



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: 9/28/2023 **VisitType:** Licensing Study **Arrival:** 9:35 AM **Departure:** 1:15 PM

CCLC-47767

Sunbrook Academy at Stilesboro

5181 Stilesboro Road Kennesaw, GA 30152 Cobb County
 (770) 794-0234 director.stilesboro@sunbrookacademy.com

Regional Consultant

Alison Benson

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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.
09/28/2023	Licensing Study	Good Standing	
09/08/2023	Complaint Closure	Good Standing	
07/27/2023	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	A	Two Year Olds	2	9	C	14	C	NA	NA	Art
Main	B		0	0	C	15	C	NA	NA	
Main	C	One Year Olds	2	7	C	21	C	NA	NA	Outside
Main	D	Infants and One Year Olds	2	3	C	25	C	NA	NA	Floor Play
Main	E		0	0	C	22	C	NA	NA	
Main	F1		0	0	C	16	C	NA	NA	
Main	F2		0	0	C	12	C	NA	NA	
Main	G		0	0	C	30	C	NA	NA	
Main	H1	Three Year Olds	2	13	C	18	C	NA	NA	Music, Story
Main	H2	Three Year Olds	1	9	C	20	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 193

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 41

Total Capacity @35 sq. ft.: 193

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	C	24	C
Main	covered patio	17	C
Main	Left side	109	C
Main	Rear	125	C

Comments

The purpose of today's visit was to conduct a License Study Visit and to follow-up from the previous visit.

Plan of Improvement: Developed This Date 09/28/2023

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.al.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

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@dec.al.ga.gov for more information. Free technical assistance is available!

Adrienne Echols, Program Official

Date

Alison Benson, Regional Consultant

Date



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(Findings Report)

Date: 9/28/2023 VisitType: Licensing Study

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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 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

The center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on review of children's records, 1 of 5 records did not include the parent work address.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 10/12/2023

Facility

591-1-1.19 License Capacity(CR)	Met
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Comment

Licensed capacity observed to be routinely met by center.

591-1-1.25 Physical Plant - Safe Environment(CR)	Met
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Comment

No hazards were observed accessible to children on this date.

591-1-1.26 Playgrounds(CR)	Technical Assistance
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Technical Assistance

591-1-1.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

The playground was observed to be clean and in good repair on this date.

Food Service

591-1-1.15 Food Service & Nutrition	Met
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Comment

The center menu was observed to meet USDA guidelines on this date.

Health and Hygiene

591-1-1.10 Diapering Areas & Practices(CR)	Met
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Comment

Staff stated proper knowledge of diapering procedures on this date.

591-1-1.17 Hygiene(CR)	Met
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Comment

Proper hand washing was observed throughout the center on this date.

591-1-1.20 Medications(CR)	N/A
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Comment

No medication is being dispensed at this time .

Policies and Procedures

591-1-1.21 Operational Policies & Procedures	Met
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Comment

Program was observed to complete emergency drills as required.

Safety

591-1-1-.11 Discipline(CR)	Met
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Correction Deadline: 9/8/2023

Corrected on 9/28/2023

.11(2) - Per director, all staff received additional discipline training.

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

The center does not participate in field trips at this time.

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

The center does not provide routine transportation at this time.

Sleeping & Resting Equipment

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

Staff stated proper SIDS and infant sleeping position.

Staff Records

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

Criminal record checks were observed to be complete.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

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

Documentation was observed of required staff training for 2022.

591-1-1-.31 Staff(CR)	Met
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Correction Deadline: 9/8/2023

Corrected on 9/28/2023

.31(13) - All criminal records were observed for current staff on this date.

Staffing and Supervision

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

The center was observed to maintain appropriate staff:child ratios on this date.

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

Adequate supervision was observed on this date.