



**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: 7/24/2020 **VisitType:** Complaint Investigation by Phone **Arrival:** 2:30 PM **Departure:** 4:30 PM

CCLC-46499

Sunbrook Academy at Woodstock

9626 Hickory Flat Highway Woodstock, GA 30188 Cherokee County
(470) 317-7661 director.woodstock@sunbrookacademy.com

Regional Consultant

Rachael Brown

Phone: (770) 342-7795

Fax: (678) 891-5887

rachael.brown@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

Compliance Zone Designation		
07/24/2020	Complaint Investigation by Phone	Good Standing
10/22/2019	Licensing Study	Good Standing
05/21/2019	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

Comments

The purpose of this visit was to conduct a complaint investigation by phone. 1-day letter and CBC video affidavit were issued.

Plan of Improvement: Developed This Date 07/24/2020

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.decal.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@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).

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.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@decals.ga.gov

Hope Anderson, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation by Phone:

Safety

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

Not Met

Finding

591-1-1-.11(2) requires that Personnel not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; or confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump seat. It was determined based on investigation that a staff member physically restrained a five-year-old child with their legs as a form of discipline for approximately five minutes, without leaving bruises or marks.

POI (Plan of Improvement)

The Center will take immediate action to ensure the action/conduct has ceased; train/review appropriate child guidance techniques with center staff; and have a system in place to monitor and identify inappropriate actions.

Correction Deadline: 7/24/2020

Staff Records

Records Reviewed: 38

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 07/12/2019

Staff # 2 Met

Staff # 3 Date of Hire: 08/24/2020	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6 Date of Hire: 10/12/2020	Met
Staff # 7 Date of Hire: 03/23/2020	Met
Staff # 8	Met
Staff # 9 Date of Hire: 02/01/2021	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12 Date of Hire: 06/24/2019	Met
Staff # 13 Date of Hire: 04/08/2007	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17 Date of Hire: 08/14/2018	Met
Staff # 18 Date of Hire: 02/20/2017	Met
Staff # 19 Date of Hire: 10/19/2020	Met
Staff # 20 Date of Hire: 11/05/2019	Met
Staff # 21	Met

Records Reviewed: 38

Records with Missing/Incomplete Components: 0

Staff # 22 Date of Hire: 05/15/2002	Met
Staff # 23 Date of Hire: 10/12/2020	Met
Staff # 24 Date of Hire: 08/25/2020	Met
Staff # 25	Met
Staff # 26	Met
Staff # 27 Date of Hire: 01/30/2019	Met
Staff # 28 Date of Hire: 10/05/2020	Met
Staff # 29	Met
Staff # 30	Met
Staff # 31 Date of Hire: 08/01/2019	Met
Staff # 32 Date of Hire: 10/07/2020	Met
Staff # 33 Date of Hire: 08/09/2018	Met
Staff # 34	Met
Staff # 35	Met
Staff # 36	Met
Staff # 37	Met
Staff # 38	Met

Staff Credentials Reviewed: 8

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

Not Met

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on investigation that one staff member had not made application to the Department or an authorized fingerprinting site.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view videos to ensure the CRC rules are maintained.

Correction Deadline: 7/24/2020

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on investigation that one staff member was present and alone, caring for children on July 16, 2020 with a comprehensive satisfactory criminal background check that was older than the preceding 12 months of the hire date. The comprehensive satisfactory criminal background check on file had a portability deadline of December 19, 2019, an expiration date of December 19, 2023, and a hire date of July 13, 2020.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will view videos to ensure the CRC rules are maintained.

Correction Deadline: 7/24/2020