



**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:** 2/16/2022 **VisitType:** Licensing Study

**Arrival:** 9:45 AM

**Departure:** 12:25 PM

**CCLC-14446**

**The Greenbrier Preschool**

3025 William Few Parkway Evans, GA 30809 Columbia County  
 (706) 210-4592 ktracy@thebradleyschools.com

**Mailing Address**

3804 Evans To Locks Road  
 Martinez, GA 30907

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@dec.al.ga.gov

**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.  <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.
02/16/2022	Licensing Study	Good Standing	
08/04/2021	Monitoring Visit	Good Standing	
01/27/2021	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	Infants	Infants	5	13	C	28	C	NA	NA	Nap,Feeding,Flo or Play
Main	K-4	GA PreK	2	22	C	31	C	NA	NA	Outside
Main	Pre-K/After School	GA PreK	2	20	C	30	C	NA	NA	Outside
Main	T-1A	One Year Olds	3	12	C	15	C	NA	NA	Floor Play
Main	T-1B	One Year Olds	3	11	C	21	C	NA	NA	Centers
Main	T-2A	Two Year Olds	3	16	C	18	C	NA	NA	Outside
Main	T-2B	Two Year Olds and Three Year Olds	3	22	C	29	C	NA	NA	Outside
Main	T-3A	Three Year Olds	2	20	C	22	C	NA	NA	Transitioning
Main	T-3B	Three Year Olds and Four Year Olds	3	22	C	22	C	NA	NA	Lunch,Transitioning
Total Capacity @35 sq. ft.: 216			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 158			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Infant Playground	3	C
Main	PG- Left Playground	105	C
Main	PG- Right	27	C

### Comments

On this date, the consultant followed up to previous visit and conducted an on-site Licensing Study. Consultant requested the provider submit required documents for the Administrative Review process. An Administrative Review was conducted on March 22, 2022. Staff files, children's files, training, and background checks were all reviewed. The Consultant completed exit conference virtually and a copy of licensing study/monitoring visit report was electronically emailed to the Program on March 22, 2022.

Plan of Improvement: Developed This Date 02/16/2022

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>

Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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), e-mail the following information to [CCSRefutations@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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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Katie Tracy, Program Official

Date

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Melyn Smith, 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)**

**Technical Assistance**

**Comment**

A variety of equipment and toys were observed throughout the center.

**Technical Assistance**

591-1-1-.12(2) - The Consultant discussed with the Director to please ensure the vinyl blocks with small tears in the corners in the T-2A Classroom were removed or repaired prior to children accessing them.

**Correction Deadline: 2/16/2022**

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 10**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 5 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 6 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 7 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 8 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 9 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 10 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

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**591-1-1-.08 Children's Records**

**Not Met**

**Finding**

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, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined, based on review of records, that ten of ten children's files reviewed were lacking the names, addresses, and phone numbers of authorized release persons on this date.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**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)**

**Not Met**

**Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined, based on observation, that adult scissors, tape with dispenser, a push pin, and a staple remover were observed accessible to children in the top drawer of a storage bin by the computer in the Pre-K/Afterschool Classroom on this date. It was further determined that a broom and dust pan were observed accessible to children in the T-1B classroom on this date.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/17/2022**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined, based on observation, that the handle was observed to be off the faucet with a long rod accessible to children in the bathroom between the two Pre-K classrooms on this date. It was further determined that dust was observed present on the ventilation fans in the bathrooms located between T-2A and T-2B and between T-3A and T-3B on this date, which posed as a potential fire hazard.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 2/25/2022**

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined, based on observation, that the fence was observed not secure at the bottom in the middle of the Left Playground surrounding the water meter cover close to the building on this date, which posed as an entrapment hazard.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 2/25/2022**

**Technical Assistance**

591-1-1-.26(6) - The Consultant discussed with the Director to ensure all scooters, bicycles, and tricycles have all handles, as one scooter was observed to missing both handles on the Left Playground on this date. The Director removed the scooter during the visit.

**Correction Deadline: 2/26/2022**

## Food Service

### 591-1-1-.15 Food Service & Nutrition

Not Met

#### Comment

Center menu meets USDA guidelines. The Center was observed to serve macaroni and cheese, corn, peaches, and milk on this date for lunch.

#### Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of records, that thirteen of thirteen infant feeding plans were missing required information, as the Center was not using the updated infant feeding plan form on this date. The Consultant provided the Center with the updated infant feeding plan by email.

#### POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 3/25/2022**

## Health and Hygiene

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

Met

#### Comment

Staff state proper knowledge of diapering procedures.

### 591-1-1-.17 Hygiene(CR)

Met

#### Comment

Please ensure lids remain on trash containing organic waste.

#### Comment

Proper hand washing observed throughout the center.

### 591-1-1-.20 Medications(CR)

Met

#### Comment

Documentation for medication dispensing observed complete.

## Policies and Procedures

### 591-1-1-.21 Operational Policies & Procedures

Met

#### Comment

Program observed 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-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed.

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Technical Assistance****Comment**

Pleasant naptime environment observed.

**Technical Assistance**

591-1-1-.30(1)(a)3 - The Consultant discussed with the Director to please ensure crib sheets were tight fitting and were tightened after infants' naps, as crib sheets were observed to be loose after being occupied by infants on this date.

**Correction Deadline: 2/16/2022****Staff Records****Records Reviewed: 42****Records with Missing/Incomplete Components: 1**

Staff # 1 Met

Date of Hire: 05/04/2019

Staff # 2 Met

Date of Hire: 08/12/2019

Staff # 3 Met

Date of Hire: 01/03/2022

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

Staff # 4 Met

Date of Hire: 02/17/2020

Staff # 5 Met

Date of Hire: 02/01/2021

Staff # 6 Met

Date of Hire: 09/23/2020

Staff # 7 Met

Date of Hire: 07/27/2015

Staff # 8 Met

Date of Hire: 06/15/2017

Staff # 9 Met



Date of Hire: 09/19/2019

Staff # 10 Met

Date of Hire: 07/09/2019

Staff # 11 Met

Date of Hire: 02/09/2018

Staff # 12 Met

Date of Hire: 11/20/2000

Staff # 13 Met

Date of Hire: 12/02/2019

Staff # 14 Met

Date of Hire: 10/04/2021

Staff # 15 Met

Date of Hire: 08/26/2021

Staff # 16 Met

Date of Hire: 07/08/2021

Staff # 17 Met

Date of Hire: 05/18/2021

Staff # 18 Met

Date of Hire: 05/06/2014

Staff # 19 Met

Date of Hire: 07/11/2019

Staff # 20 Met

Date of Hire: 06/12/2009

Staff # 21 Met

Date of Hire: 06/10/2021

Staff # 22 Met

Date of Hire: 09/20/2021

Staff # 23 Met

Date of Hire: 05/17/2021

Staff # 24 Met

Date of Hire: 12/06/2021

Staff # 25	Met
Date of Hire: 10/05/2009	
Staff # 26	Met
Date of Hire: 07/16/2021	
Staff # 27	Met
Date of Hire: 02/15/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 28	Not Met
Date of Hire: 05/06/2021	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 29	Met
Date of Hire: 07/23/2007	
Staff # 30	Met
Date of Hire: 01/31/2020	
Staff # 31	Met
Date of Hire: 06/07/2018	
Staff # 32	Met
Date of Hire: 09/21/2005	
Staff # 33	Met
Date of Hire: 06/17/2021	
Staff # 34	Met
Date of Hire: 10/11/2021	
Staff # 35	Met
Date of Hire: 05/01/2016	
Staff # 36	Met
Date of Hire: 08/16/2021	
Staff # 37	Met
Date of Hire: 01/01/2000	
Staff # 38	Met
Date of Hire: 09/20/2021	

**Records Reviewed: 42****Records with Missing/Incomplete Components: 1**

Staff # 39	Met
Date of Hire: 07/26/2019	
Staff # 40	Met
Date of Hire: 10/25/2021	
Staff # 41	Met
Date of Hire: 10/22/2012	
Staff # 42	Met
Date of Hire: 07/28/2020	

**Staff Credentials Reviewed: 21****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met****Comment**

Criminal record checks were observed to be complete.

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

Please be mindful of training expiration dates. Please ensure staff who complete online First Aid and CPR training complete the hands-on component for CPR training.

**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.