



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: 8/28/2019 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 1:30 PM

CCLC-14930

Brookfield Academy

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

Regional Consultant

Beth Houtz

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 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.
08/28/2019	Licensing Study	Good Standing	
05/06/2019	Complaint Investigation Follow Up	Good Standing	
05/06/2019	Complaint Closure	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	Floor Play,Feeding
Main	Rm B	Infants	2	6	C	12	C	NA	NA	Floor Play,Feeding
Main	Rm C	Three Year Olds	2	14	C	20	C	28	C	Circle Time
Main	Rm D	Three Year Olds	2	17	C	24	C	34	C	Circle Time
Main	Rm E	One Year Olds	2	6	C	17	C	NA	NA	Music
Main	Rm F	Two Year Olds	2	15	C	23	C	NA	NA	Circle Time
Main	Rm G	One Year Olds	2	5	C	18	C	NA	NA	Art,Diapering
Main	Rm H	Four Year Olds	2	15	C	23	C	32	C	Circle Time
Main	Rm I	Four Year Olds	2	12	C	23	C	32	C	Circle Time
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	17	C	20	C	NA	NA	Circle Time
Main	Rm L	Two Year Olds	2	14	C	17	C	24	C	Music,Circle Time
Main	Rm M	One Year Olds	2	9	C	15	C	NA	NA	Snack
Main	Rm N	One Year Olds	2	6	C	17	C	NA	NA	Free Play
Main	Rm O	Infants	2	12	C	18	C	NA	NA	Floor Play,Nap
Total Capacity @35 sq. ft.: 301					Total Capacity @25 sq. ft.: 362					
Total # Children this Date: 155					Total Capacity @35 sq. ft.: 301					
					Total Capacity @25 sq. ft.: 362					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

Comments

The purpose of today's visit is a licensing study. This is the first visit of the fiscal year. The center does provide before and after school transportation. All employee files were reviewed during the visit.

Plan of Improvement: Developed This Date 08/28/2019

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/ChildCare/Programs/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

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.

- 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/ChildCare/Programs/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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Nicole Holder, Program Official

Date

Beth Houtz, Consultant

Date



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Findings Report

Date: 8/28/2019 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Lesson Plans were observed to be posted and up to date.

Correction Deadline: 8/28/2019

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
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Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

591-1-1-.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)	Met
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Comment

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Food Service

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures	Met
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Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices	Met
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Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting	Met
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Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)	Met
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Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)	Met
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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)	Not Met
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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.

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation that in Classroom A there were three of eight crib sheets that were loose fitting and Classroom O there was one of twelve crib sheets that was loose fitting and an infant in the crib with the loose fitting sheet.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. The center will purchase sheet clips to ensure the fitted sheet is tight fitting and will look into purchasing smaller crib sheets.

Correction Deadline: 8/28/2019

Staff Records

Staff # 1	Met
Date of Hire: 11/22/2016	
Staff # 2	Met
Date of Hire: 08/01/2005	
Staff # 3	Met
Date of Hire: 01/11/2016	
Staff # 4	Met
Date of Hire: 08/25/2015	
Staff # 5	Met
Date of Hire: 08/14/2018	
Staff # 6	Met
Date of Hire: 08/06/2014	
Staff # 7	Met
Date of Hire: 06/30/2017	
Staff # 8	Met
Date of Hire: 04/09/2014	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 08/20/2019	
Staff # 11	Met
Date of Hire: 11/13/2017	
Staff # 12	Met
Date of Hire: 07/27/2016	
Staff # 13	Met
Date of Hire: 08/01/2016	
Staff # 14	Met
Date of Hire: 08/29/2016	
Staff # 15	Met
Date of Hire: 02/26/2018	
Staff # 16	Met

Date of Hire: 04/06/2017

Staff # 17 Met

Date of Hire: 10/03/2005

Staff # 18 Met

Date of Hire: 06/20/2019

Staff # 19 Met

Date of Hire: 11/07/2016

Staff # 20 Met

Date of Hire: 05/28/2019

Staff # 21 Met

Date of Hire: 08/07/2018

Staff # 22 Met

Date of Hire: 07/16/2018

Staff # 23 Met

Date of Hire: 08/01/2018

Staff # 24 Met

Date of Hire: 04/02/2007

Staff # 25 Met

Date of Hire: 08/13/2018

Staff # 26 Met

Date of Hire: 02/21/2008

Staff # 27 Met

Date of Hire: 08/27/2019

Staff # 28 Met

Date of Hire: 08/01/2019

Staff Credentials Reviewed: 15

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**

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

591-1-1-.33 Staff Training	Met
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Comment

Documentation observed of required staff training.

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

Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR)	Met
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Comment

Staff observed to provide direct supervision and be attentive to children's needs.