



**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:** 5/25/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:45 AM    **Departure:** 11:30 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:** ★ ★

<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.
05/25/2021	Monitoring Visit	Good Standing	
11/02/2020	Licensing Study	Good Standing	
07/24/2020	Complaint Investigation by Phone	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	1	6	C	11	C	NA	NA	Outside
Main	1R - Room A - Infants	Infants	2	6	C	11	C	NA	NA	Floor Play,Nap
Main	2L - Room D - Junior Toddler	One Year Olds	2	10	C	19	C	NA	NA	Outside
Main	2R - Room C - Junior Toddler	One Year Olds	1	8	C	20	C	NA	NA	Outside
Main	3L - Room E - Senior Toddlers	Two Year Olds	2	13	C	25	C	NA	NA	Free Play
Main	3R - Room I - Pre-K 4	Three Year Olds and Four Year Olds	1	15	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 and Five Year Olds	1	18	C	26	C	NA	NA	Story
Main	Middle Left - Room F - Pre-K 3	Three Year Olds	1	12	C	20	C	NA	NA	Free Play
Main	Middle-Right Room G - Pre-K 3		0	0	C	20	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 157						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Heath Department Limitations			
Total # Children this Date: 88			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**

A virtual inspection was conducted on May 25, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 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.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 Monitoring Visit:

#### 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. Equipment observed to be secure.

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

**N/A**

**Comment**

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

#### Facility

**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. No hazards observed accessible to children on this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

#### 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 center staff 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 requirements 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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**Safety**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date. Redirection and discussion were stated to be used throughout the center.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Interior of vehicle was observed to be in good repair. Vehicle observed to have a complete first aid kit and operable fire extinguisher. A current annual vehicle inspection and transportation logs were observed to be complete.

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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 was observed. An Infant was observed to be asleep in a crib, on their back, with no items in/on the crib. Cribs and cots were observed to be in good repair and sheets/blankets stated to be laundered daily throughout the center.

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**Staff Records****Records Reviewed: 17****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 12/26/2016	
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Date of Hire: 03/23/2020	
Staff # 5	Met

**Records Reviewed: 17**

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

Staff # 6 Date of Hire: 06/24/2019	Met
Staff # 7 Date of Hire: 04/08/2007	Met
Staff # 8	Met
Staff # 9 Date of Hire: 08/14/2018	Met
Staff # 10 Date of Hire: 02/20/2017	Met
Staff # 11 Date of Hire: 10/19/2020	Met
Staff # 12	Met
Staff # 13 Date of Hire: 05/15/2002	Met
Staff # 14 Date of Hire: 08/25/2020	Met
Staff # 15	Met
Staff # 16 Date of Hire: 08/09/2018	Met
Staff # 17	Met

**Staff Credentials Reviewed: 6**

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

**Comment**

Criminal record checks were observed to be complete.

**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 1, 2021.

**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.

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**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.