



**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:** 10/16/2023 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 10:40 AM **Departure:** 12:50 PM

**CCLC-38941**

**Sunbrook Academy at Legacy Park**

3871 Jiles Road Kennesaw, GA 30144 Cobb County  
 (770) 428-1144 director.legacypark@sunbrookacademy.com

**Regional Consultant**

Neli Todorova

Phone: (770) 359-5167  
 Fax: (678) 891-5630  
 neli.todorova@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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|--------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/16/2023                         | Complaint Investigation & Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 07/25/2023                         | Monitoring Visit                           | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 03/24/2023                         | 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                            | A- Right Fron  | Infants                                   | 2     | 7        | C                             | 21         | C            | NA         | NA           | Nap,Feeding,Flo or Play |
| Main                            | B- Right Rear  | One Year Olds                             | 2     | 6        | C                             | 17         | C            | NA         | NA           | Outside                 |
| Main                            | C- Center      |                                           | 0     | 0        | C                             | 19         | C            | NA         | NA           |                         |
| Main                            | D1- Left Front | Two Year Olds                             | 1     | 8        | C                             | 14         | C            | NA         | NA           | Outside                 |
| Main                            | D2- Left Front | Two Year Olds and Three Year Olds         | 1     | 10       | C                             | 14         | C            | NA         | NA           | Circle Time             |
| Main                            | E1- Mid Left   | Three Year Olds and Four Year Olds        | 2     | 10       | C                             | 18         | C            | NA         | NA           | Circle Time             |
| Main                            | E2- Mid Left   | Three Year Olds                           | 1     | 7        | C                             | 18         | C            | NA         | NA           | Circle Time             |
| Main                            | F- Back Left   | Five Year Olds and Six Year Olds and Over | 1     | 8        | C                             | 22         | C            | NA         | NA           | Free Play               |
| Total Capacity @35 sq. ft.: 143 |                |                                           |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                         |
| Total # Children this Date: 56  |                |                                           |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                         |

| Building | Playground    | Playground Occupancy | Playground Compliance |
|----------|---------------|----------------------|-----------------------|
| Main     | A- Right      | 17                   | C                     |
| Main     | B- Right Rear | 27                   | C                     |
| Main     | C- Middle     | 63                   | C                     |
| Main     | D- Left       | 121                  | C                     |

### Comments

The purpose of the visit is to follow up on previous visit, and complete a Complaint investigation and Monitoring Visit. The Investigation was not completed on the day of the visit. The Director will be notified of the outcome.

Plan of Improvement: Developed This Date 10/16/2023

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.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](http://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.ga.gov](mailto:qualityrated@dec.ga.gov) for more information. Free technical assistance is available!**

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Tambra Turner, Program Official

Date

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Neli Todorova, Regional 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**

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

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

**Met**

**Comment**

Center does not provide swimming activities.

**Facility**

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

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.25(13) - Please ensure that children's bags are checked daily and all hazards removed.

**Correction Deadline: 10/16/2023**

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

**Met**

**Comment**

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**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Proper hand washing observed throughout the center.

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

**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**

Staff were observed to maintain a positive learning environment on this date.

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

**Comment**

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

**Comment**

Discussed SIDS and infant sleeping position.

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**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three file(s) for employees hired since last visit.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

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**Staffing and Supervision**

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

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Comment**

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

