



**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:** 11/16/2021 **VisitType:** Licensing Study

**Arrival:** 12:30 PM

**Departure:** 1:30 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:** ★ ★

<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.
11/16/2021	Licensing Study	Good Standing	
05/25/2021	Monitoring Visit	Good Standing	
11/02/2020	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	Nap,Feeding
Main	1R - Room A - Infants	Infants	2	10	C	11	C	NA	NA	Floor Play,Feeding
Main	2L - Room D - Junior Toddler	Two Year Olds	2	11	C	19	C	NA	NA	Story
Main	2R - Room C - Junior Toddler	One Year Olds	3	12	C	20	C	NA	NA	Outside
Main	3L - Room E - Senior Toddlers		0	0	C	25	C	NA	NA	Not In Use
Main	3R - Room I - Pre-K 4	Three Year Olds	1	12	C	24	C	NA	NA	Outside
Main	4R - Room J - School Age	GA PreK	2	21	C	28	C	NA	NA	Centers
Main	Back-Left - Room H - Pre-K 4	Four Year Olds	2	13	C	26	C	NA	NA	Story
Main	Middle Left - Room F - Pre-K 3	Two Year Olds	1	7	C	20	C	NA	NA	Outside
Main	Middle-Right Room G - Pre-K 3	Three Year Olds	1	10	C	20	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 157						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Heath Department Limitations			
Total # Children this Date: 101			Total Capacity @35 sq. ft.: 157			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**

An Administrative Review was conducted on November 16, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on November 16, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.



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.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

**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.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)

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)

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Hope Anderson, Program Official

Date

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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. A variety of equipment and toys were observed throughout the center.

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

**N/A**

**Comment**

Center does not provide swimming activities. No pool on property.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Met**

**Comment**

Records were observed to be complete and well organized.

### Facility

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**591-1-1-.06 Bathrooms** **Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Bathrooms observed to be clean and well maintained.

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**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.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playgrounds observed to be in good repair. Consultant discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Kitchen appears clean and well organized.

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**Health and Hygiene**

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**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.

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**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.

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

**Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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

**Comment**

Program observed complete emergency drills

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**591-1-1-.27 Posted Notices****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

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**Safety**

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**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff were observed to maintain a positive learning environment on this date. Redirection and discussion stated to be used throughout the center.

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**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide routine transportation. Director stated having stopped providing school age transportation at this time.

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**Sleeping & Resting Equipment**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Infant safe sleep practices observed and discussed. Cribs and cots observed to be in good repair and sheets/blankets stated to be laundered appropriately.

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**Staff Records****Records Reviewed: 21****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 12/26/2016

Staff # 2

Met

Date of Hire: 10/19/2021

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

Staff # 3

Met

Date of Hire: 02/19/2018

Staff # 4

Met

**Records Reviewed: 21****Records with Missing/Incomplete Components: 0**

Date of Hire: 10/29/2021

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

Staff # 5

Met

Date of Hire: 03/23/2020

Staff # 6

Met

Date of Hire: 04/26/2021

Staff # 7

Met

Date of Hire: 06/01/2021

Staff # 8

Met

Date of Hire: 07/06/2021

Staff # 9

Met

Date of Hire: 06/24/2019

Staff # 10

Met

Date of Hire: 07/27/2021

Staff # 11

Met

Date of Hire: 02/15/2021

Staff # 12

Met

Date of Hire: 08/14/2018

Staff # 13

Met

Date of Hire: 02/20/2017

Staff # 14

Met

Date of Hire: 10/19/2020

Staff # 15

Met

Date of Hire: 05/15/2017

Staff # 16

Met

Date of Hire: 10/13/2021

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

Staff # 17

Met

Date of Hire: 08/25/2020

Staff # 18

Met

Date of Hire: 05/03/2021

Staff # 19

Met

**Records Reviewed: 21****Records with Missing/Incomplete Components: 0**

Date of Hire: 09/01/2021

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

Staff # 20

Met

Date of Hire: 07/26/2021

Staff # 21

Met

Date of Hire: 07/26/2021

**Staff Credentials Reviewed: 11****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided nine files for employees hired since last visit.

**591-1-1-.14 First Aid & CPR****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete first aid kits observed in center.

**Comment**

Evidence observed of 100% 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.