



**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:** 11/28/2018 **VisitType:** Licensing Study

**Arrival:** 9:10 AM

**Departure:** 1:30 PM

**CCLC-146**

**The Sunshine House #63**

460 Winn Way Decatur, GA 30030 DeKalb County  
 (404) 501-5659 center63@sshhouse.com

**Regional Consultant**

Keshia Hayward

Phone: (678) 717-5129

Fax: (770) 359-5697

carrie.spangler@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.
11/28/2018	Licensing Study	Good Standing	
05/01/2018	Monitoring Visit	Good Standing	
11/01/2017	Complaint Investigation 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
Main	A-1st right	Infants and One Year Olds	2	6	C	24	C	NA	NA	Floor Play, Nap
Main	B- 2 nd right	PreK	2	22	C	25	C	NA	NA	Breakfast
Main	C-3rd right	PreK	2	15	C	21	C	NA	NA	Circle Time
Main	D1-front	One Year Olds	2	10	C	22	C	NA	NA	Story, Free Play
Main	D2-back	Two Year Olds	1	8	C	16	C	NA	NA	Centers
Main	E1-front	Three Year Olds	1	8	C	16	C	NA	NA	Art
Main	E2-back	Three Year Olds	1	8	C	15	C	NA	NA	Free Play
Main	F-1st Left	Infants	1	4	C	21	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 160						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 81			Total Capacity @35 sq. ft.: 160			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left - preschool	65	C
Main	Right - infants	65	C

**Comments**

Plan of Improvement: Developed This Date 11/28/2018

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)

Pamela Hawkins, Program Official

Date

Keshia Hayward, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.03 Activities****Technical Assistance****Technical Assistance**

591-1-1-.03(2) -Please ensure all classes have current lesson plans. One of five classes did not have a lesson plan on this date.

**Correction Deadline: 11/28/2018**

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**591-1-1-.12 Equipment & Toys(CR)****Not Met****Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on consultants observation that in the dramatic play area the blue sofa in the had a small quarter sized hole on the back rise exposing the foam and the two blue chairs were torn on the arms exposing foam in Classroom E1-Front.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

**Correction Deadline: 11/28/2018**

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on consultants observation that chairs were stacked in Classroom D 1-Front and D2-Back in spaces accessible to children.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 11/28/2018**

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**591-1-1-.35 Swimming Pools & Water-related Activities(CR)****N/A****Comment**

Center does not provide swimming activities.

## Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 1**

Child # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing	
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Technical Assistance

#### Technical Assistance

591-1-1-.08(1) - Please ensure parents include work numbers on applications. One of five files did not have work numbers for parents.

**Correction Deadline: 11/28/2018**

## Facility

### 591-1-1-.06 Bathrooms

Met

#### Comment

Bathrooms observed to be clean and well maintained.

### 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)

Met

#### Comment

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

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

Met

#### Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

## 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 stated proper knowledge of diapering procedures.

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

Met

#### Comment

Proper hand washing observed throughout the center.

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

Met

#### Comment

Documentation for medication dispensing observed complete.

## Policies and Procedures

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

Not Met

#### Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that fire drills were not completed from June 2018 to October 2018. It was further determined that tornado and lock down drills were not completed every six months as required. The last tornado drill completed was dated for April 13, 2018. A lock down drill was not completed.

#### POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 12/3/2018**

## Safety

### 591-1-1-.05 Animals

N/A

#### Comment

Center does not keep animals on premises.

### 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

Field trip documentation observed to be complete.

### 591-1-1-.36 Transportation(CR)

N/A

#### Comment

Center does not provide routine transportation.

## Sleeping & Resting Equipment

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on consultants observation that two mats in Classroom E2-Back and twelve mats in Classroom B 2nd right were torn on the corners exposing the foam.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 11/28/2018**

<b>Staff Records</b>
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**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 3**

Staff # 1	Met
Date of Hire: 03/12/2018	
Staff # 2	Met
Date of Hire: 08/14/2014	
Staff # 3	Met
Date of Hire: 08/01/2016	
Staff # 4	Met
Date of Hire: 04/30/1995	
Staff # 5	Met
Date of Hire: 08/14/2018	
Staff # 6	Not Met
Date of Hire: 07/10/2017	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 7	Not Met
Date of Hire: 03/12/2009	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 8	Met
Date of Hire: 03/25/2002	
Staff # 9	Met
Date of Hire: 08/01/2016	

**Records Reviewed: 18****Records with Missing/Incomplete Components: 3**

Staff # 10	Not Met
Date of Hire: 05/20/2016	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 11	Met
Date of Hire: 06/15/1998	
Staff # 12	Met
Date of Hire: 09/24/2018	
Staff # 13	Met
Date of Hire: 08/13/2018	
Staff # 14	Met
Date of Hire: 08/01/2016	
Staff # 15	Met
Date of Hire: 08/01/2016	
Staff # 16	Met
Date of Hire: 03/12/2018	
Staff # 17	Met
Date of Hire: 05/19/2017	
Staff # 18	Met
Date of Hire: 05/04/1998	

**Staff Credentials Reviewed: 18****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**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****Correction Deadline: 5/31/2018****Corrected on 11/28/2018****.33(3) - Citation corrected in that all staff currently employed completed health and safety training as required.**

**Finding**

Previously Cited: 591-1-1-.33(4) requires ten clock hours of annual training for supervisory and caregiver Staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on consultant's review of records that one employee did not complete the ten required clock hours of annual training for 2015.

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 three of eighteen employees did not complete the required ten hours of annual training for 2017.

**POI (Plan of Improvement)**

Previously Cited: Staff will complete training.

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: 12/5/2018**

**Recited on 11/28/2018**

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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.