



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: 8/14/2020 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 11:00 AM

CCLC-37755

Sunshine Early Learning Center

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

Mailing Address
 Same

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920
 Fax: (404) 478-8021
 stacy.whitten@decal.ga.gov

Joint with: Ashley Shirah

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.
08/14/2020	Licensing Study	Good Standing	
04/22/2020	Incident Investigation Closure	Good Standing	
03/18/2020	Incident Investigation & Follow Up	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	Infants	2	5	C	13	C	NA	NA	Diapering, Floor Play
Main	B/2R		0	0	C	0	C	NA	NA	
Main	C/3R		0	0	C	9	C	NA	NA	
Main	D/1L		0	0	C	16	C	NA	NA	
Main	E/2L	Six Year Olds and Over	1	5	C	12	C	NA	NA	Art
Main	F/Middle		0	0	C	11	C	NA	NA	
Main	G/Gym	Two Year Olds and Three Year Olds	2	5	C	46	C	NA	NA	Floor Play
Main	H- 1R Hall	Four Year Olds	1	4	C	19	C	NA	NA	Centers
Main	I/1L-Hall	Three Year Olds and Four Year Olds	1	2	C	16	C	NA	NA	Centers
Main	J/ 1L Main		0	0	C	41	C	NA	NA	

Total Capacity @35 sq. ft.: 183

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 21

Total Capacity @35 sq. ft.: 183

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

An Administrative Review was conducted on August 13, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 14, 2020 with the director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 16, 2020 was reviewed during the virtual inspection.

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.al.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.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.

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.al.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.al.ga.gov

Shannon Burdette, Program Official

Date

Stacy Whitten, Consultant

Date

Ashley Shirah, 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(4) - Consultant discussed with provider to monitor and ensure cots are not stacked too high so they do not pose a tipping hazard.

Correction Deadline: 8/12/2020

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

Met

Comment

Center does not provide swimming activities.

Facility

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.

Comment

No hazards observed accessible to children on this date.

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

Technical Assistance

Correction Deadline: 3/27/2020

Corrected on 8/14/2020

.26(4) - Correction of the previous citation in that consultant observed there to be no gaps in the fencing on this date.

Correction Deadline: 3/27/2020

Corrected on 8/14/2020

.26(6) - Correction of the previous citation in that consultant observed the swings to have been removed from the playground, and equipment was observed to be in good repair.

Technical Assistance

591-1-1-.26(9) - Consultant discussed with provider to monitor and ensure all PVC piping is securely attached. Please monitor and reattach the PVC pipe located on the far preschool playground, where it is becoming detached. Also discussed with provider to move the plastic slide located on the small preschool playground, to ensure it is not near any other equipment or poles.

Correction Deadline: 8/14/2020

Food Service

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

Comment

Center menu meets USDA guidelines.

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 proper hand washing procedures on this date.

591-1-1-.20 Medications(CR) **Not Met**

Comment

Discussed proper medication documentation and procedures.

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication.

It was determined based on a review of records that the following medication records were incomplete on this date:

on July 10, 2020, Albuterol was not dispensed at 9:00 a.m as required per the medication form

a medication form dated July 17-21, 2020 had two medications listed instead of one per form

a medication form dated August 6, 2020 did not have an ending date

a medication form dated the week of March 5-13, 2020, a set time was not documented for the medication to be dispensed

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 8/12/2020

Policies and Procedures

591-1-1-.29 Required Reporting**Met****Correction Deadline: 2/28/2020****Corrected on 8/14/2020****.29(3) - Correction of the previous citation in that the required reporting procedures have been met on this date. Consultant reviewed required reporting procedures with provider on this date.****Safety**

591-1-1-.05 Animals**Technical Assistance****Technical Assistance**

591-1-1-.05 - Consultant discussed the rules for animals at centers with Director on this date. Consultant reviewed rules for supervision, confinement and vaccinations for animals, for future reference if the center has animals on site.

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

Staff were observed to maintain a positive learning environment on this date.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Consultant discussed that due to COVID 19 restrictions, school and home transportation may only be provided at this time. Director stated transportation to and from school has resumed.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Technical Assistance

591-1-1-.30(4) - Consultant discussed with provider to monitor and ensure cots are not stored with the feet touching the sheets, to maintain cleanliness and separation between children's bedding.

Correction Deadline: 8/12/2020

Staff Records

Records Reviewed: 13**Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 04/09/2019

Staff # 2

Met

Staff # 3

Met

Date of Hire: 05/25/2020

Staff # 4

Met

Date of Hire: 06/30/2020

Staff # 5 Met

Staff # 6 Met

Staff # 7 Met

Date of Hire: 05/19/2020

Staff # 8 Met

Date of Hire: 03/19/2019

Staff # 9 Not Met

Date of Hire: 04/17/2017

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 10 Met

Date of Hire: 07/24/2020

Staff # 11 Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 12 Not Met

Date of Hire: 01/26/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 13 Met

Date of Hire: 08/10/2020

Staff Credentials Reviewed: 5

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

Comment

Criminal record checks were observed to be complete.

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records checks were observed to be complete. Consultant reviewed all employee background check letters on this date. All staff were observed to have evidence of satisfactory comprehensive background check letters on this date.

Comment

Director provided five file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR Not Met

Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on a review of records that three staff members hired more than ninety days ago did not have evidence of completing the required CPR/First aid training on this date.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 9/13/2020

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

Comment

Documentation observed of required staff training.

Correction Deadline: 4/10/2020

Corrected on 8/14/2020

.33(3) - Correction of the previous citation in that all staff hired past 90 days were observed to have completed the required Health and Safety Orientation training on this date.

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

Comment

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) **Met**

Comment

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