



**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:** 1/22/2019    **VisitType:** Licensing Study    **Arrival:** 12:30 PM    **Departure:** 4:20 PM

**CCLC-38855**

**Sunrise Kids Learning Center**

1455 Pleasant Hill Road, Suite 601 Lawrenceville, GA 30044 Gwinnett County  
 (770) 476-4263 bikeakanam@gmail.com

**Mailing Address**

589 Madison Park Drive  
 Grayson, GA 30017

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

Joint with: Malissa Champion

**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.
01/22/2019	Licensing Study	Good Standing	
09/04/2018	Monitoring Visit	Good Standing	
05/16/2018	Licensing Study	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 - Front Lt		0	0	C	27	C	38	C	
Main	B - Mid Left	PreK	2	19	C	19	C	27	C	Nap
Main	C - Back Lt	PreK	2	17	C	22	C	30	C	Nap
Main	D - Back Rt	Infants	1	1	C	11	C	NA	NA	Feeding
Main	E - Mid Rt	One Year Olds	1	4	C	20	C	NA	NA	Nap
Main	F - Front Rt	Three Year Olds and Four Year Olds	1	12	C	18	C	26	C	Nap

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 152

Total # Children this Date: 53

Total Capacity @35 sq. ft.: 117

Total Capacity @25 sq. ft.: 152

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	24	C
Main	B - School Age	39	C

**Comments**

The purpose of the visit was to conduct a licensing study.

Plan of Improvement: Developed This Date 01/22/2019

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

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)



#### 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.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)

Saymudah Sepha, Program Official

Date

LaQuita Clark, Consultant

Date

Malissa Champion, Consultant

Date



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### Findings Report

**Date:** 1/22/2019 **VisitType:** Licensing Study

**Arrival:** 12:30 PM

**Departure:** 4:20 PM

**CCLC-38855**

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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

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

**Met**

#### **Comment**

Records were observed to be complete and well organized.

### 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)**

**Technical Assistance**

#### **Comment**

No hazards observed accessible to children on this date.

**Technical Assistance**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. The consultant discussed with director to ensure repairs are completed to replace the toilet tank lid in Pre-K 2 bathroom and to repair the left cabinet door frame in the Pre-K 1 bathroom.

**Correction Deadline: 1/22/2019**

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

591-1-1-.26(6) - The consultant discussed with director ensuring swing S hooks are closed completely. The consultant also discussed with director to be watchful of the bottom of the fence gate on the back right side of the playground to avoid potential entrapment hazard.

**Correction Deadline: 2/1/2019**

**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 knowledge of hand washing.

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

The Provider currently does not dispense/administer medication.

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

The consultant observed current and complete emergency drill documentation.

**Correction Deadline: 1/27/2019**

**Safety****591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

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. The consultant discussed with the provider to ensure that emergency medical documentation and transportation agreements are on file for every child participating in transportation.

**Correction Deadline: 1/23/2019**

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

Pleasant naptime environment observed.

<b>Staff Records</b>
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**Records Reviewed: 17****Records with Missing/Incomplete Components: 2**

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Staff # 2

Not Met

Date of Hire: 09/08/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16

Not Met

Date of Hire: 09/14/2015

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Criminal record checks were observed to be complete. The director provided five files for staff hired since the previous visit.

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

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the vehicle and center first aid kits were incomplete.

**POI (Plan of Improvement)**

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

**Correction Deadline: 2/1/2019**

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**591-1-1-.33 Staff Training****Not Met****Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on a review of records that two of eleven staff did not have complete documentation of annual training for 2018.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 2/21/2019**

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

Staff observed to be compliant with applicable laws and regulations.

<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.

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

Adequate supervision observed on this date.