



**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:** 7/30/2020    **VisitType:** Licensing Study    **Arrival:** 9:45 AM    **Departure:** 12:00 PM

**CCLC-154**

**The Sunshine House #76**

2840 Sugarloaf Pkwy Lawrenceville, GA 30045 Gwinnett County  
(770) 513-1000 center76@sshhouse.com

**Regional Consultant**

Margarita Collier

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margarita.collier@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.
07/30/2020	Licensing Study	Good Standing	
10/29/2019	Complaint Investigation & Monitoring Visit	Good Standing	
10/29/2019	Complaint 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	A	Two Year Olds	1	4	C	13	C	NA	NA	Outside
Main	B		0	0	C	12	C	NA	NA	
Main	C		0	0	C	16	C	NA	NA	
Main	D		0	0	C	21	C	NA	NA	
Main	E		0	0	C	31	C	NA	NA	
Main	F		0	0	C	31	C	NA	NA	
Main	G		0	0	C	24	C	NA	NA	

Total Capacity @35 sq. ft.: 148

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 4

Total Capacity @35 sq. ft.: 148

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	41	C
Main	B	56	C

**Comments**

An Administrative Review was conducted on July 30, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on July 31, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on July 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 07/30/2020

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.

#### 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.

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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Amanda Lanoue, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 7/30/2020 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 12:00 PM

#### CCLC-154

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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.

##### Comment

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 and/or guardians update the following information in the children's records as needed:

- Parents personal and work contact information (i.e. address and telephone number)
- Release to persons' names and contact information (i.e. address and telephone number)
- Emergency contact persons' names and contact information (i.e. address and telephone number)
- Known allergies/medical conditions
- Immunization Certificates

**Comment**

Records were observed to be complete and well organized.

<b>Facility</b>
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**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**Comment**

Please monitor bathrooms for necessary supplies.

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

Licensed capacity observed to be routinely met by center.

**Comment**

The consultant discussed maintaining the licensed capacities for each licensed classroom:

- Classroom A - Diapered Room - capacity 13
- Classroom B - Diapered Room - capacity 12
- Classroom C - Diapered Room - capacity 16
- Classroom D - Diapered Room - capacity 21
- Classroom E - Non-Diapered - capacity 31
- Classroom F - Non-Diapered - capacity 31
- Classroom G - Diapered - capacity 24

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

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

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

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.
- Refluff resilient surface surrounding the fall zones of sliding equipment.

<b>Food Service</b>
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**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.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff stated the proper handwashing procedures for children and staff members.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**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)** **Not Met**

**Technical Assistance**

Consultant discussed paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation with the director.

**Finding**

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on review of records the center did not have evidence of a current vehicle inspection report for vehicle tag #BU 24660, expired March 4, 2020, and vehicle tag #AUX 8811, expired March 5, 2020.

**POI (Plan of Improvement)**

The Center will obtain the annual vehicle inspection. The director will submit a work order to the center's corporate office to have the center's vehicle's inspected and obtain an updated vehicle inspection report.

**Correction Deadline: 8/4/2020**

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**Sleeping & Resting Equipment**

**Comment**

The consultant discussed SIDS and infant sleeping position and monitoring cribs and cots and/or mats for normal wear and tear with the director.

**Staff Records**

**Records Reviewed: 2**

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

Staff # 1 Met  
Date of Hire: 06/08/2017

Staff # 2 Met  
Date of Hire: 04/13/2016

**Staff Credentials Reviewed: 8**

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

**Technical Assistance**

**Comment**

Consultant requested to view all Criminal Record checks for employees hired after last visit. Director stated that there have been no new hires since last visit was conducted on October 29, 2019.

**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 consultant reviewed three staff files on this date. The consultant observed three of three staff members to have evidence of a satisfactory comprehensive criminal record check letter on file.

**591-1-1-.14 First Aid & CPR**

**Not Met**

**Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records the director did not have evidence of a current first aid and CPR card on file. The director's first aid and CPR training expired on April 26, 2020.

**POI (Plan of Improvement)**

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection. Per director, a first aid and CPR training class was scheduled for March 24, 2020, but was cancelled due to COVID-19. The director followed-up with the center's corporate office to reschedule the required training, but is pending a response from the corporate office. The consultant requested that the director notify the consultant of the scheduled date of the center's first aid and CPR training via email.

**Correction Deadline: 8/29/2020**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that all staff members with direct care responsibilities complete the 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****Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on July 16, 2020. 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**

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