



**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:** 4/19/2018    **VisitType:** Incident Investigation & Follow Up    **Arrival:** 2:45 PM    **Departure:** 5:10 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**

Karen McGill

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**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
04/19/2018	Incident Investigation & Follow Up	Good Standing
04/03/2018	Monitoring Visit	Good Standing
10/18/2017	Licensing Study	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	1L - Room B - Infant	Infants	2	6	C	11	C	NA	NA	Floor Play
Main	1R - Room A - Infants	Infants	2	5	C	11	C	NA	NA	Floor Play
Main	2L - Room D - Junior Toddler	One Year Olds	1	6	C	19	C	NA	NA	Free Play
Main	2R - Room C - Junior Toddler	Two Year Olds	2	6	C	20	C	NA	NA	Snack
Main	3L - Room E - Senior Toddlers	One Year Olds and Two Year Olds	4	12	C	25	C	NA	NA	Outside
Main	3R - Room I - Pre-K 4		0	0	C	24	C	NA	NA	Not In Use
Main	4R - Room J - School Age	Five Year Olds	1	6	C	28	C	NA	NA	Outside, Free Play
Main	Back-Left - Room H - Pre-K 4		0	0	C	26	C	NA	NA	Not In Use
Main	Middle Left - Room F - Pre-K 3	Four Year Olds	1	6	C	20	C	NA	NA	Outside
Main	Middle-Right Room G - Pre-K 3	Four Year Olds	1	6	C	20	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 204						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 53			Total Capacity @35 sq. ft.: 204			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	20	C


Main	Playground B	45	C
Main	Playground C	11	C

**Comments**

A Plan of Improvement visit was conducted on this date to follow-up the Monitoring Visit conducted on April 3, 2018. There were no concerns observed on this date. Only one staff name was missing from the Adult worksheet. The Director stated no new staff have been hired since the previous visit.

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).



**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@dec.al.ga.gov](mailto: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). 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.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](mailto:qualityrated@dec.al.ga.gov)

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Hope Anderson, Program Official

Date

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Karen McGill, Consultant

Date