



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: 4/3/2019 **VisitType:** Licensing Study **Arrival:** 10:00 AM **Departure:** 1:00 PM

CCLC-47767

Sunbrook Academy at Stilesboro

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

Regional Consultant

Karyn Presley

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karyn.presley@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.
04/03/2019	Licensing Study	Good Standing	
11/30/2018	Monitoring Visit	Good Standing	
01/04/2018	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	Two Year Olds and Three Year Olds	1	9	C	14	C	NA	NA	Free Play
Main	B	One Year Olds and Two Year Olds	2	15	C	15	C	NA	NA	Outside
Main	C	One Year Olds	2	12	C	21	C	NA	NA	Free Play
Main	D	Infants	2	6	C	25	C	NA	NA	Nap,Floor Play,Feeding
Main	E	Four Year Olds and Five Year Olds	1	13	C	22	C	NA	NA	Outside
Main	F1	Three Year Olds	1	8	C	16	C	NA	NA	Free Play
Main	F2	Three Year Olds	1	8	C	12	C	NA	NA	Free Play
Main	G	Three Year Olds and Four Year Olds	1	11	C	30	C	NA	NA	Snack,Transitioning
Main	H1	Five Year Olds and Six Year Olds and Over	1	17	C	18	C	NA	NA	Free Play,Centers
Main	H2		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 193			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 99			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

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/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/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.state.ga.us/>
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.state.ga.us

Kellie Strickland, Program Official

Date

Karyn Presley, Consultant

Date



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Findings Report

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Departure: 1:00 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

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

Comment

Parent authorizations obtained/completed.

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

Playground observed to be clean and in good repair.

Food Service

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

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

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

Staff state proper knowledge of diapering procedures.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

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

Reminder for lock down drill

Correction Deadline: 4/8/2019**Safety****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**

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)****Met****Comment**

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 28****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/09/2017	
Staff # 3	Met
Date of Hire: 08/09/2017	
Staff # 5	Met
Date of Hire: 02/17/2015	
Staff # 8	Met
Date of Hire: 03/27/2018	
Staff # 9	Met
Date of Hire: 01/22/2019	
Staff # 16	Met

Records Reviewed: 28**Records with Missing/Incomplete Components: 0**

Date of Hire: 09/18/2017

Staff # 17

Met

Date of Hire: 02/05/2019

Staff # 18

Met

Date of Hire: 03/29/2019

Staff # 21

Met

Date of Hire: 03/15/2012

Staff # 23

Met

Date of Hire: 10/24/2018

Staff # 24

Met

Date of Hire: 09/07/2018

Staff # 25

Met

Date of Hire: 05/11/2017

Staff # 26

Met

Date of Hire: 08/06/2018

Staff # 27

Met

Date of Hire: 11/02/2018

Staff # 28

Met

Date of Hire: 10/01/2018

Records Reviewed: 28**Records with Missing/Incomplete Components: 0**

Staff # 2

Met

Date of Hire: 03/21/2016

Staff # 4

Met

Date of Hire: 02/17/2015

Staff # 6

Met

Date of Hire: 08/09/2017

Staff # 7

Met

Date of Hire: 06/14/2016

Staff # 10

Met

Date of Hire: 07/27/2015

Staff # 11

Met

Records Reviewed: 28**Records with Missing/Incomplete Components: 0**

Date of Hire: 08/10/2015

Staff # 12

Met

Date of Hire: 08/09/2017

Staff # 13

Met

Date of Hire: 08/09/2017

Staff # 14

Met

Date of Hire: 09/01/2016

Staff # 15

Met

Date of Hire: 08/09/2017

Staff # 19

Met

Date of Hire: 08/09/2017

Staff # 20

Met

Date of Hire: 04/17/2006

Staff # 22

Met

Date of Hire: 07/22/2013

Staff Credentials Reviewed: 28**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit.

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

Evidence observed of 100% 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.

Comment

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