



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

Cover Sheet

Date: 3/1/2022 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 11:30 AM

CCLC-38945

Sunbrook Academy at Bay Springs Academy

501 Bay View Drive Villa Rica, GA 30180 Carroll County
 (770) 459-3819 director.baysprings@sunbrookacademy.com

Regional Consultant

Tomekia Hudson

Phone: (770) 544-5978

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tomekia.hudson@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.
03/01/2022	Licensing Study	Good Standing	
12/15/2021	Complaint Investigation by Phone	Good Standing	
11/23/2021	POI Follow Up	Good Standing	

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	A/1L	Infants and One Year Olds	1	4	C	14	C	NA	NA	Floor Play, Free Play
Main	B/2L	Three Year Olds and Four Year Olds	1	12	C	19	C	NA	NA	Outside
Main	C/3L	Three Year Olds and Four Year Olds	1	12	C	16	C	NA	NA	Outside
Main	D/4L	One Year Olds and Two Year Olds	1	7	C	16	C	NA	NA	Free Play
Main	E/5L		0	0	C	20	C	NA	NA	
Main	F/6L	GA PreK	2	19	C	20	C	NA	NA	Centers
Main	G/1R	Infants	1	5	C	13	C	NA	NA	Floor Play, Nap, Feeding
Main	H/2R	Two Year Olds	1	5	C	20	C	NA	NA	Story
Main	I/3R	Two Year Olds	1	9	C	20	C	NA	NA	Centers
Main	J/4R	GA PreK	2	18	C	25	C	NA	NA	Centers
Main	K/5R	GA PreK	2	20	C	25	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Building Department			
Total # Children this Date: 111			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/L Front	17	C
Main	PG B/R Middle	219	C

Main	PG C/R Miid/Feld	32	C
Main	PG D/R	252	C
Main	PG E/R Front	13	C

Comments

An Administrative Review was conducted on 3/2/22. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on 3/1/22 with the Director.

The Consultant completed exit conference by phone and a copy of Licensing Study visit report was electronically emailed to the Program.

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.state.ga.us/CCS/Regulations.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



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.state.ga.us for more information. Free technical assistance is available!

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.



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Findings Report

Date: 3/1/2022 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 11:30 AM

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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.

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

Met

Comment

Pool not in use at this time, gates observed locked.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Parent authorizations obtained/completed.

Comment

Records were observed to be complete and well organized.

Correction Deadline: 12/27/2021

Corrected on 3/1/2022

.08(2) - Citation corrected on this date.

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.

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

Met

Comment

Center appears clean and well maintained.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A virtual walk through of the playground was conducted and no hazards were observed. Please ensure the playground is inspected daily to ensure no hazards are present.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Met

Comment

A Virtual Visit was conducted due to COVID-19 pandemic. Proper diapering procedure was not directly observed during the virtual walk through. Regulations regarding proper diapering procedures were discussed with the Provider on this date.

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.27 Posted Notices**Met****Comment**

Observed all required posted notices.

Safety

591-1-1-.05 Animals**Met****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-.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.

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

Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 10/15/2015

Staff # 2

Met

Date of Hire: 10/05/2015

Staff # 3

Met

Date of Hire: 01/12/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 4

Met

Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Date of Hire: 12/17/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5 Date of Hire: 10/11/2021	Met
Staff # 6 Date of Hire: 08/24/2021	Met
Staff # 7 Date of Hire: 12/12/2018	Met
Staff # 8	Met
Staff # 9 Date of Hire: 08/23/2021	Met
Staff # 10 Date of Hire: 07/29/2019	Met
Staff # 11 Date of Hire: 02/07/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 01/03/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13 Date of Hire: 03/20/2020	Met
Staff # 14 Date of Hire: 11/25/2019	Met
Staff # 15 Date of Hire: 07/24/2018	Met
Staff # 16 Date of Hire: 09/23/2014	Met
Staff # 17 Date of Hire: 12/23/2021	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 18 Date of Hire: 01/07/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Staff # 19	Met
Date of Hire: 02/04/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 20	Met
Date of Hire: 11/01/2021	
Staff # 21	Met
Staff # 22	Met
Date of Hire: 02/12/2018	
Staff # 23	Met
Date of Hire: 04/30/2018	
Staff # 24	Met
Date of Hire: 12/22/2020	

Staff Credentials Reviewed: 18

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

Comment

Director provided ten files for employees hired since last visit.

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

Comment

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

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.

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

Comment

Adequate supervision observed on this date.