



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: 9/2/2020 **VisitType:** Licensing Study **Arrival:** 2:15 PM **Departure:** 4:15 PM

CCLC-38945

Sunbrook Academy at Bay Springs Academy

501 Bay View Drive Villa Rica, GA 30180 Carroll County
 (770) 459-3819 director.baysprings@sunbrookacademy.com

Regional Consultant

Tomekia Hudson

Phone: (770) 544-5978

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tomekia.hudson@decal.ga.gov

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.
09/02/2020	Licensing Study	Good Standing	
12/02/2019	Licensing Study	Good Standing	
05/31/2019	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/1L		0	0	C	14	C	NA	NA	
Main	B/2L	Three Year Olds	1	15	C	19	C	NA	NA	Centers
Main	C/3L		0	0	C	16	C	NA	NA	
Main	D/4L	One Year Olds	1	8	C	16	C	NA	NA	Outside
Main	E/5L	Three Year Olds	1	12	C	20	C	NA	NA	Music,Circle Time
Main	F/6L	PreK	2	21	C	20	NC	NA	NA	Circle Time
Main	G/1R	Infants	1	6	C	13	C	NA	NA	Floor Play,Nap
Main	H/2R	Two Year Olds	2	10	C	20	C	NA	NA	Outside
Main	I/3R	Two Year Olds	1	7	C	20	C	NA	NA	Outside
Main	J/4R	PreK	2	19	C	25	C	NA	NA	Snack
Main	K/5R	PreK	2	17	C	25	C	NA	NA	Snack
Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Building Department				
Total # Children this Date: 115			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/L Front	17	C
Main	PG B/R Middle	219	C
Main	PG C/R Miid/Feld	32	C
Main	PG D/R	252	C
Main	PG E/R Front	13	C

Comments

An Administrative Review was conducted on 9/2/20. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on 9/3/20 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed during the virtual inspection.

Plan of Improvement: No Plan Developed

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.state.ga.us/CCS/Regulations.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.state.ga.us.

- 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.state.ga.us/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.state.ga.us/>
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.state.ga.us

Karen Groff, Program Official

Date

Tomekia Hudson, Consultant

Date



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Findings Report

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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.

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) **Met**

Comment

Playground observed to be clean and in good repair during virtual walk through.

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) **Technical Assistance**

Technical Assistance

591-1-1-.10 - A Virtual Visit was conducted due to COVID-19 pandemic. Proper diapering procedure was not directly observed during the virtual walk through. Regulations regarding proper diapering procedures were discussed with the Provider on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Proper hand washing observed throughout the center during virtual visit due to COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

Observed all required posted notices.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **Met**

Comment

Center does not participate in field trips at this time.

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

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

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: 18

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 10/15/2015

Staff # 2 Met

Date of Hire: 10/05/2015

Staff # 3 Met

Date of Hire: 02/12/2018

Staff # 4 Met

Staff # 5 Met

Staff # 6 Met

Staff # 7 Met

Date of Hire: 07/29/2019

Staff # 8 Met

Date of Hire: 12/12/2019

Staff # 9 Met

Date of Hire: 03/20/2020

Staff # 10 Met

Date of Hire: 07/24/2018

Staff # 11 Met

Date of Hire: 09/23/2014

Staff # 12 Met

Date of Hire: 02/28/2017

Staff # 13 Met

Date of Hire: 09/09/2019

Staff # 14 Met

Date of Hire: 09/09/2019

Staff # 15 Met

Date of Hire: 02/12/2018

Staff # 16 Met

Staff # 17 Met

Date of Hire: 04/30/2018

Staff # 18 Met

Date of Hire: 08/08/2019

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Director provided nine files for employees hired since last visit.

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

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

591-1-1-.33 Staff Training Met**Comment**

Documentation observed of required staff training.

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 August 15, 2020.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios during virtual walk through.

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

Met

Comment

Adequate supervision observed on this date during virtual walk through.