



**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:** 5/21/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:40 AM    **Departure:** 11:45 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**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@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.
05/21/2019	Monitoring Visit	Good Standing	
11/08/2018	Licensing Study	Good Standing	
05/30/2018	Incident Investigation Closure	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	9	C	11	C	NA	NA	Feeding, Floor Play, Diapering, Nap
Main	1R - Room A - Infants	Infants	2	6	C	11	C	NA	NA	Nap, Feeding, Floor Play, Diapering
Main	2L - Room D - Junior Toddler	One Year Olds	2	13	C	19	C	NA	NA	Free Play
Main	2R - Room C - Junior Toddler	One Year Olds	1	5	C	20	C	NA	NA	Free Play
Main	3L - Room E - Senior Toddlers	Two Year Olds	3	14	C	25	C	NA	NA	Transitioning
Main	3R - Room I - Pre-K 4	Four Year Olds	1	12	C	24	C	NA	NA	Homework
Main	4R - Room J - School Age		0	0	C	28	C	NA	NA	Not In Use
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	PreK	1	15	C	20	C	NA	NA	Free Play
Main	Middle-Right Room G - Pre-K 3	Three Year Olds	1	9	C	20	C	NA	NA	Music

Total Capacity @35 sq. ft.: 204

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 83

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**

The purpose of this visit was to conduct a monitoring visit and to follow up to the previous visit conducted on November 8, 2018.

Consultant observed 2019 License posted on this date.

Consultant provided contact information on this date.

Plan of Improvement: Developed This Date 05/21/2019

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.state.ga.us/CCS/Regulations.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.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Hope Anderson, Program Official

Date

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Shannon Curtis, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

#### Activities and Equipment

**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 not provide swimming activities.

#### Facility

**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)**

Technical Assistance

**Technical Assistance**

Consultant discussed with Staff to please be mindful to keep items that pose a hazard inaccessible to children on this date.

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

Met

**Comment**

Playground observed to be clean and in good repair.

#### Health and Hygiene

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

Met

**Comment**

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****Met****Comment**

The Provider currently does not dispense/administer medication.

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**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**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.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 27****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 01/15/2019

Staff # 2

Met

Date of Hire: 03/21/2018

Staff # 3

Met

Date of Hire: 11/26/2018

Staff # 4

Met

Date of Hire: 05/06/2019

Staff # 5

Met

Date of Hire: 11/26/2018

Staff # 6 Date of Hire: 04/08/2019	Met
Staff # 7 Date of Hire: 08/08/2017	Met
Staff # 8 Date of Hire: 05/15/2017	Met
Staff # 9 Date of Hire: 02/01/2018	Met
Staff # 10 Date of Hire: 02/22/2017	Met
Staff # 11 Date of Hire: 05/19/2017	Met
Staff # 12 Date of Hire: 12/28/2016	Met
Staff # 13 Date of Hire: 02/20/2017	Met
Staff # 14 Date of Hire: 01/30/2017	Met
Staff # 15 Date of Hire: 01/30/2019	Met
Staff # 16	Met
Staff # 17 Date of Hire: 11/15/2017	Met
Staff # 18 Date of Hire: 02/25/2019	Met
Staff # 19 Date of Hire: 09/25/2017	Met
Staff # 20 Date of Hire: 03/05/2018	Met
Staff # 21	Met

**Records Reviewed: 27**

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

Date of Hire: 06/27/2017

Staff # 22 Met

Date of Hire: 01/04/2018

Staff # 23 Met

Date of Hire: 12/28/2017

Staff # 24 Met

Date of Hire: 08/03/2017

Staff # 25 Met

Date of Hire: 02/15/2018

Staff # 26 Met

Date of Hire: 12/26/2017

Staff # 27 Met

Date of Hire: 04/15/2019

**Staff Credentials Reviewed: 27**

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

**Comment**

Criminal record checks were observed to be complete for all staff on this date.

**Comment**

Director provided nine files for employees hired since last visit on November 8, 2018 on this date.

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

**Comment**

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

**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.