



**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:** 6/26/2018    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 2:55 PM

**CCLC-38946**

**Sunbrook Academy at The Bridge**

259 Tom Reeve Drive Carrollton, GA 30117 Carroll County  
 (770) 832-1930 blcinfo@bridgelearningcenter.com

**Regional Consultant**

Laura Swann

Phone: (706) 855-3454

Fax: (706) 434-7641

laura.swann@decal.ga.gov

**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.
06/26/2018	Licensing Study	Good Standing	
04/20/2017	Monitoring Visit	Good Standing	
12/21/2016	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	Infants	2	8	C	13	C	NA	NA	Feeding,Nap,Flo or Play
Main	B/2L	Three Year Olds	1	7	C	20	C	NA	NA	Outside,Transitioning
Main	C/3L	Three Year Olds	2	12	C	18	C	NA	NA	Transitioning,Outside
Main	D/4L	Two Year Olds	1	5	C	15	C	NA	NA	Circle Time
Main	E/5L	Two Year Olds	2	10	C	18	C	NA	NA	Outside
Main	F/6L	Three Year Olds	1	9	C	25	C	NA	NA	Outside
Main	G/1R	Infants and One Year Olds	1	5	C	13	C	NA	NA	Floor Play
Main	H/2R	One Year Olds	1	6	C	20	C	NA	NA	Circle Time
Main	I/3R	Two Year Olds	1	10	C	15	C	NA	NA	Outside
Main	J/4R	Three Year Olds and Four Year Olds	2	18	C	20	C	NA	NA	Snack,Outside
Main	K/5R	Four Year Olds and Five Year Olds	2	15	C	25	C	NA	NA	Outside
Main	L/Back/1L	Three Year Olds	1	10	C	21	C	NA	NA	Outside
Main	M/Back/2L	Six Year Olds and Over	1	10	C	19	C	NA	NA	Outside
Main	N/Back/1R		0	0	C	20	C	NA	NA	
Main	O/Back/2R		0	0	C	19	C	NA	NA	

Total Capacity @35 sq. ft.: 281


Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/L Front	24	C
Main	PG B/L Back	131	C
Main	PG C/L Middle	212	C
Main	PG D/Court	27	C
Main	PG E/R Front	15	C
Main	PG F/R Back Concrete	19	C
Main	PG G/R Middle	56	C

**Comments**

Plan of Improvement: Developed This Date 06/26/2018

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.

**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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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). 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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Misty Reynolds, Program Official

Date

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Laura Swann, Consultant

Date



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### Findings Report

**Date:** 6/26/2018    **VisitType:** Licensing Study    **Arrival:** 8:45 AM    **Departure:** 2:55 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Met**

**Comment**

Activities varied throughout the day.

**Correction Deadline: 6/26/2018**

**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**

Center does provide swimming activities on site.

### 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

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**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****Met****Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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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)****Met****Comment**

Center appears clean and well maintained.

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**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 following hazards were present:

The gate around the pool filter had exposed metal pieces at the bottom.

The left side playground fencing on the right and back side had portions with sharp metal pieces exposed. The entrance gate to the basketball court had exposed metal pieces at the bottom. Continue to monitor the bottom of all fencing to ensure there are no entrapment hazards or exposed metal pieces on the bottom after rain.

**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: 7/6/2018****Recited on 6/26/2018****Technical Assistance**

591-1-1-.26(6) - Please monitor the metal equipment for chipping paint and rust.

**Correction Deadline: 7/6/2018****Finding**

Previously Cited: 591-1-1-.26(8) requires the playground to be kept clean, free of litter and hazards. It was observed on the outdoor play area:

Vines with and without thorns were present growing through the back left fencing.

The right back corner black plastic boarder around the soccer field had a section not attached with a piece of the plastic broken.

Tree roots were uncovered posing a tripping hazard on the back left portion of play area.

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the following hazards were present:

Two sections of the sidewalk on the left side of the basketball court had a 1" to 2" gap posing a tripping hazard. On the right side two-year-old playground there was a hole to the right of the sea saw that measured 4"D x 7"L x 8" posing a tripping hazard.

**POI (Plan of Improvement)**

Previously Cited: To ensure the cleanliness, sanitation and safety of the playground,

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

**Correction Deadline: 7/6/2018**

**Recited on 6/26/2018**

**Food Service**

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

**Comment**

Infant feeding forms are updated regularly.

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

**Comment**

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

**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Field trip documentation observed to be complete.

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

**Comment**

Complete documentation of transportation observed.

**Comment**

Consultant only viewed one vehicle due to the other two vehicles being serviced. 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: 40

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 01/29/2018	
Staff # 2	Met
Date of Hire: 07/16/2015	
Staff # 3	Met
Date of Hire: 07/06/2015	
Staff # 4	Met
Date of Hire: 12/16/2017	
Staff # 5	Met
Date of Hire: 01/08/2015	
Staff # 6	Met
Date of Hire: 08/04/2014	
Staff # 7	Met
Date of Hire: 08/14/2017	
Staff # 8	Met
Date of Hire: 09/08/2017	
Staff # 9	Met
Date of Hire: 04/22/2016	
Staff # 10	Met
Date of Hire: 02/09/2016	
Staff # 11	Met
Date of Hire: 03/27/2017	
Staff # 12	Met
Date of Hire: 09/17/2017	
Staff # 13	Met

Date of Hire: 12/16/2017

Staff # 14 Met

Date of Hire: 05/08/2018

Staff # 15 Met

Date of Hire: 12/30/2016

Staff # 16 Met

Date of Hire: 03/23/2018

Staff # 17 Met

Date of Hire: 04/30/2018

Staff # 18 Met

Date of Hire: 06/16/2017

Staff # 19 Met

Date of Hire: 08/22/2017

Staff # 20 Met

Date of Hire: 08/31/2015

Staff # 21 Met

Date of Hire: 08/03/2016

Staff # 22 Met

Date of Hire: 03/15/2016

Staff # 23 Met

Date of Hire: 03/01/2018

Staff # 24 Met

Date of Hire: 10/17/2016

Staff # 25 Met

Date of Hire: 01/11/2018

Staff # 26 Met

Date of Hire: 01/02/2015

Staff # 27 Met

Date of Hire: 12/15/2014

Staff # 28 Met

Date of Hire: 02/19/2018



**Records Reviewed: 40**

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

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Staff # 29 Date of Hire: 01/30/2018	Met
Staff # 30 Date of Hire: 08/21/2017	Met
Staff # 31 Date of Hire: 05/16/2018	Met
Staff # 32 Date of Hire: 02/12/2018	Met
Staff # 33 Date of Hire: 04/02/2018	Met
Staff # 34 Date of Hire: 05/29/2018	Met
Staff # 35 Date of Hire: 07/03/2017	Met
Staff # 36 Date of Hire: 04/17/2017	Met
Staff # 37 Date of Hire: 08/11/2015	Met
Staff # 38 Date of Hire: 10/30/2015	Met
Staff # 39 Date of Hire: 10/01/2015	Met
Staff # 40 Date of Hire: 10/15/2015	Met

**Staff Credentials Reviewed: 40**

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**591-1-1-.09 Criminal Records Check(CR)**

**Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

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

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

**Met**

**Comment**

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

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

**Met**

**Comment**

Documentation observed of required staff training.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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