



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: 11/2/2020 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 9:35 AM

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			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.
11/02/2020	Licensing Study	Good Standing	
07/24/2020	Complaint Investigation by Phone	Good Standing	
10/22/2019	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	1L - Room B - Infant	Infants	2	5	C	11	C	NA	NA	Floor Play,Nap	
Main	1R - Room A - Infants	Infants	2	4	C	11	C	NA	NA	Floor Play	
Main	2L - Room D - Junior Toddler	One Year Olds	1	8	C	19	C	NA	NA	Free Play	
Main	2R - Room C - Junior Toddler	One Year Olds	2	8	C	20	C	NA	NA	Free Play	
Main	3L - Room E - Senior Toddlers	Two Year Olds	2	14	C	25	C	NA	NA	Outside	
Main	3R - Room I - Pre-K 4	Three Year Olds	2	17	C	24	C	NA	NA	Outside	
Main	4R - Room J - School Age		0	0	C	28	C	NA	NA	Not In Use	
Main	Back-Left - Room H - Pre-K 4	Four Year Olds	2	15	C	26	C	NA	NA	Story	
Main	Middle Left - Room F - Pre-K 3	Two Year Olds	1	10	C	20	C	NA	NA	Story	
Main	Middle-Right Room G - Pre-K 3		0	0	C	20	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.: 204						Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 81						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

Comments

An Administrative Review was conducted on October 30, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 4, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 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.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.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

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 Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

A Virtual Visit was conducted due to the 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-.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - Ensure that a complete address for persons authorized to pick up children is obtained.

Correction Deadline: 11/2/2020

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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

591-1-1-.26 Playgrounds(CR)**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

Food Service

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

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through the diapering area was observed and the provider displayed proper knowledge of the rules and regulations.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting

Met

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Correction Deadline: 7/24/2020

Corrected on 11/2/2020

.11(2) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected. Pleasant interactions were observed and redirection/discussion was stated to be used throughout the center. Director stated staff members can call for help and step out of the classroom if a break is needed.

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

N/A

Comment

Center does not participate in field trips at this time.

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

Met

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Met

Correction Deadline: 10/22/2019

Corrected on 11/2/2020

.30(2) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected on this date. Consultant observed infants asleep, in the crib, with no items or swaddles. Staff stated placing the infants to sleep on their back and stated swaddles were not used in the center.

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 12/26/2016

Staff # 2

Met

Date of Hire: 07/12/2019

Staff # 3 Met

Date of Hire: 08/24/2020

Staff # 4 Met

Date of Hire: 08/18/2020

Staff # 5 Met

Date of Hire: 10/12/2020

Staff # 6 Met

Date of Hire: 03/23/2020

Staff # 7 Met

Date of Hire: 06/24/2019

Staff # 8 Met

Date of Hire: 04/08/2007

Staff # 9 Met

Date of Hire: 08/14/2018

Staff # 10 Met

Date of Hire: 02/20/2017

Staff # 11 Met

Date of Hire: 10/19/2020

Staff # 12 Met

Date of Hire: 11/05/2019

Staff # 13 Met

Date of Hire: 05/15/2002

Staff # 14 Met

Date of Hire: 10/12/2020

Staff # 15 Met

Date of Hire: 08/25/2020

Staff # 16 Met

Date of Hire: 01/30/2019

Staff # 17 Met

Date of Hire: 08/01/2019

Records Reviewed: 20

Records with Missing/Incomplete Components: 0

Staff # 18 Met
Date of Hire: 10/07/2020

Staff # 19 Met
Date of Hire: 08/09/2018

Staff # 20 Met

Staff Credentials Reviewed: 8

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

Correction Deadline: 7/24/2020

Corrected on 11/2/2020

.09(1)(a) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected. All staff observed to have criminal records checks on file.

Correction Deadline: 7/24/2020

Corrected on 11/2/2020

.09(1)(c) - A Virtual Visit was conducted due to the COVID-19 pandemic. Citation observed to be corrected. All staff were observed to have satisfactory criminal background checks on file.

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

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 May 12, 2020.

Staffing and Supervision

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.