



**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:** 6/19/2019    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 3:30 PM

**CCLC-38938**

**Sunbrook Academy at Mirror Lake**

1995 Mirror Lake Blvd. Villa Rica, GA 30180 Douglas County  
 (770) 459-0071 director.mirrorlake@bridgelearningcenter.com

**Regional Consultant**

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@decal.ga.gov

Joint with: Tomekia Hudson

**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.
06/19/2019	Licensing Study	Good Standing	
01/16/2019	Monitoring Visit	Good Standing	
06/28/2018	Licensing Study	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-1R	Infants and One Year Olds	3	10	C	12	C	NA	NA	Nap, Floor Play
Main	B-2R	Three Year Olds	2	16	C	20	C	NA	NA	Nap
Main	C-3R	Five Year Olds and Six Year Olds and Over	1	18	C	16	NC	NA	NA	Free Play
Main	D-4R	Six Year Olds and Over	2	19	C	25	C	NA	NA	Centers
Main	E-2M	Two Year Olds	2	18	C	26	C	NA	NA	Nap
Main	F-1M	One Year Olds	2	12	C	15	C	NA	NA	Nap
Main	G-3L	Four Year Olds	1	15	C	21	C	NA	NA	Nap
Main	H-2L	Three Year Olds	1	15	C	22	C	NA	NA	Nap
Main	I-1L	Infants and One Year Olds	2	10	C	14	C	NA	NA	Floor Play, Nap
Total Capacity @35 sq. ft.: 167						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 133			Total Capacity @35 sq. ft.: 167			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Front L	60	C
Main	B - Basketball	25	C
Main	C - Pool	18	C
Main	D - Back	13	C
Main	E - Front R	81	C

**Comments**

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)

---

Amberly Edwards, Program Official

Date

---

Laura Swann, Consultant

Date

---

Tomekia Hudson, Consultant

Date



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

### Findings Report

**Date:** 6/19/2019    **VisitType:** Licensing Study    **Arrival:** 11:50 AM    **Departure:** 3:30 PM

**CCLC-38938**

**Sunbrook Academy at Mirror Lake**

1995 Mirror Lake Blvd. Villa Rica, GA 30180 Douglas County  
(770) 459-0071 director.mirrorlake@bridgelearningcenter.com

**Mailing Address**  
Same

**Regional Consultant**

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@dec.al.ga.gov

Joint with: Tomekia Hudson

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**

Pool not in use at this time, gates observed locked.

### 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

---

**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**

Center appears clean and well maintained.

---

**591-1-1-.26 Playgrounds(CR)** **Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the metal fencing around the basketball court had exposed sharp metal pieces on the front 3rd section and had exposed metal pieces with a gap measuring 16" length X 5" width posing an entrapment hazard on the 2nd back section.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 7/3/2019**

<b>Food Service</b>
---------------------

---

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

**Comment**

Infant feeding forms are updated regularly.

---

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

**Comment**

Kitchen appears clean and well organized.

**Comment**

Please ensure that all food items are stored in airtight containers.

<b>Health and Hygiene</b>
---------------------------

---

**591-1-1-.07 Children's Health** **Technical Assistance**

**Technical Assistance**

591-1-1-.07(5) - Please ensure children do not wear necklaces.

**Correction Deadline: 6/19/2019**

---

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

**Comment**

Proper diapering procedures observed.

---

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

**Comment**

Staff were observed to remind children to wash hands.

---

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

Documentation for medication dispensing observed complete.

**Safety**

---

**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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

Staff were observed to maintain a positive learning environment on this date.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

---

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

Pleasant naptime environment observed.

**Staff Records**

---

**Records Reviewed: 34****Records with Missing/Incomplete Components: 0**

---

Staff # 1	Met
Date of Hire: 12/02/2015	
Staff # 2	Met
Date of Hire: 06/10/2019	
Staff # 3	Met
Date of Hire: 12/02/2015	
Staff # 4	Met
Date of Hire: 12/02/2015	
Staff # 5	Met
Date of Hire: 06/03/2019	
Staff # 6	Met
Date of Hire: 12/02/2015	
Staff # 7	Met
Date of Hire: 12/02/2015	

Staff # 8 Date of Hire: 12/02/2015	Met
Staff # 9 Date of Hire: 07/24/2018	Met
Staff # 10 Date of Hire: 11/14/2016	Met
Staff # 11 Date of Hire: 12/02/2015	Met
Staff # 12 Date of Hire: 12/02/2015	Met
Staff # 13 Date of Hire: 12/02/2015	Met
Staff # 14 Date of Hire: 12/02/2015	Met
Staff # 15 Date of Hire: 05/29/2019	Met
Staff # 16 Date of Hire: 04/10/2019	Met
Staff # 17 Date of Hire: 12/02/2015	Met
Staff # 18 Date of Hire: 10/02/2015	Met
Staff # 19 Date of Hire: 12/02/2015	Met
Staff # 20 Date of Hire: 05/14/2018	Met
Staff # 21 Date of Hire: 12/02/2015	Met
Staff # 22 Date of Hire: 12/02/2015	Met

**Records Reviewed: 34**

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

---

Staff # 23 Date of Hire: 04/12/2019	Met
Staff # 24 Date of Hire: 04/27/2018	Met
Staff # 25 Date of Hire: 01/19/2016	Met
Staff # 26 Date of Hire: 02/20/2019	Met
Staff # 27 Date of Hire: 12/02/2015	Met
Staff # 28 Date of Hire: 08/22/2002	Met
Staff # 29 Date of Hire: 04/30/2018	Met
Staff # 30 Date of Hire: 08/01/2017	Met
Staff # 31 Date of Hire: 05/29/2019	Met
Staff # 32 Date of Hire: 02/12/2018	Met
Staff # 33 Date of Hire: 12/02/2015	Met
Staff # 34 Date of Hire: 05/30/2017	Met

**Staff Credentials Reviewed: 34**

---

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided 7 file(s) for employees hired since last visit.

---

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

**Met**



**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

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

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

---

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

**Met**

**Comment**

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