



**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:** 8/9/2017      **VisitType:** Initial Licensing Study      **Arrival:** 9:30 AM      **Departure:** 2:15 PM

**CCLC-47767**

**Sunbrook Academy at Stilesboro**

5181 Stilesboro Road Kennesaw, GA 30152 Cobb County  
 (770) 794-0234 director.stilesboro@sunbrookacademy.com

**Mailing Address**  
 Same

**Regional Consultant**

Shyreeta Hicks  
 Phone: (770) 344-5107  
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 shyreeta.hicks@dec.al.ga.gov  
 Joint with: Lisa Johnson

<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.
08/09/2017	Initial Licensing Study	Good Standing	
			<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.

**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	A	Infants	2	7	C	14	C	NA	NA	Nap,Floor Play,Feeding
Main	B	One Year Olds	2	7	C	15	C	NA	NA	Free Play
Main	C	Two Year Olds	2	8	C	21	C	NA	NA	Circle Time
Main	D	Two Year Olds	2	13	C	25	C	NA	NA	Centers
Main	E	Three Year Olds	1	11	C	22	C	NA	NA	Centers
Main	F1	Three Year Olds	1	12	C	16	C	NA	NA	Art
Main	F2	Three Year Olds	2	9	C	12	C	NA	NA	Music
Main	G	PreK	2	21	C	30	C	NA	NA	Story
Main	H1	PreK	2	20	C	18	NC	NA	NA	Outside
Main	H2	Four Year Olds	1	14	C	20	C	NA	NA	Transitioning,Story

Total Capacity @35 sq. ft.: 193

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 122

Total Capacity @35 sq. ft.: 193

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	C	24	C
Main	covered patio	17	C
Main	Left side	109	C
Main	Rear	125	C

### Comments

The purpose of this visit was to conduct the Initial Licensing Study visit. The Compliance Enforcement Worksheet was discussed on this date. A temporary license was issued on this date.

Permission to Operate was received August 17, 2017. The center carries Liability Insurance on this date.

Plan of Improvement: Developed This Date 08/09/2017

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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You have received permission to operate and the form received with this report is intended to serve as a temporary license which is **valid for thirty(30) days**. Your actual license/ will be emailed to you upon receipt of the licensing fee. You may pay the licensing fee either online at <http://www.dec.al.ga.gov/> or by certified check or money order mailed to: Bright from the Start, 2 Martin Luther King Jr. Drive SE, Suite 670 East Tower, Atlanta, GA 30334

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.

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#### 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.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 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.al.ga.gov/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.

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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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Kellie Strickland, Program Official	Date
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Lisa Johnson, Consultant	Date
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Shyreeta Hicks, Consultant	Date
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### Findings Report

**Date:** 8/9/2017 **VisitType:** Initial Licensing Study **Arrival:** 9:30 AM **Departure:** 2:15 PM

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The following information is associated with a Initial Licensing Study:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Facility

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Discuss-Children Moved Maintain Capacity

**Comment**

Licensed Capacity Routinely Met

**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 potential hazards were observed in Classroom H and Classroom I. The Consultant observed a drill, Sharpie permanent markers, and a staff person's backpack in the unlocked closet in Classroom I. The Consultant observed baby oil and a staff person's bag in the unlocked closet in Classroom H.

**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: 8/9/2017**

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

**Comment**

Discussed-Fluff/Redistribute Surface

**Comment**

Observation-Clean/Good Repair

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**Food Service**

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

**Comment**

Menu Meets USDA Guidelines

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

**Comment**

Kitchen Appears Clean/Well Organized

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**Health and Hygiene**

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

**Comment**

Diapering requirements discussed

**Comment**

No children enrolled

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

**Comment**

Observed-Proper Hand Washing Throughout

**Comment**

Observed-Staff Remind Children Wash Hand

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

**Comment**

Discussed-Documentation/Procedures

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**Safety**

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

**Comment**

Observed-Discussion/Redirection

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

**Comment**

Proper documentation discussed on this date.

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

**Comment**

Observed-Complete Documentation

**Comment**

Vehicle had fire extinguisher and first aid kit

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

**Comment**

Discussed-SIDS/Infant Sleeping Position

<b>Staff Records</b>
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**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

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

Observed-50% Certified First Aid &amp; CPR. Discussed the requirement for 100% of staff being certified in First Aid and CPR.

**Comment**

Observed-Center/Vehicle Kits Complete

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

Lead staff education requirements

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Observed-Adequate Supervision

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

Observed-Direct Supervision/Attentive Staff