



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: 8/19/2021 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 1:30 PM

CCLC-38939

Sunbrook Academy at Stockbridge

5006 Hwy 155 N Stockbridge, GA 30281 Henry County
 (678) 284-6001 director.stockbridge@sunbrookacademy.com

Regional Consultant

April Brown
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Mailing Address
 Same

Quality Rated: ★

Compliance Zone Designation			Compliance Zone Designation - 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. Good Standing - Program is demonstrating an acceptable level of performance in meeting the rules. Support - Program performance is demonstrating a need for improvement in meeting rules. Deficient - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/19/2021	Licensing Study	Good Standing	
08/10/2021	Complaint Investigation by Phone	Good Standing	
04/22/2021	Complaint Investigation by Phone	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) 1L - Infant B	Infants and One Year Olds	1	5	C	12	C	NA	NA	Floor Play,Nap
Main	(B) 2L - Senior A	Two Year Olds	1	9	C	19	C	NA	NA	Free Play
Main	(C) 3L - Junior B		0	0	C	19	C	NA	NA	Not In Use
Main	(D) 4L middle- PreK 3A		0	0	C	15	C	NA	NA	Not In Use
Main	(E) 5L middle - Pre-K 4A		0	0	C	16	C	23	C	Not In Use
Main	(F) 6L middle - GA Pre-K (b)	PreK	1	17	C	23	C	NA	NA	Free Play
Main	(G) 5R - GA Pre-K (a)	PreK	2	15	C	23	C	NA	NA	Free Play
Main	(H) 4R - PreK 3B	Three Year Olds	1	11	C	21	C	29	C	Free Play
Main	(I) 3R - Junior A		0	0	C	22	C	NA	NA	Not In Use
Main	(J) 2R - Senior B		0	0	C	14	C	NA	NA	Not In Use
Main	(K) 1R - Infant A		0	0	C	13	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 212

Total # Children this Date: 57

Total Capacity @35 sq. ft.: 197

Total Capacity @25 sq. ft.: 212


Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-A (Inf.)	31	C
Main	Plgd-B (Preschool)	77	C
Main	Plgd-C (Schoo-age)	264	C
Main	Plgd-D (Preschool)	95	C

Comments

An Administrative Review was conducted on August 19, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on August 24, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 08/19/2021

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.



- 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

Liz Lower, Program Official

Date

April Brown, Consultant

Date



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Findings Report

Date: 8/19/2021 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 1:30 PM

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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

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

N/A

Comment

Center does not provide swimming activities at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1	Met
Child # 2	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers	
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Number Missing,.08(1)(a)-Work Address Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing	

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

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

Not Met

Comment

Parent authorizations obtained and completed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records four out of five children's enrollment forms were incomplete in that the parent's work numbers and work address were missing.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 8/25/2021

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity observed to be met by the center on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

Center appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Playgrounds observed to be clean and in good repair on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Center menu meets USDA guidelines on this date. Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. A Virtual Visit was conducted due to the COVID-19 pandemic.

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records infant feeding plans for infants in care were incomplete and did not contain all of the required information regarding the parents acknowledgment of communication with the child's physician pertaining to the introduction of solid foods.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 8/25/2021

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

Kitchen appears clean and well organized on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Health and Hygiene

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

Hand washing requirements for diapering were discussed with the director on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Staff were observed to remind children to wash hands on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.20 Medications(CR)**N/A****Comment**

The center currently does not dispense or administer medication at this time per the director. A Virtual Visit was conducted due to the COVID-19 pandemic.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met**

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records the center did not submit a written plan for handling emergencies as required.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 8/25/2021

591-1-1-.29 Required Reporting**Technical Assistance****Technical Assistance**

Please ensure the Director or designated person-in-charge reports or cause to be reported any cases or suspected cases of notifiable communicable diseases (COVID-19, Tuberculosis, Measles, etc.) or any viruses or illnesses identified during a public health emergency, immediately to the Department and to the local County Health Department as required by the rules of the Georgia Department of Public Health, Rule 511-2-1, Notification of Disease. Please ensure the required documents are uploaded into DECAL Koala within 24 hours or the next business day as required.

Correction Deadline: 8/19/2021

Safety

591-1-1-.05 Animals**N/A****Comment**

Center does not keep animals on premises at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Age-appropriate discussion and redirection observed on this date. Regulations regarding proper discipline were discussed with the Director. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

A current and completed inspection was observed for all vehicles used in transporting children on this date. Vehicles with tag numbers ending in FQ205 and FD9996 were completed on September 22, 2020. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Complete documentation of transportation observed for transportation conducted from August 4, 2021 through August 13, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Consultant discussed with the director to ensure there is a backup staff person that completes the two hour transportation training in the event herself or the other staff person are unable to complete transportation requirements. A Virtual Visit was conducted due to the COVID-19 pandemic.

Sleeping & Resting Equipment

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

Comment

Discussed SIDS and infant sleeping position with the director and infant staff members on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 1

Staff # 1		Met
Staff # 2		Met
Date of Hire: 04/17/2017		
Staff # 3		Not Met
Date of Hire: 03/29/2021		
<u>"Missing/Incomplete Components"</u>		
.33(3)-Health & Safety Certificate		
Staff # 4		Met
Staff # 5		Met
Date of Hire: 08/03/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 6		Met
Date of Hire: 07/27/2018		
Staff # 7		Met
Date of Hire: 01/04/2021		
Staff # 8		Met
Date of Hire: 03/22/2021		
Staff # 9		Met
Date of Hire: 08/01/2016		
Staff # 10		Met
Date of Hire: 07/12/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	
Staff # 11		Met
Date of Hire: 07/31/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>	

Records Reviewed: 13**Records with Missing/Incomplete Components: 1**

Staff # 12

Met

Date of Hire: 08/07/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13

Met

Date of Hire: 10/07/2019

Staff Credentials Reviewed: 7

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

Criminal record checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Director provided seven files for employees hired since last visit which was completed on February 16, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Evidence observed of 50% of center staff certified in First Aid and CPR on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.33 Staff Training**Not Met****Comment**

Documentation observed of required annual staff training for 2020. A Virtual Visit was conducted due to the COVID-19 pandemic.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records a staff member hired on March 29, 2021 did not complete the 10 hour health and safety orientation training within 90 days of employment as required.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 9/19/2021**Comment**

The director and cook completed the four hour nutrition training as required. A Virtual Visit was conducted due to the COVID-19 pandemic.

Correction Deadline: 9/19/2021

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

Comment

Staff observed to be compliant with applicable laws and regulations on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Technical Assistance

Please ensure newly hired teachers who do not possess the educational and qualifying child care experience requirements enroll in a program of study to obtain one of the educational credentials and qualifying experience requirements as required by these rules within six months after employment at the Center and complete the credential or degree within 18 months after enrollment.

Correction Deadline: 8/19/2021

Staffing and Supervision
591-1-1-.32 Staff:Child Ratios and Group Size(CR)
Met
Comment

Center observed to maintain appropriate staff:child ratios on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

591-1-1-.32 Supervision(CR)
Met
Comment

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. A Virtual Visit was conducted due to the COVID-19 pandemic.

Correction Deadline: 4/22/2021

Corrected on 8/19/2021

Correction of citation in that the director submitted written documentation and signatures of all staff members to confirm to the Department that all staff members were made aware of supervision rules and regulations required from BFTS. A Virtual Visit was conducted due to the COVID-19 pandemic.