



**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:** 8/9/2023    **VisitType:** LS POI Follow Up    **Arrival:** 10:00 AM    **Departure:** 2:20 PM

**CCLC-38943**

**Sunbrook Academy at Luella Academy**

235 Walker Drive McDonough, GA 30253 Henry County  
 (770) 914-1933 director.luella@sunbrookacademy.com

**Regional Consultant**

April Brown

Phone: (770) 357-5101

Fax: (770) 357-5102

april.brown@decal.ga.gov

Joint with: Brandi Mangino

**Mailing Address**  
 Same

**Quality Rated:** No

<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.  <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.
08/09/2023	LS POI Follow Up	Deficient	
07/14/2023	Incident Investigation Closure	Deficient	
07/06/2023	TA 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
Building 2	1L Pre-K	GA PreK	2	16	C	22	C	NA	NA	Centers
Building 2	1R Pre-K	GA PreK	2	18	C	23	C	NA	NA	Transitioning
Building 2	2L Pre-K	GA PreK	2	16	C	22	C	NA	NA	Centers
Building 2	2R School Age		0	0	C	18	C	NA	NA	
Building 2	3L School Age		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations					
Main	A /1L	Infants	2	6	C	15	C	NA	NA	Nap,Floor Play
Main	B/2L	Two Year Olds	3	21	C	21	C	NA	NA	Outside
Main	C/3L		0	0	C	21	C	NA	NA	Not In Use
Main	D/4L		0	0	C	16	C	NA	NA	Not In Use
Main	E/5L	Two Year Olds	3	9	C	23	C	NA	NA	Lunch
Main	F/6L		0	0	C	23	C	NA	NA	Not In Use
Main	G/1R	Infants and One Year Olds	3	9	C	13	C	NA	NA	Diapering,Floor Play
Main	H/2R		0	0	C	21	C	NA	NA	Not In Use
Main	I/3R	One Year Olds	3	6	C	12	C	NA	NA	Floor Play,Lunch

Main	J/4R	Two Year Olds	3	10	C	16	C	NA	NA	Floor Play,Lunch
Main	K/5R	Three Year Olds and Four Year Olds	3	17	C	25	C	NA	NA	Lunch
Main	L/6R	Three Year Olds	4	15	C	25	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 231					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 143					Total Capacity @35 sq. ft.: 325					Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Building 2	Building 2	421	C
Main	PG A/Right	158	C
Main	PG B/Left	162	C

#### Comments

Licensing Study / Plan of improvement / Follow up visit was completed on August 9, 2023. The report was emailed to the center director on August 17, 2023.

Plan of Improvement: To Be Submitted 08/23/2023

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.decga.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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Bernice Williams, Program Official

Date

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April Brown, Regional Consultant

Date

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Brandi Mangino, Regional Consultant

Date



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(Findings Report)

Date: 8/9/2023 VisitType: LS POI Follow Up Arrival: 10:00 AM Departure: 2:20 PM

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Same

The following information is associated with a LS POI Follow Up:

Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

Consultant discussed with the director to ensure that the book shelf in Building 2 in the 2L classroom was properly secured so that it did not pose as a tipping hazard to children in care.

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Center does not provide swimming activities at this time.

Comment

Pool not in use at this time, gates observed locked on this date.

Children's Records

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

Met

Comment

Parent authorizations obtained and completed on this date.

Comment

Records were observed to be complete and well organized on this date.

Facility

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

Met

Comment

Licensed capacity observed to be met by the center on this date.

**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 that the following hazards were accessible to children in care:

**Building 1:****2L Classroom:**

- \* Baby wipes labeled as a suffocation hazard and Aquaphor ointment labeled, "keep out of reach of children" was observed in the children's bathroom on a low shelf.
- \* Fluorescent lights were uncovered in the classroom

**Building 2:****1L Classroom:**

- \* Two staff bags on the counter within reach of children
- \* Rubber gloves, trash bags and deodorant labeled "keep out of reach of children" were located in unlocked cabinet drawers
- \* Adult scissors and stapler were located on top of a cabinet within reach of children
- \* Broom and dust pan were in the children's restroom

**2L Classroom:**

- \* Stapler was located on the cubbies by the main door within reach of children
- \* Plastic bags and rubber gloves were located in an unlocked drawer of a cabinet
- \* Broom and dusts pan were within reach of children
- \* Toilet brush, broom, and plastic bags were located in an unlocked cabinet in the restroom

**1R Classroom:**

- \* Rubber gloves and trash bags were located in an unlocked cabinet drawer

**2R Classroom:**

- \* Small gardening shovel, gloves and miracle grow potting material labeled, "keep out of reach of children" was located on top of a shelf
- \* Rubber gloves were located on the counters and in an unlocked cabinet drawer

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**Correction Deadline: 8/9/2023**

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

Not Met

**Technical Assistance**

Please ensure that the fence surrounding the Playground of Building 2 is at least (4) four foot high fence as required.

