



**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

**Cover Sheet**

**Date:** 1/6/2022    **VisitType:** Monitoring Visit    **Arrival:** 9:00 AM    **Departure:** 10:00 AM

**CCLC-37755**

**Sunshine Early Learning Center**

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

**Regional Consultant**

Lynn Schnitzer

Phone: (678) 717-5720

Fax: (770) 344-5683

lynn.schnitzer@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<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.
01/06/2022	Monitoring Visit	Good Standing	
10/07/2021	Complaint Closure	Good Standing	
09/01/2021	Complaint Investigation & 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	Not In Use
Main	B/2R	Infants	1	4	C	0	NC	NA	NA	Transitioning
Main	C/3R	One Year Olds	2	10	C	9	NC	NA	NA	Floor Play
Main	D/1L		0	0	C	16	C	NA	NA	Not In Use
Main	E/2L		0	0	C	12	C	NA	NA	
Main	F/Middle	Two Year Olds	2	7	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	Three Year Olds and Four Year Olds	1	12	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: 33

Total Capacity @35 sq. ft.: 183

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a Monitoring visit and to follow up to the previous visit conducted on September 1, 2021. Staff files, children's files and background checks were all reviewed.

A virtual inspection was conducted on January 6, 2022 with the Director, Lisa Pesola. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant provided Training FAQ, updated COVID19 Guidance, Weather Watch chart.

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.decal.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



### Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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)

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Lisa Pesola, Program Official

Date

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Lynn Schnitzer, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the center appeared to have a variety of equipment and toys 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(1)(a)-Work Address Missing,.08(3)-Address of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.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,.08(3)-Name of Release Person Missing

Child # 4

Not Met

"Missing/Incomplete Components"

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

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(1)(a)-Work Number 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 Child #1, Child #2, Child #3, Child #4, and Child #5 did not have documentation of the release to persons' address. A review of records further revealed that Child #2 and child #4 did not have documentation of the doctor's contact information. Child #1 did not have documentation of the parent's work address, child #3 did not have documentation of the release to persons' name, and child #5 did not have documentation of the parent's work 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: 1/21/2022**

**Recited on 1/6/2022**

**Facility**

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

**Met**

**Comment**

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

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground appeared to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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

Proper hand washing of children and staff was discussed with the director on this date.

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

Documentation for medication dispensing observed complete.

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**Safety**

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

Staff stated knowledge of appropriate disciplinary procedures on this date.

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

Director observed complete documentation of transportation.

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of the records that five of twenty-two medical information records were missing the name and contact number of the child's doctor on this date.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 1/6/2022**

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**Sleeping & Resting Equipment**

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

Staff stated proper knowledge of infant safe sleep practices.

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**Staff Records****Records Reviewed: 10****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 04/09/2019

Staff # 2

Met

Date of Hire: 04/29/2021

Staff # 3

Met

Date of Hire: 12/23/2020

**Records Reviewed: 10**

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

Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 04/23/2021	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 11/30/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**Staff Credentials Reviewed: 3**

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

**Comment**

Criminal record checks were observed to be complete.

**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.

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

**Comment**

Adequate supervision observed on this date.