: 4/28/2022

Corrected on 9/20/2022

.26(6) - This citation was observed to be corrected on this date. The previously cited equipment was observed to be in good repair.

| |
|---------------------|
| Food Service |
|---------------------|

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

Comment

Center menu meets USDA guidelines.

| | |
|---------------------------------------|------------|
| 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) | Met |
|--------------------------------|------------|

Comment

Proper hand washing observed throughout the center.

| | |
|------------------------------------|------------|
| 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 to have complete emergency drills.

| |
|---------------|
| Safety |
|---------------|

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

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

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

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

Comment

Complete documentation of transportation observed.

Comment

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

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.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 51**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 08/17/2020

Staff # 2

Met

Date of Hire: 08/25/2021

Staff # 3

Met

Date of Hire: 08/24/2022

Reminder - Health & Safety training is required within 90
calendar days of hired

Staff # 4

Met

Date of Hire: 07/12/2021

Staff # 5

Met

Date of Hire: 01/11/2016

Staff # 6

Met

Date of Hire: 08/25/2015

Staff # 7

Met

Date of Hire: 08/18/2020

Staff # 8

Met

Records Reviewed: 51**Records with Missing/Incomplete Components: 0**

Date of Hire: 08/18/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 9

Met

Date of Hire: 08/06/2014

Staff # 10

Met

Date of Hire: 06/30/2017

Staff # 11

Met

Date of Hire: 08/17/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 12

Met

Date of Hire: 09/08/2020

Staff # 13

Met

Date of Hire: 04/09/2014

Staff # 14

Met

Date of Hire: 08/08/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 15

Met

Date of Hire: 09/17/2021

Staff # 16

Met

Date of Hire: 09/21/2020

Staff # 17

Met

Date of Hire: 09/09/2021

Staff # 18

Met

Date of Hire: 08/10/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19

Met

Date of Hire: 03/03/2022

Staff # 20

Met

Date of Hire: 10/25/2021

Staff # 21

Met

Date of Hire: 11/01/2021

Staff # 22

Met

Date of Hire: 07/27/2016

| | |
|--------------------------|---|
| Staff # 23 | Met |
| Date of Hire: 08/29/2016 | |
| Staff # 24 | Met |
| Date of Hire: 08/01/2005 | |
| Staff # 25 | Met |
| Date of Hire: 02/26/2018 | |
| Staff # 26 | Met |
| Date of Hire: 04/06/2017 | |
| Staff # 27 | Met |
| Date of Hire: 10/03/2005 | |
| Staff # 28 | Met |
| Date of Hire: 05/31/2018 | |
| Staff # 29 | Met |
| Date of Hire: 08/03/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 30 | Met |
| Date of Hire: 08/29/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 31 | Met |
| Date of Hire: 11/09/2020 | |
| Staff # 32 | Met |
| Date of Hire: 08/02/2021 | |
| Staff # 33 | Met |
| Date of Hire: 02/15/2021 | |
| Staff # 34 | Met |
| Date of Hire: 01/01/2000 | |
| Staff # 35 | Met |
| Date of Hire: 07/26/2021 | |
| Staff # 36 | Met |
| Date of Hire: 07/12/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 37 | Met |

Records Reviewed: 51**Records with Missing/Incomplete Components: 0**

Date of Hire: 11/07/2016

Staff # 38 Met

Date of Hire: 06/16/2021

Staff # 39 Met

Date of Hire: 08/15/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 40 Met

Date of Hire: 01/25/2022

Staff # 41 Met

Date of Hire: 08/17/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 42 Met

Date of Hire: 08/07/2018

Staff # 43 Met

Date of Hire: 08/18/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 44 Met

Date of Hire: 08/12/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 45 Met

Date of Hire: 04/02/2007

Staff # 46 Met

Date of Hire: 04/19/2021

Staff # 47 Met

Date of Hire: 08/10/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 48 Met

Date of Hire: 08/10/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 49 Met

Date of Hire: 02/21/2008

Staff # 50 Met

Date of Hire: 02/04/2022

Staff # 51 Met

Records Reviewed: 51

Records with Missing/Incomplete Components: 0

Date of Hire: 09/15/2021

Staff Credentials Reviewed: 19

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 14 file(s) for employees hired since last visit.

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

Comment

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

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.