



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: 9/16/2021 **VisitType:** Licensing Study **Arrival:** 12:00 PM **Departure:** 2:00 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

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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.
09/16/2021	Licensing Study	Good Standing	
01/20/2021	Monitoring Visit	Good Standing	
07/28/2020	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	10	C	12	C	NA	NA	Floor Play,Feeding,Nap
Main	Rm B	Infants	2	10	C	12	C	NA	NA	Feeding,Nap
Main	Rm C	Three Year Olds	2	16	C	20	C	28	C	Story
Main	Rm D	Three Year Olds	2	15	C	24	C	34	C	Story
Main	Rm E	Infants and One Year Olds	2	7	C	17	C	NA	NA	Nap,Story
Main	Rm F	Two Year Olds	2	19	C	23	C	NA	NA	Nap,Transitioning
Main	Rm G	One Year Olds	2	7	C	18	C	NA	NA	Nap
Main	Rm H	Four Year Olds	2	18	C	23	C	32	C	Nap
Main	Rm I	Four Year Olds	2	14	C	23	C	32	C	Nap
Main	Rm J		0	0	C	42	C	60	C	
Main	Rm K	Two Year Olds	2	14	C	20	C	NA	NA	Nap
Main	Rm L	Three Year Olds	2	11	C	17	C	24	C	Nap
Main	Rm M	One Year Olds	2	8	C	15	C	NA	NA	Nap
Main	Rm N	Infants and One Year Olds	2	6	C	17	C	NA	NA	Nap
Main	Rm O	Infants	2	11	C	18	C	NA	NA	Floor Play,Nap,Feeding
Total Capacity @35 sq. ft.: 301			Total Capacity @25 sq. ft.: 362							
Total # Children this Date: 166			Total Capacity @25 sq. ft.: 362							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1	357	C

Comments

An Administrative Review was conducted on September 14, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 16, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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

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/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)



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: 9/16/2021 **VisitType:** Licensing Study

Arrival: 12:00 PM

Departure: 2:00 PM

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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

Discussed rotating toys to support the procedures of daily disinfecting.

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
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Comment

Bathrooms observed to be clean and well maintained.

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

No hazards observed accessible to children on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Please ensure to monitor the playground areas for the following hazards: - Normal wear and tear of playground equipment and toys. Potential entrapment hazards in the fence surrounding the playground area. Biting and/or stinging insects (i.e. ants, bees, etc.). Loose and/or weak tree branches surrounding the playground area. Standing water in and around playground equipment after inclement weather.

Regulations regarding the associated rules with fencing, playground equipment, resilient surfacing and keeping playground area free of hazards were discussed with the Director/Provider on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Diapering was not directly observed during the virtual walk through. Procedures and sanitation regarding proper diapering were discussed with the Director/Provider on this date. Changing pad and table as well as the adjacent sink were observed.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing was not directly observed during the virtual walk through. Hand washing supplies were observed, and hand washing practices were discussed with the Director on this date.

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 to have completed and documented emergency drills.

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

Thank you for reporting as required.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director/Provider on this date.

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

Field trip documentation observed to be complete.

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
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591-1-1-.30 Safe Sleeping and Resting Requirements(CR)	Met
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Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Tight fitting sheets, SIDS, and infant sleeping position were discussed with the Director on this date.

	Staff Records
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Records Reviewed: 47	Records with Missing/Incomplete Components: 0
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Staff # 1	Met
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Date of Hire: 08/17/2020

Staff # 2	Met
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Date of Hire: 02/03/2021

Staff # 3	Met
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Date of Hire: 08/25/2021

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

Staff # 4	Met
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Date of Hire: 08/01/2005

Staff # 5	Met
Date of Hire: 07/12/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 01/11/2016	
Staff # 7	Met
Date of Hire: 09/10/2019	
Staff # 8	Met
Date of Hire: 08/25/2015	
Staff # 9	Met
Date of Hire: 08/18/2020	
Staff # 10	Met
Date of Hire: 08/26/2020	
Staff # 11	Met
Date of Hire: 08/06/2014	
Staff # 12	Met
Date of Hire: 06/30/2017	
Staff # 13	Met
Date of Hire: 09/08/2020	
Staff # 14	Met
Date of Hire: 04/09/2014	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 09/21/2020	
Staff # 17	Met
Date of Hire: 08/14/2020	
Staff # 18	Met
Date of Hire: 09/09/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19	Met
Date of Hire: 08/04/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff # 20	Met
Date of Hire: 07/27/2016	
Staff # 21	Met
Date of Hire: 08/01/2016	
Staff # 22	Met
Date of Hire: 08/17/2020	
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: 08/16/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 29	Met
Date of Hire: 07/01/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 30	Met
Date of Hire: 05/31/2018	
Staff # 31	Met
Date of Hire: 08/09/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 32	Met
Date of Hire: 11/09/2020	
Staff # 33	Met
Date of Hire: 08/02/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 34	Met

Records Reviewed: 47**Records with Missing/Incomplete Components: 0**

Date of Hire: 06/04/2020

Staff # 35

Met

Date of Hire: 07/26/2021

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

Staff # 36

Met

Date of Hire: 11/07/2016

Staff # 37

Met

Date of Hire: 08/01/2018

Staff # 38

Met

Date of Hire: 06/16/2021

Staff # 39

Met

Date of Hire: 08/07/2018

Staff # 40

Met

Date of Hire: 05/06/2021

Staff # 41

Met

Date of Hire: 07/16/2018

Staff # 42

Met

Date of Hire: 08/01/2018

Staff # 43

Met

Date of Hire: 04/02/2007

Staff # 44

Met

Date of Hire: 04/19/2021

Staff # 45

Met

Date of Hire: 08/04/2021

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

Staff # 46

Met

Date of Hire: 02/21/2008

Staff # 47

Met

Date of Hire: 08/01/2019

Staff Credentials Reviewed: 16

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided 15 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**

Center observed to maintain appropriate staff:child ratios.