



**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:** 4/18/2022 **VisitType:** Monitoring Visit

**Arrival:** 10:15 AM **Departure:** 1:20 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@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.  <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.
04/18/2022	Monitoring Visit	Good Standing	
09/16/2021	Licensing Study	Good Standing	
01/20/2021	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	10	C	12	C	NA	NA	Floor Play,Nap,Diapering,Feeding
Main	Rm B	Infants	2	8	C	12	C	NA	NA	Feeding,Floor Play,Nap
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	Music,Circle Time
Main	Rm E	One Year Olds	2	10	C	17	C	NA	NA	Snack
Main	Rm F	Two Year Olds	2	17	C	23	C	NA	NA	Centers
Main	Rm G	Two Year Olds	2	11	C	18	C	NA	NA	Art
Main	Rm H	Four Year Olds	2	15	C	23	C	32	C	Circle Time
Main	Rm I	Four Year Olds	2	15	C	23	C	32	C	Art
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	17	C	20	C	NA	NA	Transitioning,Lunch
Main	Rm L	Three Year Olds	2	7	C	17	C	24	C	Lunch,Transitioning
Main	Rm M	One Year Olds	2	12	C	15	C	NA	NA	Floor Play
Main	Rm N	One Year Olds	2	10	C	17	C	NA	NA	Floor Play
Main	Rm O	Infants	3	11	C	18	C	NA	NA	Feeding,Floor Play,Nap

Total Capacity @35 sq. ft.: 301

Total Capacity @25 sq. ft.: 362

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

**Comments**

An in-person walk through of the facility was conducted on April 18, 2022. A letter requesting documents be uploaded by April 25, 2022, for the admin review was left with the director after the walk through. Background checks for all staff were reviewed during the walk through visit. The admin review was completed on April 26, 2022, and a copy of the report was emailed to the provider on this day.

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/RuleAndRegulations.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)

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Nicole Holder, Program Official

Date

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Beth Houtz, Consultant

Date



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### Findings Report

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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**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Not Met**

**Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the yellow and blue circular structure on the toddler playground was missing eight bolts at the top of the structure.

**POI (Plan of Improvement)**

The Center will replace the bolts on the circular structure and will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

**Correction Deadline: 4/28/2022**

**Technical Assistance**

591-1-1-.26 - The consultant discussed with the director about repainting the exposed roots on all the playgrounds and routinely checking fencing to ensure the fencing is at least 48 inches in height.

**Correction Deadline: 4/18/2022**

## 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.

## 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**

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**

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: 50**

**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: 07/12/2021	
Staff # 4	Met
Date of Hire: 01/11/2016	
Staff # 5	Met
Date of Hire: 04/01/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 09/10/2019	
Staff # 7	Met
Date of Hire: 08/25/2015	
Staff # 8	Met
Date of Hire: 08/18/2020	
Staff # 9	Met
Date of Hire: 08/26/2020	
Staff # 10	Met
Date of Hire: 08/06/2014	
Staff # 11	Met
Date of Hire: 06/30/2017	
Staff # 12	Met
Date of Hire: 09/08/2020	
Staff # 13	Met
Date of Hire: 04/09/2014	
Staff # 14	Met
Date of Hire: 08/23/2021	
Staff # 15	Met
Date of Hire: 09/21/2020	
Staff # 16	Met
Date of Hire: 09/09/2021	
Staff # 17	Met
Date of Hire: 03/03/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

Staff # 18	Met
Date of Hire: 03/18/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 19	Met
Date of Hire: 11/01/2021	
Staff # 20	Met
Date of Hire: 07/27/2016	
Staff # 21	Met
Date of Hire: 08/17/2020	
Staff # 22	Met
Date of Hire: 08/29/2016	
Staff # 23	Met
Date of Hire: 08/01/2005	
Staff # 24	Met
Date of Hire: 02/26/2018	
Staff # 25	Met
Date of Hire: 04/06/2017	
Staff # 26	Met
Date of Hire: 10/03/2005	
Staff # 27	Met
Date of Hire: 03/08/2021	
Staff # 28	Met
Date of Hire: 05/31/2018	
Staff # 29	Met
Date of Hire: 08/09/2021	
Staff # 30	Met
Date of Hire: 01/12/2022	
Staff # 31	Met
Date of Hire: 11/09/2020	
Staff # 32	Met
Date of Hire: 08/02/2021	

Staff # 33 Date of Hire: 06/04/2020	Met
Staff # 34 Date of Hire: 02/15/2021	Met
Staff # 35 Date of Hire: 01/01/2000	Met
Staff # 36 Date of Hire: 07/26/2021	Met
Staff # 37 Date of Hire: 02/16/2022	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 38 Date of Hire: 11/07/2016	Met
Staff # 39 Date of Hire: 06/16/2021	Met
Staff # 40 Date of Hire: 01/25/2022	Met
Staff # 41 Date of Hire: 08/07/2018	Met
Staff # 42 Date of Hire: 01/05/2022	Met
Staff # 43 Date of Hire: 07/16/2018	Met
Staff # 44 Date of Hire: 04/02/2007	Met
Staff # 45 Date of Hire: 04/19/2021	Met
Staff # 46 Date of Hire: 01/03/2022	Met
Staff # 47 Date of Hire: 02/21/2008	Met



**Records Reviewed: 50**

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

Staff # 48

Met

Date of Hire: 01/05/2022

Staff # 49

Met

Date of Hire: 02/04/2022

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

Staff # 50

Met

Date of Hire: 09/15/2021

**Staff Credentials Reviewed: 14**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 17 file(s) for employees hired since last visit.

**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.