



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: 12/2/2019 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 2:30 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
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Mailing Address
 Same

Quality Rated:

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 12/02/2019 | Licensing Study | Good Standing |
| 05/31/2019 | Licensing Study | Good Standing |
| 04/25/2019 | Monitoring Visit | Good Standing |

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.

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 | 10 | C | 19 | C | NA | NA | Centers |
| Main | C/3L | Three Year Olds | 1 | 13 | C | 16 | C | NA | NA | Outside |
| Main | D/4L | One Year Olds | 2 | 12 | C | 16 | C | NA | NA | Free Play |
| Main | E/5L | Three Year Olds and Four Year Olds | 1 | 15 | C | 20 | C | NA | NA | Outside |
| Main | F/6L | Five Year Olds and PreK | 2 | 20 | C | 20 | C | NA | NA | Centers |
| Main | G/1R | Infants | 2 | 5 | C | 13 | C | NA | NA | Nap,Floor Play |
| Main | H/2R | Two Year Olds | 2 | 15 | C | 20 | C | NA | NA | Free Play |
| Main | I/3R | Two Year Olds | 1 | 10 | C | 20 | C | NA | NA | Free Play |
| Main | J/4R | Five Year Olds and PreK | 2 | 21 | C | 25 | C | NA | NA | Centers |
| Main | K/5R | Five Year Olds and PreK | 2 | 20 | C | 25 | C | NA | NA | Centers |
| Total Capacity @35 sq. ft.: 200 | | | | | | Total Capacity @25 sq. ft.: 0 | | Building @35 capacity limited by Building Department | | |
| Total # Children this Date: 141 | | | 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

Director provided five files for employees hired since last visit.

Plan of Improvement: Developed This Date 12/02/2019

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

Erin Johnson, 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-.03 Activities

Met

Correction Deadline: 6/4/2019

Corrected on 12/2/2019

.03(2) - Citation corrected on this date.

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)**Technical Assistance****Correction Deadline: 6/14/2019****Corrected on 12/2/2019****.26(4) - Citation corrected on this date. Provider installed wooden planks along bottom of fence.****Technical Assistance**

591-1-1-.26(9) - Please ensure that the playground is monitored and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete.

Correction Deadline: 12/2/2019**Food Service**

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.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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**

The Provider currently does not dispense/administer medication.

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

Complete documentation of transportation observed.

Comment

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

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 14

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: 11/25/2019

Staff # 8 Met

Date of Hire: 07/24/2018

Records Reviewed: 14

Records with Missing/Incomplete Components: 0

| | |
|--|-----|
| Staff # 9 Date of Hire: 09/23/2014 | Met |
| Staff # 10 Date of Hire: 02/28/2017 | Met |
| Staff # 11 Date of Hire: 09/09/2019 | Met |
| Staff # 12 Date of Hire: 02/12/2018 | Met |
| Staff # 13 | Met |
| Staff # 14 Date of Hire: 04/30/2018 | Met |

Staff Credentials Reviewed: 13

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

Comment

Director provided five files 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 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

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

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

Adequate supervision observed on this date.