



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: 10/17/2025 **VisitType:** Licensing Study

Arrival: 8:45 AM **Departure:** 1:40 PM

CCLC-46499

Sunbrook Academy at Woodstock

9626 Hickory Flat Highway Woodstock, GA 30188 Cherokee
County
(470) 317-7661

Regional Consultant

Randy Gaytan

Phone: (770) 357-7022

Fax: (770) 357-7021

randy.gaytan@dec.al.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.
10/17/2025	Licensing Study	Good Standing	
06/03/2025	Complaint Closure	Good Standing	
04/28/2025	Complaint Investigation Follow Up	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	4	C	11	C	NA	NA	Floor Play,Feeding
Main	1R - Room A - Infants	Infants and One Year Olds	1	5	C	11	C	NA	NA	Floor Play,Diapering
Main	2L - Room D - Junior Toddler		0	0	C	19	C	NA	NA	
Main	2R - Room C - Junior Toddler	One Year Olds and Two Year Olds and Three Year Olds	3	12	C	20	C	NA	NA	Art
Main	3L - Room E - Senior Toddlers	GA PreK	2	14	C	25	C	NA	NA	Centers
Main	3R - Room I - Pre-K 4		0	0	C	24	C	NA	NA	
Main	4R - Room J - School Age	GA PreK	2	16	C	28	C	NA	NA	Music
Main	Back-Left - Room H - Pre-K 4	Four Year Olds and Five Year Olds	1	5	C	26	C	NA	NA	Outside
Main	Middle Left - Room F - Pre-K 3	Three Year Olds	1	8	C	20	C	NA	NA	Outside
Main	Middle-Right Room G - Pre-K 3	Three Year Olds	1	8	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: 72		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

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
6	15	13	25	35	8	5

Comments

The purpose of this visit was to conduct a Licensing Study.

Consultant left a one-day criminal records check letter on this date.

Consultant left the Affidavit Verifying Completion of Background Check Video Units on this date which must be completed by an Owner or Officer and returned within five business days (October 24, 2025).

Consultant showed the Director how to get to the videos on the DECALj website.

Discussed updating the Center's policies and procedures to include the program's practices regarding the expulsion and suspension of children enrolled for care within the description of behavior management and discipline actions used by the Center.

Also discussed to ensure a description of the practices followed by the Center to prevent shaken baby syndrome and abusive head trauma in children up to five years of age that includes the following information: how to recognize, respond to, and report the signs and symptoms of shaken baby syndrome and abusive head trauma; strategies to assist staff members in understanding how to care for infants and how to cope with a crying, fussing, or distraught child; strategies to ensure staff members understand the brain development of children up to five years of age; and a list of prohibited behaviors when dealing with children.

Additional information can be found in the CCLC Indicator Manual found on DECAL's website at:

<https://www.dec.state.ga.us/CCS/RuleAndRegulations.aspx> or through the Center on Shaken Baby Syndrome found at: <https://dontshake.org/>.

Discussed that all Employees, including volunteers, independent contractors, students-in-training, etc. should have a completed initial program orientation form on file.

Discussed that effective July 1, 2025, all staff are required to obtain at least two hours in evidence based, developmentally appropriate language and literacy practices and at least two hours in on-going child development and health and safety related topics as part of their 10 hours of annual training.

The CCS Consultant discussed and left a copy of the updated Child Care Weather Watch Chart with the program today. Weather does not permit outdoor play when there is active precipitation or when weather advisories are in effect. Consult the Child Care Weather Watch Chart resource for further guidance, considering specific weather conditions.

Plan of Improvement: Developed This Date

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/RuleAndRegulations.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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov for more information. Free technical assistance is available!



Summary Report

Date: 10/17/2025 **VisitType:** Licensing Study

Arrival: 8:45 AM **Departure:** 1:40 PM

CCLC-46499

Sunbrook Academy at Woodstock

9626 Hickory Flat Highway Woodstock, GA 30188 Cherokee
County
(470) 317-7661

Regional Consultant

Randy Gaytan

Phone: (770) 357-7022

Fax: (770) 357-7021

randy.gaytan@dec.al.ga.gov

Mailing Address
Same

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Met

Comment

Age-appropriate activities observed throughout the center.

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

Met

Comment

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

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Comment

Records were observed to be complete and well organized.

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

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

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

Met

Comment

The Center appeared clean and well maintained on this date.

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

Met

Comment

Playground observed to be clean and in good repair on this date.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

Please ensure that bottles are covered and fully labeled with child's full name.

Comment

Please ensure that infant feeding forms are updated regularly.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized on this date.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Met

Comment

Staff were observed to remind children to wash hands on this date.

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

Met

Comment

Documentation for medication dispensing observed completed on this date.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

Complete documentation of transportation observed on this date.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Comment

Please ensure that cribs/cots are labeled for individual use.

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.

Staff Records**Records Reviewed: 17****Records with Missing/Incomplete Components: 4**

Staff # 3

Not Met

Date of Hire: 09/16/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 4

Not Met

Date of Hire: 09/11/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 5

Not Met

Date of Hire: 10/07/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 13

Not Met

Date of Hire: 08/20/2025

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of records that staff members:

#3, an Independent Contractor who, in reviewing the last 30 days, was here on September 16, September 30, October 7, and October 14, 2025 had a satisfactory Comprehensive Records Check Determination letter with a portability deadline of March 7, 2026 and an expiration of March 7, 2030 was not ported onto this license number.

#4, a Therapist, who in reviewing the last 30 days, was here on September 11, September 25, October 1, October 2, October 9, and October 16, had a satisfactory National CBC in "waiting on out of state results" status with a portability deadline of October 16, 2026 and an expiration of October 15, 2030 was not ported onto this license number.. It was confirmed that a staff member with a satisfactory Comprehensive Records Check Determination letter supervised this staff member on each visit.

#5, a Therapist, who in reviewing the last 30 days, was here on October 7, 2025 had a satisfactory Comprehensive Records Check Determination letter with a portability deadline of September 19, 2026 and an expiration of September 18, 2030, was not ported onto this license number.

#13, a staff member that was present in Room 2R - Room C - Junior Toddler with a total of three staff and six 1-year-old, five 2-year-olds, and one 3-year-old, had a satisfactory Comprehensive Records Check Determination letter with a portability deadline of August 19, 2026 and an expiration of August 18, 2030 was not ported onto this license number.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will regularly review all staff, Independent Contractors, and Therapists' Comprehensive Records Checks to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will follow the procedures presented in the training videos to ensure CRC rules are maintained.

Correction Deadline: 10/17/2025

591-1-1-.14 First Aid & CPR(CR)

Met

Comment

Evidence observed of 100% of center Staff certified in First Aid and CPR containing emergency care for infants and children on this date.

591-1-1-.33 Staff Training

Met

Comment

Documentation observed of required staff training.

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.

Comment

Staff observed to provide direct supervision and be attentive to children's needs.