



**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: 7/14/2021 **VisitType:** Monitoring Visit

Arrival: 9:30 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

Fax: (770) 544-5980

tomekia.hudson@decal.ga.gov

Mailing Address

Same

Quality Rated:

Compliance Zone Designation		
07/14/2021	Monitoring Visit	Good Standing
01/12/2021	Monitoring Visit	Good Standing
09/02/2020	Licensing Study	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	A/1L		0	0	C	14	C	NA	NA	
Main	B/2L	Three Year Olds	1	12	C	19	C	NA	NA	Outside
Main	C/3L	Three Year Olds	1	11	C	16	C	NA	NA	Outside
Main	D/4L	One Year Olds	1	6	C	16	C	NA	NA	Free Play
Main	E/5L		0	0	C	20	C	NA	NA	
Main	F/6L	Six Year Olds and Over	2	17	C	20	C	NA	NA	Circle Time
Main	G/1R	Infants	2	3	C	13	C	NA	NA	Nap, Floor Play
Main	H/2R	Two Year Olds	1	8	C	20	C	NA	NA	Centers
Main	I/3R	Two Year Olds	1	8	C	20	C	NA	NA	Centers
Main	J/4R	Five Year Olds	2	19	C	25	C	NA	NA	Centers
Main	K/5R		0	0	C	25	C	NA	NA	
Total Capacity @35 sq. ft.: 200						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Building Department		
Total # Children this Date: 84			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

A virtual inspection was conducted on 7/14/21 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 15, 2021, was reviewed during the virtual inspection.

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us

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), e-mail the following information to CCSRefutations@dec.state.ga.us.

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://dec.state.ga.us/ChildCareServices/RefutationInformation.aspx>

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)

Karen Groff, Program Official

Date

Tomekia Hudson, Consultant

Date



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

Findings Report

Date: 7/14/2021 **VisitType:** Monitoring Visit **Arrival:** 9:30 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

Mailing Address
Same

Regional Consultant

Tomekia Hudson

Phone: (770) 544-5978

Fax: (770) 544-5980

tomekia.hudson@decal.ga.gov

The following information is associated with a Monitoring Visit:

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.

Comment

Swimming rules discussed.

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.

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

Met

Comment

Playground observed to be clean and in good repair.

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 during virtual visit due to COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

The Provider currently does not dispense/administer medication.

Safety

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

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

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: 25**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Date of Hire: 09/08/2018	
Staff # 4	Met
Date of Hire: 11/05/2020	
Staff # 5	Met

Staff # 6	Met
Staff # 7	Met
Date of Hire: 12/16/2020	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 07/29/2019	
Staff # 10	Met
Date of Hire: 12/12/2019	
Staff # 11	Met
Date of Hire: 11/25/2019	
Staff # 12	Met
Date of Hire: 07/24/2018	
Staff # 13	Met
Date of Hire: 09/23/2014	
Staff # 14	Met
Date of Hire: 07/08/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met
Date of Hire: 02/28/2017	
Staff # 16	Met
Date of Hire: 03/12/2021	
Staff # 17	Met
Date of Hire: 09/09/2019	
Staff # 18	Met
Date of Hire: 02/19/2018	
Staff # 19	Met
Date of Hire: 02/12/2018	
Staff # 20	Met
Staff # 21	Met
Date of Hire: 04/30/2018	

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Staff # 22 Met
Date of Hire: 08/08/2019

Staff # 23 Met

Staff # 24 Met
Date of Hire: 06/09/2021

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

Staff # 25 Met
Date of Hire: 12/22/2020

Staff Credentials Reviewed: 6

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

Comment

Director provided six files for employees hired since last visit.

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.

Comment

Discussed new revision to 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.