



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: 10/3/2024 **VisitType:** Incident Investigation/Licensing Study

Arrival: 9:35 AM **Departure:** 6:00 PM

CCLC-158
The Sunshine House #80
3238 Brushy Drive Loganville, GA 30052 Gwinnett County
(770) 466-2433 center80@sshouse.com

Lead Consultant
Dianne Clarke
Phone: (770) 357-4923
Fax: (770) 357-4922
dianne.clarke@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.
10/03/2024	Incident Investigation Closure	Good Standing	
10/03/2024	Incident Investigation/Licensing Study	Good Standing	
03/22/2024	TA Follow Up	NA	

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	Left Wing- 1L	GA PreK	4	35	C	41	C	NA	NA	Centers
Main	Left Wing- Back	GA PreK	2	19	C	51	C	NA	NA	Centers
Main	Right Wing- 1L		0	0	C	42	C	58	C	
Main	Right Wing- 1R	Infants and One Year Olds	2	9	C	14	C	NA	NA	Floor Play,Free Play,Nap,Feeding
Main	Right Wing- 2 L	Three Year Olds	1	12	C	35	C	NA	NA	Centers,Circle Time
Main	Right Wing- 2 R	One Year Olds and Two Year Olds	2	13	C	18	C	NA	NA	Centers,Free Play
Main	Right Wing- Back Middle	Two Year Olds	2	10	C	22	C	NA	NA	Centers,Art
Total Capacity @35 sq. ft.: 223			Total Capacity @25 sq. ft.: 223							
Total # Children this Date: 98			Total Capacity @35 sq. ft.: 223							
			Total Capacity @25 sq. ft.: 223							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- A Left Side	85	C
Main	PG- B Center	124	C
Main	PG- C Right	30	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
11	13	12	13	60	0	52

Comments

The purpose of the visit is to conduct a Incident Investigation and Licensing Study visit.

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts. Please be sure you are using the most updated chart.

Please be sure to contact the Gwinnett County Department of Health, if there are any outbreaks/clusters of positive COVID-19 cases immediately and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Be sure to enter all temporary closures by 8 a.m. (vacation, emergencies, school closures, holidays etc...) in DECAL KOALA at all times under the Required Report tab whenever your facility is closed temporarily because you are not caring for children for one day or more. Please be sure to SAVE the report prior to exiting.

All amendments are required to be electronically submitted in DECAL KOALA effective 2021.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Please ensure that the director and staff responsible for food preparation completes the four (4) hours of nutrition training as soon as possible but within the first year of employment.

Please remember that the transportation training certificates must be completed prior to participating in transportation and renewed every two years for anyone checking the vehicle, chaperoning on a trip, and signing the checklist, including the director. Please ensure that directors ensure that they complete the transportation training upon being hired at the center. Please ensure to contact your consultant for guidance if you have not been conducting transportation and plan on conducting transportation.

**Beginning January 1, 2024, there is a free Transportation Training available on OLLI in Georgia PDS (GaPDS) as ProSolutions will no longer offer the class for free. Also, you will be able to find the Health and Safety Orientation Training, which will be 15 hours, for free as well.

Talk about updated orientation checklist.

Indicator manual and utilizing it. FYI: As of October 1, 2024, for larger equipment please be sure to have the amount of equipment for the amount of children enrolled (this include cribs, chairs, etc.)

Talk about updated Transportation forms including sample as of October 1, 2023, use immediately.

Discussed regarding ensuring to complete rechecks for Criminal Records checks at least 90 days before the five-year expiration. Suggestion: Check monthly or sooner to ensure that staff's criminal records checks are not about to expire.

Discussed regarding mats using tape to repair, must replace.

Plan of Improvement: Developed This Date 10/03/2024

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!



(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

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

Not Met

Finding

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the following equipment were not in good repair:

-Left Wing 1L: The vinyl on the blue chair in the "safe space" area was observed to be worn.

-Right Wing 1L: The vinyl on the tan chair in the library area was observed to be worn.

POI (Plan of Improvement)

The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 10/3/2024

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

Met

Comment

Center does not provide swimming activities.

Children's Records

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

Technical Assistance

Technical Assistance

591-1-1-.08(6) - Please ensure to remind parents that it is their responsibility to ensure that they are signing their children out daily at all times.

Correction Deadline: 10/3/2024

Facility

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

Met

Comment

Licensed capacity observed to be routinely met by center.

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were observed to be accessible:

-Left Wing 1L: There were teachers purses and plastic bags were accessible in unlocked lockers.

-Right Wing 1L: There was a plastic bag in the cubby near the entrance and in the cubby towards the back of the classroom on the right near the closet.