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**Correction Deadline: 8/9/2023**

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation one active ant bed was located on the Main Left Playground of Building 1. Two active ant beds were located on the Playground of Building 2. Additionally, vegetation was growing through the fence on the left side Playground of Building 2.

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**Correction Deadline: 8/9/2023**

<b>Food Service</b>
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**591-1-1-.15 Food Service & Nutrition**

**Not Met**

**Comment**

Center menu meets USDA guidelines on this date.

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**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records five out of 18 infant feeding plans were incomplete and did not contain the instructions of solid foods as required.

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Correction Deadline: 8/10/2023

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

**Met**

**Comment**

Kitchen appears clean and well organized on this date.

**Health and Hygiene**

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

**Met**

**Comment**

Staff stated proper knowledge of diapering procedures on this date.

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

**Not Met**

**Comment**

Please ensure lids remain on trash containing organic waste as required.

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation children's hands were not washed after diapering in Building 2: 4R classroom and the 1L classroom. Additionally, children's hands were not washed after the staff members cleaned their runny nose.

Correction Deadline: 8/9/2023

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

**N/A**

**Comment**

The center currently does not dispense/administer medication at this time.

**Policies and Procedures**

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

**Met**

**Comment**

Program observed to have completed emergency drills as required.

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

Discussed reporting requirements with the director on this date.

**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises at this time.

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

Age-appropriate discussion and redirection observed on this date.

**591-1-1-.36 Transportation(CR)****Not Met****Comment**

A current and completed inspection was observed for both vehicles used in transporting children on this date. Vehicles with tag number ending in FK4433 was completed on July 24, 2023. Vehicle with tag number ending in ECP052 was completed on July 25, 2023.

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**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that on August 4, 2023 the driver or other designated person did not immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist during routine afterschool transportation from Bethlehem Elementary School. Additionally, on June 14, 2023, the driver or other designated person did not immediately document in writing, with a check or other mark/symbol to account for each child listed on the field trip checklist after leaving Starlite Family Center.

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**Correction Deadline: 8/10/2023**



**Finding**

591-1-1-.36(8) restricts a child's travel time to forty-five minutes on each trip between the Center and destination unless accompanied by the Parent and excluding field trips. It was determined based on a review of records travel restriction was not followed on August 2, 2023 when children were documented as being on the vehicle from routine afterschool transportation from Bethlehem Elementary School for 1 hour and 20 minutes and on August 3, 2023 for 55 minutes instead of less than 45 minutes which was required.

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**Correction Deadline: 8/10/2023**

<b>Sleeping &amp; Resting Equipment</b>
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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

**Not Met**

**Finding**

591-1-1-.30(1)(d) requires that all sleeping and resting equipment shall be arranged to avoid obstructing access to exit doors, to provide the caregivers access to each child, and to prevent children's access to cords hanging from window treatments and other hazardous objects. To reduce the transfer of airborne diseases, sleeping and resting equipment shall be arranged as follows. There shall be a minimum of twenty-four inch (24") corridor between each row of sleeping or resting equipment. There shall be a minimum of twelve inches (12") between each piece of sleeping or resting equipment in each row of equipment. Children shall be placed on cots and mats so that one child's head is toward another child's feet in the same row. It was determined based on observation cribs in Building 1: 1R and 1L classrooms did not have a minimum of 12 inches between each crib to reduce the transfer of airborne diseases as required.

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**Correction Deadline: 8/9/2023**

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation a blanket was observed hanging over an infant's crib while the infant was asleep in Building 1: 1L classroom. Additionally, objects were hanging from the ceiling over the infant's cribs in the 1R and 1L classrooms.

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**Correction Deadline: 8/9/2023**

Staff Records	
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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete on this date.

<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Not Met</b>
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**Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records staff member number #6, #32, and #39 did not complete First Aid and CPR within the first 90 days of employment as required.

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**Correction Deadline: 9/8/2023**

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records staff member #12, #29, #33, #39, #42, #47, and #48 did not complete the 10 hour health and safety training within the first 90 days of employment as required.

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**Correction Deadline: 9/8/2023**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations on this date.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios on this date.

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

**Not Met**

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation Building 1: the 3R, one-year-old, 4R, two-year-olds, 6R, three-year-old, and 5L, two-year-old classrooms were not adequately supervised during lunch time as staff members were not seated within arm's length away from children thirty-six (36) months of age and younger as required.

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**Correction Deadline: 8/9/2023**

**Recited on 8/9/2023**