



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

Cover Sheet

Date: 2/22/2022 **VisitType:** Monitoring Visit

Arrival: 9:25 AM

Departure: 11:00 AM

CCLC-38939

Sunbrook Academy at Stockbridge

5006 Hwy 155 N Stockbridge, GA 30281 Henry County
 (678) 284-6001 director.stockbridge@sunbrookacademy.com

Regional Consultant

April Brown

Phone: (770) 357-5101
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 april.brown@dec.al.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.
02/22/2022	Monitoring Visit	Good Standing	
08/19/2021	Licensing Study	Good Standing	
08/10/2021	Complaint Investigation by Phone	Good Standing	

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	(A) 1L - Infant B	Infants and One Year Olds	2	9	C	12	C	NA	NA	Floor Play
Main	(B) 2L - Senior A	Two Year Olds	2	12	C	19	C	NA	NA	Art
Main	(C) 3L - Junior B	One Year Olds and Two Year Olds	2	6	C	19	C	NA	NA	Free Play
Main	(D) 4L middle- PreK 3A	Three Year Olds	1	8	C	15	C	NA	NA	Art
Main	(E) 5L middle - Pre-K 4A		0	0	C	16	C	23	C	Not In Use
Main	(F) 6L middle - GA Pre-K (b)		0	0	C	23	C	NA	NA	Not In Use
Main	(G) 5R - GA Pre-K (a)		0	0	C	23	C	NA	NA	Not In Use
Main	(H) 4R - PreK 3B	Three Year Olds and Four Year Olds	2	13	C	21	C	29	C	Centers
Main	(I) 3R - Junior A		0	0	C	22	C	NA	NA	Not In Use
Main	(J) 2R - Senior B	Two Year Olds	1	6	C	14	C	NA	NA	Transitioning
Main	(K) 1R - Infant A		0	0	C	13	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 197					Total Capacity @25 sq. ft.: 212					
Total # Children this Date: 54			Total Capacity @35 sq. ft.: 197			Total Capacity @25 sq. ft.: 212				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Plgd-A (Inf.)	31	C
Main	Plgd-B (Preschool)	77	C
Main	Plgd-C (School-age)	264	C

Comments

An in person visit was conducted on February 22, 2022. An administrative review was completed on March 2, 2022. The report and findings were discussed and emailed to the director on this date, March 2, 2022.

Plan of Improvement: Developed This Date 02/22/2022

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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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@decal.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://decal.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)

Jessica Ham, Program Official

Date

April Brown, 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-.03 Activities

Technical Assistance

Technical Assistance

Please ensure that when the center is in operation for at least five hours or more per day at least one and one-half hours of outdoor activity per day is required, weather permitting, for each child who is not an infant and at least one hour daily for infants.

Correction Deadline: 2/22/2022

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable on this date.

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities at this time.

Children's Records

591-1-1-.08 Children's Records

Met

Correction Deadline: 8/25/2021

Corrected on 2/22/2022

Correction of citation in that five out of five children's enrollment forms submitted were complete as required.

Facility

591-1-1-.19 License Capacity(CR) **Met**

Comment

Licensed capacity observed to be met by the center on this date.

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

Comment

Center appears clean and well maintained on this date.

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute throughout playground areas due to rain.

Technical Assistance

Please ensure fencing and fencing materials shall not present as a hazard to children and are 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.

Correction Deadline: 2/22/2022

Technical Assistance

Please ensure playgrounds are kept clean and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete, which could pose as a tripping hazard.

Correction Deadline: 2/22/2022

Food Service

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

Correction Deadline: 8/25/2021

Corrected on 2/22/2022

Correction of citation in that all eight infant feeding forms submitted were complete and contained the required information.

Health and Hygiene

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

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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

Comment

Proper hand washing observed throughout the center on this date.

591-1-1-.20 Medications(CR) **N/A**

Comment

The center currently does not dispense or administer medication at this time.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Correction Deadline: 8/25/2021

Corrected on 2/22/2022

Correction of citation in that the center submitted the written plan for handling emergencies as required.

Safety

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

Met

Comment

Age-appropriate discussion and redirection observed on this date.

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

Met

Comment

A current and completed inspection was observed for the vehicle used in transporting children on this date. Vehicle with tag number ending in D9996 was completed on December 6, 2021.

Comment

Complete documentation of transportation observed from February 7, 2022 through February 28, 2022.

Sleeping & Resting Equipment

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

Not Met

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined based on observation one out of 10 crib sheets were not tight-fitted as required.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 2/22/2022

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 05/03/2021

Staff # 2 Met

Date of Hire: 10/27/2021

Staff # 3 Met

Staff # 4 Met

Date of Hire: 04/17/2017

Staff # 5 Met

Date of Hire: 02/09/2021

Staff # 6 Met

Date of Hire: 02/07/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Date of Hire: 11/09/2021	Met
Staff # 8 Date of Hire: 11/01/2021	Met
Staff # 9 Date of Hire: 10/19/2021	Met
Staff # 10 Date of Hire: 11/01/2021	Met
Staff # 11 Date of Hire: 08/03/2021	Met
Staff # 12 Date of Hire: 07/27/2018	Met
Staff # 13 Date of Hire: 01/04/2021	Met
Staff # 14 Date of Hire: 02/02/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15 Date of Hire: 03/22/2021	Met
Staff # 16 Date of Hire: 08/01/2016	Met
Staff # 17 Date of Hire: 07/12/2021	Met
Staff # 18 Date of Hire: 02/02/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19 Date of Hire: 07/31/2021	Met
Staff # 20 Date of Hire: 09/08/2021	Met
Staff # 21 Date of Hire: 11/01/2021	Met

Staff # 22 Met
Date of Hire: 09/13/2021

Staff # 23 Met
Date of Hire: 10/12/2021

Staff # 24 Met
Date of Hire: 10/12/2021

Staff Credentials Reviewed: 3

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

Comment

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

Technical Assistance

Consultant discussed with the director and area manager criminal background checks (CBC) as it relates to the following rule: requires the Center to maintain valid evidence of a satisfactory Comprehensive Records Check Determination at the Child Care Learning Center for the Director and each Employee (including Students-in-Training, Volunteers, independent contractors and residents age 17 and older) for the duration of employment or residency plus one year, and such paper or electronic evidence must be made immediately available to the Department upon request. CBC rules and requirements were discussed on this date.

Correction Deadline: 2/22/2022

591-1-1-.33 Staff Training Met

Correction Deadline: 9/19/2021

Corrected on 2/22/2022

Correction of citation in that the director reported that the employee was no longer employed with the center on this date.

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

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

Staffing and Supervision

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

Comment

Center observed to maintain appropriate staff:child ratios on this date.

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

Comment

Adequate supervision observed on this date.