-Right Wing 2L: There was a plastic bag near the library area and near the cubby area and were accessible.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items. The staff moved some of the items during the visit.

Correction Deadline: 10/3/2024

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

Not Met

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the swings on the Left Side and Right Side playground was observed to be rusting.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 10/13/2024

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

Proper hand washing observed throughout the center.

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

Met

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

Comment

591-1-1-.29(3)

- Please ensure to submit a required report for any of the following circumstances listed below to the department within 24-hours or the next work day:

- Child abuse and neglect.
- Death of a child while in the care of the home.
- Any serious illness and/or injury that requires professional medical attention other than first aid. - Any situation when a child leaves the home, playground, and/or property.
- Child is left behind during a field trip.
- Any fire, structural disaster, or any other emergency situation that requires the children to be temporarily relocated.
- Anytime the home's operating status changes (i.e., temporary closure or permanent closure).
- Report or cause to be reported any cases or suspected cases of notifiable communicable diseases (COVID-19, Tuberculosis, Measles, etc.) or any viruses or illnesses identified during a public health emergency, immediately to the Department and to the local County Health Department as required by the rules of the Georgia Department of Public Health.
- When the home knows or reasonably should know that there has been an arrest or change in the Comprehensive Records Check Determination of any Provider or Employee (including any resident of the Home age 17 or older), or the Fingerprint Records Check Determination for any Provisional Employee, the Provider or designated person-in-charge shall report or cause to be reported to the Department the incident and the name of any such Provider, Employee or Provisional Employee of the Home.

(Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director within a 24 hour period of an incident occurring at the center, if medical attention was needed, injuries, child left unsupervised, suspected Child Abuse, DFCS notified etc...)

Correction Deadline: 10/3/2024**Safety****591-1-1-.11 Discipline(CR)**

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Technical Assistance****Technical Assistance**

591-1-1-.13(6) - Please ensure that all children being transported on field trips have their information completed on their medical emergency forms.

Correction Deadline: 10/3/2024**591-1-1-.36 Transportation(CR)****Not Met****Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that staff #4, hired on June 19, 2023, did not have current evidence of transportation training on file. The training had expired on August 8, 2024.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 10/13/2024

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the first right, second left and second right, third left and third right seats on vehicle tag number SBF 0118 were torn near the seat belt buckle. Also, on vehicle tag number SBF 0117, the first left and first right, and third left and third right seats were torn near the seat belt buckle.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards. The director will use tape to repair the seats and the work order will be submitted today.

Correction Deadline: 10/4/2024

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that the load and unload was not recorded for one child during a field trip on July 9, 2024, to Bay Creek Park. Also, the driver did not record when 12 children exited the bus on the field trip from Bay Creek Park.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 10/4/2024

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on observation during a licensing study visit that the driver was observed to not complete the first check when dropping children off for transportation from school.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/4/2024

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined based on observation that mats were observed to be torn in the Left Wing 1L and Left Wing Back classrooms.

POI (Plan of Improvement)

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick. The director will replace the torn mats.

Correction Deadline: 10/4/2024

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

Met

Comment

Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10-year work history form in order to determine any breaks in service from the childcare industry.

-Please ensure that all staff, volunteers, independent contractors, substitutes, therapists, etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.

-Please ensure that records checks are redone if there is a six-month (180 calendar days) break in service from the childcare industry.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center or home or ensure that the individual is supervised at all times by a staff member who has a comprehensive records check if they do not have a records check on file.

-Please ensure that staff with a national background check is always present with a staff member who has a comprehensive background check. Staff should never be by themselves.

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

Not Met

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that the following staff did not have current evidence of CPR and First Aid training:

-Staff #1 hired on April 15, 2024.

-Staff #2 hired on October 11, 2023, the CPR course was completed online only.

-Staff #4 hired on June 19, 2023.

-Staff #6 hired on June 20, 2021.

-Staff #11 hired on March 24, 2024.

-Staff #14 hired on February 22, 2024.

-Staff #16 hired on August 18, 2023.

-Staff #23 hired on April 9, 2024.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 11/2/2024

591-1-1-.33 Staff Training

Not Met

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff #24, hired on February 28, 2022, did not have evidence of ten hours of annual training for 2023.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 11/2/2024

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision**Comment**

Center observed to maintain appropriate staff:child ratios.

Comment

Adequate supervision observed on this date. Discussed the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

The following information is associated with a Incident Investigation Visit:

Children's Records

Correction Deadline: 1/30/2024

Corrected on 10/3/2024

.08(1)(a) - The previous citation was observed to be corrected in that the director reviewed with the administrative staff regarding following the policies and procedures regarding children with special procedures. Please ensure that all staff follow policies and procedures regarding children with special procedures.