



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: 3/27/2019 **VisitType:** Licensing Study

Arrival: 9:25 AM

Departure: 4:10 PM

CCLC-139

The Sunshine House #104

4920 Stewart Mill Road Douglasville, GA 30135 Douglas County
(770) 947-1577 center104@sshouse.com

Regional Consultant

Sherri Thompson

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Mailing Address

Same

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.
03/27/2019	Licensing Study	Good Standing	
08/01/2018	Monitoring Visit	Good Standing	
02/27/2018	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-1L	Infants and One Year Olds	1	4	NC	9	C	NA	NA	Floor Play
Main	B-2L		0	0	C	8	C	NA	NA	
Main	C-3L	Two Year Olds	1	7	C	8	C	NA	NA	Transitioning
Main	D-4L	One Year Olds and Two Year Olds	1	7	C	10	C	NA	NA	Lunch
Main	E-5L	PreK	2	19	C	25	C	NA	NA	Story
Main	F-3R GA PreK	PreK	2	19	C	31	C	44	C	Outside
Main	G-2R GA PreK	PreK	2	19	C	18	NC	25	C	Outside
Main	H-1R GA PreK	PreK	2	19	C	19	C	26	C	Centers
Total Capacity @35 sq. ft.: 128			Total Capacity @25 sq. ft.: 155							
Total # Children this Date: 94			Total Capacity @35 sq. ft.: 128							
			Total Capacity @25 sq. ft.: 155							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Side	40	C
Main	Right Side	39	C

Comments

The purpose of today's visit was to conduct a Licensng Study. A copy of the visit was reviewed and provided to the Program Director at the conclusion of the visit.

Plan of Improvement: Developed This Date 03/27/2019

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.dec.state.ga.us/CCS/RuleAndRegulations.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

Tammy Clark, Program Official

Date

Sherri Thompson, 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)

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

Records were observed to be complete and well A total of five children's records were reviewed.

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

Center appears clean and well maintained.

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

Discussed maintenance of resilient surface. Please fluff and redistribute as there have been heavy rains which may cause wood chips to become compacted.

Food Service

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

Center menu meets USDA guidelines.

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete for one medication that had been previously dispensed within the last month.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Center does not participate in field trips at this time. The director stated field trips will resume during the summer months.

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

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on the consultant's review of all 18 staff records that a staff member responsible for daily transportation did not have 2 hours of state approved/accepted transportation training within the past two years. The only documentation that could be located was a certificate from 2015.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training. The staff member will complete the training by the next program day.

Correction Deadline: 3/28/2019

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 18

Records with Missing/Incomplete Components: 4

Staff # 1	Met
Date of Hire: 07/31/2017	
Staff # 2	Not Met
Date of Hire: 10/05/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 09/26/2016	
Staff # 4	Met
Date of Hire: 06/05/2017	
Staff # 5	Met
Date of Hire: 01/21/2019	
Staff # 6	Met
Date of Hire: 11/16/2004	

Records Reviewed: 18**Records with Missing/Incomplete Components: 4**

Staff # 7 Not Met

Date of Hire: 12/11/2003

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 8 Not Met

Date of Hire: 07/30/2014

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 9 Met

Date of Hire: 08/01/2016

Staff # 10 Met

Date of Hire: 04/23/2018

Staff # 11 Not Met

Date of Hire: 08/12/2013

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 12 Met

Date of Hire: 11/20/2018

Staff # 13 Met

Date of Hire: 03/06/2000

Staff # 14 Met

Date of Hire: 06/01/2017

Staff # 15 Met

Date of Hire: 09/06/2018

Staff # 16 Met

Date of Hire: 08/04/2003

Staff # 17 Met

Date of Hire: 09/08/2017

Staff # 18 Met

Date of Hire: 08/01/2018

Staff Credentials Reviewed: 18

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined that based on the consultant's review of all 18 staff records that there were two staff members, one with a satisfactory Comprehensive Criminal Background result and the second with a satisfactory National Criminal Record Background result. The background results for both staff were issued to other facilities and were not ported to the staff member's current center. The dates that allow the background checks to be ported have expired.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center always ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained. Both staff will not return to work until satisfactory Comprehensive Criminal Background Check determination letters have been received by the center.

Correction Deadline: 3/27/2019

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

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on observation that one employee with a hire date of July, 2017 did not complete the health and safety training within the first 90 days of employment. Based on the consultant's review of all 18 staff records it was determined that a staff member hired in October 2018 did not have required health and safety training within their first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates. The staff member will be given a deadline of 4/4/19 to complete the training.

Correction Deadline: 4/4/2019

Recited on 3/27/2019

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**

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

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

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