



**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:** 4/18/2018    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 11:55 AM

**CCLC-164**

**The Sunshine House #94**

4506 Roswell Road Atlanta, GA 30342 Fulton County  
 (404) 252-0389 center94@sshhouse.com

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<u>Compliance Zone Designation</u>			<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.
04/18/2018	Licensing Study	Good Standing	
11/02/2017	Monitoring Visit	Good Standing	
04/12/2017	Licensing Study	Good Standing	
			<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.

**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	1L	Infants	1	6	C	15	C	NA	NA	Floor Play,Nap
Main	1R	Two Year Olds	1	9	C	22	C	NA	NA	Diapering,Free Play
Main	2L	One Year Olds	1	4	C	15	C	NA	NA	Free Play,Diapering
Main	2R		0	0	C	20	C	NA	NA	Not In Use
Main	3L	One Year Olds	1	7	C	18	C	NA	NA	Free Play
Main	3R	Three Year Olds	1	14	C	20	C	NA	NA	Centers
Main	4L	PreK	2	20	C	24	C	34	C	Centers
Main	4R	PreK	2	19	C	20	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 154			Total Capacity @25 sq. ft.: 164							
Total # Children this Date: 79			Total Capacity @35 sq. ft.: 154							
			Total Capacity @25 sq. ft.: 164							

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/toddler	26	C
Main	Preschool	100	C

**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on November 2, 2017.

Consultant observed Emergency Plan on this date.

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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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Demetria Lightfoot, Program Official

Date

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Shannon Curtis, Consultant

Date



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### Findings Report

**Date:** 4/18/2018 **VisitType:** Licensing Study

**Arrival:** 8:45 AM

**Departure:** 11:55 AM

#### CCLC-164

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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

Discussed adding equipment and toys to enhance variety.

#### 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 organized.

### Facility

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**591-1-1-.06 Bathrooms****Not Met****Finding**

591-1-1-.06(7) requires center staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on consultant's observations that the restroom inside Classroom 1R was observed not cleaned daily with a disinfectant as required on this date.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to ensure that bathrooms are cleaned and disinfected daily and that this is monitored daily.

**Correction Deadline: 4/18/2018**

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

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on Consultant's observations that the storage closets in Classrooms 3L and 1R were observed unlocked and accessible to children in care with cleaning supplies and staff purses on this date.

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 4/18/2018**

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on consultant's observations that children were observed not washing hands upon arrival for care on this date.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 4/18/2018**

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

Per discussion with the Director the program does not administer medication at this time.

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Consultant observed evidence of monthly fire drills conducted as of March 12, 2018 on this date.

**Correction Deadline: 4/23/2018**

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

Observed all required posted notices.

<b>Safety</b>
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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)****Met****Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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

Discussed SIDS and infant sleeping position.

**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.

**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2016	
Staff # 2	Met
Date of Hire: 10/19/2017	
Staff # 3	Met
Date of Hire: 10/25/1995	
Staff # 4	Met
Date of Hire: 06/29/2016	
Staff # 5	Met
Date of Hire: 06/19/2017	
Staff # 6	Met
Date of Hire: 08/26/2014	
Staff # 7	Met
Date of Hire: 02/05/2018	
Staff # 8	Met
Date of Hire: 04/09/2018	
Staff # 9	Met
Date of Hire: 04/17/2012	
Staff # 10	Met
Date of Hire: 01/17/2004	
Staff # 11	Met
Date of Hire: 07/21/2014	
Staff # 12	Met
Date of Hire: 07/25/2017	

**Staff Credentials Reviewed: 12**

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<b>591-1-1-.09 Criminal Records Check(CR)</b>	<b>Met</b>
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**Comment**

Criminal records checks were observed to be complete for all staff on this date.

**Comment**

Director provided two files for employees hired since last visit.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

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

**Comment**

Please replace/add missing/expired items.

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training for 2017.

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date.