



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: 7/28/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 2:00 PM **Departure:** 3:50 PM

CCLC-37755

Sunshine Early Learning Center

3955 Highway 53 Hoschton, GA 30548 Jackson County
 (706) 684-0775 director@sunshinegeorgia.org

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

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margarita.collier@dec.al.gov

Mailing Address

Same

Quality Rated: ★ ★

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.
07/28/2021	Complaint Investigation & Licensing Study	Good Standing	
04/28/2021	Complaint Investigation by Phone	Good Standing	
02/11/2021	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	A/1R		0	0	C	13	C	NA	NA	
Main	B/2R	Infants	1	6	C	0	NC	NA	NA	Floor Play
Main	C/3R	One Year Olds	2	4	C	9	C	NA	NA	Art
Main	D/1L		0	0	C	16	C	NA	NA	
Main	E/2L		0	0	C	12	C	NA	NA	
Main	F/Middle	Two Year Olds	1	5	C	11	C	NA	NA	Centers
Main	G/Gym		0	0	C	46	C	NA	NA	
Main	H- 1R Hall		0	0	C	19	C	NA	NA	
Main	I/1L-Hall		0	0	C	16	C	NA	NA	
Main	J/ 1L Main	Three Year Olds and Four Year Olds	2	10	C	41	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 183

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 25

Total Capacity @35 sq. ft.: 183

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance

Comments

An administrative review was completed on August 10, 2021. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on August 10, 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.ga.gov/CCS/RulesAndRegulations.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.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.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.

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.dec.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@dec.ga.gov

Ruby Angel, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 7/28/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 2:00 PM **Departure:** 3:50 PM

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The following information is associated with a Licensing Study 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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

Records Reviewed: 5**Records with Missing/Incomplete Components: 5**

.08(1)(a)-Work Number Missing,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing

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 three of five children's records did not have documentation of the parents' work number and one of five children's records did not have documentation of the parents' work address. A review of records further determined that one of five children's records did not have documentation of the release to persons, four of five children's records did not have documentation of the release to persons' address, and one of five children's records did not have documentation of the doctor's name and contact number.

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.

Correction Deadline: 7/28/2021

	Facility
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591-1-1-.06 Bathrooms**Met****Comment**

Bathrooms observed to be clean and well maintained.

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**

Center appears clean and well maintained.

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

Technical Assistance

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.
- Repluff the resilient surface surrounding the fall zones of playground equipment as needed.

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

Please ensure that infant feeding forms are updated regularly.

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

Kitchen appears clean and well organized.

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**

Staff stated the proper handwashing procedures.

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

Correction Deadline: 2/17/2021

Corrected on 7/28/2021

The previous citation was observed to be corrected. The consultant observed the medication forms to be complete with the required medication administration dates, time, and amounts noted on the required forms.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on review of records that the center's emergency preparedness plan did not include the following: relocation, communication, and reunification with families, continuity of operations, and specific accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 8/2/2021

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that the center did not complete a lockdown drill within the first six-months of the year 2021.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 8/2/2021

591-1-1-.29 Required Reporting

Technical Assistance

Technical Assistance

The consultant discussed the required reporting requirements (i.e., communicable illness, annual inspections, program operating status, and child abuse, neglect and deprivation).

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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.

Comment

The following vehicles were observed to have a current vehicle inspection report on file:

- Tag # DQM514 - Expires August 9, 2022
- Tag # DWF 448 - Expires August 9, 2022

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

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.

Correction Deadline: 2/11/2021

Corrected on 7/28/2021

The previous citation was observed to be corrected. The consultant observed the infant crib sheets to be clean and in good repair.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 0

Staff # 1 Date of Hire: 11/24/2020	Met
Staff # 2 Date of Hire: 04/09/2019	Met
Staff # 3 Date of Hire: 04/29/2021	Met
Staff # 4 Date of Hire: 08/02/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 12/23/2020	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8 Date of Hire: 05/19/2020	Met
Staff # 9 Date of Hire: 02/27/2017	Met
Staff # 10 Date of Hire: 02/04/2021	Met
Staff # 11 Date of Hire: 04/23/2021	Met
Staff # 12 Date of Hire: 01/16/2016	Met

Staff Credentials Reviewed: 7

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Correction Deadline: 2/11/2021

Corrected on 7/28/2021

The previous citation was observed to be corrected. The consultant observed 12 of 12 staff members to have evidence of a comprehensive determination letter on file.

Correction Deadline: 2/11/2021

Corrected on 7/28/2021

The previous citation was observed to be corrected. The consultant observed 12 of 12 staff members to have evidence of a comprehensive determination letter on file.

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)**Technical Assistance****Technical Assistance**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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)**Defer****Defer**

The previous citation was deferred due to a virtual visit being completed. This rule will be evaluated during the center's next regulatory visit.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 4/28/2021

The following information is associated with a Complaint Investigation Visit:

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 5

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(3)-Address of Release Person Missing	

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

Not Met

Correction Deadline: 12/20/2020

Corrected on 7/28/2021

The previous citation was observed to be corrected. The consultant observed five of five children's files to have evidence of a current immunization certificate on file.