



**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:** 5/21/2020    **VisitType:** Licensing Study    **Arrival:** 1:45 PM    **Departure:** 4:00 PM

**CCLC-151**

**The Sunshine House #73**

970 Oak Rd Lilburn, GA 30047 Gwinnett County  
 (770) 972-7775 center73@sshhouse.com

**Regional Consultant**

Margarita Collier

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**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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|--------------------------------|---------------|--|
| 05/21/2020                         | Licensing Study                | Good Standing |  |
| 10/22/2019                         | Monitoring Visit               | Good Standing |  |
| 03/04/2019                         | Incident Investigation Closure | 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                            | 1st Left - Back   | Two Year Olds          | 1     | 7        | C    | 17                              | C            | NA         | NA           | Nap        |                                 |  |  |  |  |
| Main                            | 1st Left - Front  | One Year Olds          | 1     | 6        | C    | 16                              | C            | NA         | NA           | Nap        |                                 |  |  |  |  |
| Main                            | 1st Right         |                        | 0     | 0        | C    | 31                              | C            | 43         | C            | Not In Use |                                 |  |  |  |  |
| Main                            | 2nd Left          |                        | 0     | 0        | C    | 19                              | C            | NA         | NA           | Not In Use |                                 |  |  |  |  |
| Main                            | 2nd Right - Back  |                        | 0     | 0        | C    | 19                              | C            | 26         | C            | Not In Use |                                 |  |  |  |  |
| Main                            | 2nd Right - Front |                        | 0     | 0        | C    | 19                              | C            | 27         | C            | Not In Use |                                 |  |  |  |  |
| Main                            | 3rd Left          | Three Year Olds        | 2     | 16       | C    | 22                              | C            | NA         | NA           | Nap        |                                 |  |  |  |  |
| Main                            | 4th Left          | Six Year Olds and Over | 1     | 7        | C    | 42                              | C            | 59         | C            | Centers    |                                 |  |  |  |  |
| Main                            | Middle Back       |                        | 0     | 0        | C    | 0                               | C            | NA         | NA           | Not In Use |                                 |  |  |  |  |
| Main                            | Middle Front      |                        | 0     | 0        | C    | 0                               | C            | NA         | NA           | Not In Use |                                 |  |  |  |  |
| Total Capacity @35 sq. ft.: 185 |                   |                        |       |          |      | Total Capacity @25 sq. ft.: 229 |              |            |              |            |                                 |  |  |  |  |
| Total # Children this Date: 36  |                   |                        |       |          |      | Total Capacity @35 sq. ft.: 185 |              |            |              |            | Total Capacity @25 sq. ft.: 229 |  |  |  |  |

| Building | Playground      | Playground Occupancy | Playground Compliance |
|----------|-----------------|----------------------|-----------------------|
| Main     | PG A Toddler    | 38                   | C                     |
| Main     | PG B School Age | 91                   | C                     |
| Main     | PG C Preschool  | 47                   | C                     |

**Comments**

An Administrative Review was conducted on May 21, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 18, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

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.al.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.

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#### 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.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.

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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.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Tashema Lawrence, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 5/21/2020 **VisitType:** Licensing Study

**Arrival:** 1:45 PM

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#### CCLC-151

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Technical Assistance

#### Comment

A variety of equipment and toys were observed throughout the center.

#### Technical Assistance

Discussed rotating toys to support the procedures of daily disinfecting.

#### 591-1-1-.35 Swimming Pools & Water-related Activities(CR)

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 2**

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

Child # 1

Met

Child # 2

Met

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

Technical Assistance

#### Comment

Parent authorizations obtained/completed.

#### Technical Assistance

Please ensure that the parents update the following information as needed:

- Parents' personal and/or work telephone numbers and address
- Emergency contact information
- Release to persons' names and addresses
- Children's allergies and/or medical needs

**Comment**

Records were observed to be complete and well organized.

**Facility**

**591-1-1-.06 Bathrooms**

**Technical Assistance**

**Technical Assistance**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

**Technical Assistance**

Please monitor bathrooms for necessary supplies.

**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**

**Correction Deadline: 10/22/2019**

**Corrected on 5/21/2020**

The previous citation was observed to be corrected on this date. The consultant observed the restrooms throughout the center to be clean and in good repair.

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

**Technical Assistance**

**Technical Assistance**

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

**Food Service**

**591-1-1-.15 Food Service & Nutrition**

**Met**

**Comment**

Center menu meets USDA guidelines.

**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 handwashing procedures for staff and children.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

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**591-1-1-.27 Posted Notices****Met****Comment**

Please make sure that all required signs are posted and up to date.

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

Thank you for reporting as required.

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**Safety**

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**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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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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)****Met****Comment**

The consultant observed a current vehicle inspection report for the following vehicles:

- Vehicle tag #BUZ 8673 - expires May 14, 2021
- Vehicle tag #AWM 4614 - expires May 14, 2021
- Vehicle tag #SCBU 30786 - expires May 15, 2021

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**Sleeping & Resting Equipment**

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 4****Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 03/02/2020

Staff # 2 Met

Date of Hire: 12/21/2016

Staff # 3 Met

Date of Hire: 05/21/2007

Staff # 4 Met

Date of Hire: 08/05/2017

**Staff Credentials Reviewed: 6****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

**Comment**

The director provided two files for staff members hired since the previous visit was conducted on October 22, 2019. The consultant observed two of two newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

**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 based on review of records that the center did not submit a portability request for staff member #7, date of hire January 28, 2019, satisfactory comprehensive records check determination letter. Staff member #7 was observed to have a satisfactory comprehensive records check determination letter dated for November 19, 2018.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will 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 monitor the expiration dates of all staff members satisfactory comprehensive records check determination letter to ensure CRC rules are maintained.

**Correction Deadline: 5/21/2020****591-1-1-.14 First Aid & CPR****Technical Assistance****Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**Technical Assistance**

Please ensure to monitor the expiration dates of all staff members' first aid and CPR training.

**591-1-1-.33 Staff Training****Technical Assistance****Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

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

**Met**

**Technical Assistance**

Please ensure to monitor the expiration dates of all lead teacher and director's Child Development Associate (CDA).

|                                 |
|---------------------------------|
| <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)**

**Technical Assistance**

**Technical Assistance**

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.