



**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:** 6/12/2023    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 9:40 AM    **Departure:** 11:50 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**

Sharnette Glenn

Phone: 404-651-8365  
 Fax: 404-334-4612  
 sharnette.glenn@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

<b>Compliance Zone Designation</b>		
06/12/2023	Complaint Investigation & Monitoring Visit	Good Standing
01/10/2023	Complaint Closure	Good Standing
12/29/2022	Complaint Investigation & Licensing Study POI Follow Up	Good Standing

**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.

**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	3	6	C	11	C	NA	NA	Nap, Floor Play, Feeding
Main	1R - Room A - Infants	Infants	1	6	C	11	C	NA	NA	Diapering, Nap, Floor Play
Main	2L - Room D - Junior Toddler	One Year Olds	2	8	C	19	C	NA	NA	Circle Time, Diapering
Main	2R - Room C - Junior Toddler	One Year Olds	2	9	C	20	C	NA	NA	Floor Play
Main	3L - Room E - Senior Toddlers	Two Year Olds	2	9	C	25	C	NA	NA	Story
Main	3R - Room I - Pre-K 4	Four Year Olds	2	8	C	24	C	NA	NA	Centers
Main	4R - Room J - School Age	Six Year Olds and Over	1	14	C	28	C	NA	NA	Free Play
Main	Back-Left - Room H - Pre-K 4		0	0	C	26	C	NA	NA	Not In Use
Main	Middle Left - Room F - Pre-K 3	Two Year Olds	2	6	C	20	C	NA	NA	Centers
Main	Middle-Right Room G - Pre-K 3	Three Year Olds	2	8	C	20	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 157

Total Capacity @25 sq. ft.: 0

Building @35 capacity limited by Health Department Limitations

Total # Children this Date: 74

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**

The purpose of this visit is to conduct a monitoring visit.

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

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Hannah Coggins, Program Official

Date

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Sharnette Glenn, 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**

Discussed adding equipment and toys to enhance variety.

**Comment**

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

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

**N/A**

**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)**

**Met**

**Comment**

Center appears clean and well maintained.

**Correction Deadline: 12/29/2022**

**Corrected on 6/12/2023**

**.25(13) - The previous citation was corrected. Consultant observed all cabinets being locked and no cleaning supply accessible to the children.**

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Please ensure lids remain on trash containing organic waste.

**Comment**

Please ensure soiled items are stored inaccessible to children.

**Comment**

Proper hand washing observed throughout the center.

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

**N/A**

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Staff Records**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

Met

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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

Met

**Comment**

Adequate supervision observed on this date.

The following information is associated with a Complaint Investigation Visit:

**Staffing and Supervision**

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

Met

Correction Deadline: 1/20/2023

Corrected on 6/12/2023

.32(1) - The previous citation was corrected. The consultant observed proper ratios throughout the center.