



**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:** 9/20/2022 **VisitType:** Monitoring Visit

**Arrival:** 12:00 PM

**Departure:** 1:40 PM

**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:** ★

<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.
09/20/2022	Monitoring Visit	Good Standing	
07/06/2022	Complaint Closure	Good Standing	
06/22/2022	Complaint Investigation 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	1	3	C	14	C	NA	NA	Floor Play, Nap	
Main	B/2L	Three Year Olds	1	17	C	19	C	NA	NA	Nap	
Main	C/3L	Three Year Olds	1	5	C	16	C	NA	NA	Transitioning, Nap	
Main	D/4L	One Year Olds	1	7	C	16	C	NA	NA	Nap	
Main	E/5L		0	0	C	20	C	NA	NA		
Main	F/6L	PreK	2	19	C	20	C	NA	NA	Nap	
Main	G/1R	Infants	3	9	C	13	C	NA	NA	Floor Play, Diapering, Feeding	
Main	H/2R	Two Year Olds	2	10	C	20	C	NA	NA	Nap	
Main	I/3R	Two Year Olds	1	6	C	20	C	NA	NA	Nap	
Main	J/4R	PreK	2	19	C	25	C	NA	NA	Nap	
Main	K/5R	PreK	2	22	C	25	C	NA	NA	Nap	
Total Capacity @35 sq. ft.: 200					Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Building Department			
Total # Children this Date: 117			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**

Director provided five files for employees hired since previous visit.

Plan of Improvement: Developed This Date 09/20/2022

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](mailto: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](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)

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Karen Groff, Program Official

Date

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Tomekia Hudson, 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**

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.

**Facility**

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

**Met**

**Comment**

Discussed movement of children to maintain capacities.

**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**

Proper diapering procedures observed.

**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**

The Provider currently does not dispense/administer medication.

**Safety**

**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: 26**

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

Staff # 1 Met

Date of Hire: 05/16/2022

Staff # 2 Met

Date of Hire: 10/15/2015

Staff # 3 Met

Date of Hire: 10/05/2015

Staff # 4 Met

Date of Hire: 08/12/2022

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

Staff # 5 Met

Date of Hire: 01/11/2022

Staff # 6 Met

Date of Hire: 05/16/2022

Staff # 7 Met

Date of Hire: 12/12/2018

Staff # 8 Met

Staff # 9 Met

Date of Hire: 07/29/2019

Staff # 10 Met

Date of Hire: 01/03/2022

Staff # 11 Met

Date of Hire: 03/20/2020

Staff # 12 Met

Date of Hire: 11/25/2019

Staff # 13 Met

Date of Hire: 05/02/2022

Staff # 14 Met

Date of Hire: 03/28/2022

Staff # 15 Met

Date of Hire: 09/23/2014

Staff # 16 Met

Date of Hire: 08/16/2022

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

Staff # 17 Met

Date of Hire: 07/11/2022

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

Staff # 18 Met

Date of Hire: 09/19/2022

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

Staff # 19 Met

Date of Hire: 06/13/2022

Staff # 20 Met

Date of Hire: 01/07/2022

Staff # 21 Met

**Records Reviewed: 26**

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

Date of Hire: 11/01/2021

Staff # 22

Met

Date of Hire: 08/15/2022

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

Staff # 23

Met

Staff # 24

Met

Date of Hire: 02/12/2018

Staff # 25

Met

Date of Hire: 04/19/2022

Staff # 26

Met

Date of Hire: 12/22/2020

**Staff Credentials Reviewed: 12**

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

**Met**

**Comment**

Director provided five 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**

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