



**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:** 12/3/2021 **VisitType:** Licensing Study

**Arrival:** 10:00 AM

**Departure:** 11:00 AM

**CCLC-151**

**The Sunshine House #73**

970 Oak Rd Lilburn, GA 30047 Gwinnett County  
(770) 972-7775 center73@sshouse.com

**Regional Consultant**

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/03/2021	Licensing Study	Good Standing	
06/10/2021	Licensing Study	Good Standing	
05/12/2021	Complaint Investigation by Phone	Good Standing	

**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	1st Left - Back	Two Year Olds	1	8	C	17	C	NA	NA	Circle Time
Main	1st Left - Front	One Year Olds	1	6	C	16	C	NA	NA	Circle Time
Main	1st Right	Three Year Olds and Four Year Olds	2	17	C	31	C	43	C	Circle Time
Main	2nd Left	Infants	1	3	C	19	C	NA	NA	Floor Play,Nap
Main	2nd Right - Back	GA PreK	2	19	C	19	C	26	C	Centers
Main	2nd Right - Front	GA PreK	2	19	C	19	C	27	C	Centers
Main	3rd Left	GA PreK	2	20	C	22	C	NA	NA	Centers
Main	4th Left	GA PreK	2	20	C	42	C	59	C	Centers
Main	Middle Back		0	0	C	0	C	NA	NA	Not In Use
Main	Middle Front		0	0	C	0	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 185

Total Capacity @25 sq. ft.: 229

Total # Children this Date: 112

Total Capacity @35 sq. ft.: 185

Total Capacity @25 sq. ft.: 229

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A Toddler	38	C
Main	PG B School Age	91	C
Main	PG C Preschool	47	C

**Comments**

An Administrative Review was conducted on December 3, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 3, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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](mailto: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](mailto: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)

---

Idahosa EI, Program Official

Date

---

Leena Mitchell, 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: 12/3/2021 VisitType: Licensing Study

Arrival: 10:00 AM

Departure: 11:00 AM

#### CCLC-151

#### The Sunshine House #73

970 Oak Rd Lilburn, GA 30047 Gwinnett County  
(770) 972-7775 center73@sshhouse.com

Mailing Address  
Same

#### Regional Consultant

Leena Mitchell

Phone: (706) 433-7111

Fax: (706) 310-6944

leena.mitchell@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

Met

#### Comment

A virtual walk through was conducted on this date due to the COVID-19 pandemic. Upon the virtual walk through, a variety of equipment was observed to be clean, properly secured, and in good repair.

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

Met

#### Comment

Center does not provide swimming activities.

### Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 3 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 4 Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5 Met

---

**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that three of five children's records did not have documentation of the release to persons' address.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 12/10/2021****Recited on 12/3/2021**

<b>Facility</b>
-----------------

---

**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**

A virtual walk through was conducted on this date due to the COVID-19 pandemic. The center appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

---

**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. Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Fluff and redistribute resilient surface as needed.

<b>Food Service</b>
---------------------

---

**591-1-1-.15 Food Service & Nutrition****Technical Assistance**

**Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

591-1-1-.15(2) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of one (1) years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 12/3/2021**

**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**

Staff stated proper knowledge of diapering procedures. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

**Met**

**Correction Deadline: 5/12/2021**

**Corrected on 12/3/2021**

**.17(7) - The consultant observed the previous citation to be corrected in that the consultant observed proper hand washing throughout the center during virtual visit.**

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures**

**Technical Assistance**

**Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years.

**Correction Deadline: 12/8/2021**

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

**Met**

**Comment**

Please make sure that all required signs are posted and up to date.

**591-1-1-.29 Required Reporting**

**Met**

**Comment**

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

**Correction Deadline: 5/12/2021**

**Corrected on 12/3/2021**

**.29(1) - The consultant observed the previous citation to be corrected in that the consultant observed proper documentation and staff stated knowledge of required reporting for child abuse.**

<b>Safety</b>
---------------

---

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

**Comment**

Center does not keep animals on premises.

---

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

**Comment**

A virtual visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

---

**591-1-1-.13 Field Trips(CR)** **Met**

**Comment**

Center does not participate in field trips at this time.

---

**591-1-1-.36 Transportation(CR)** **Not Met**

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Correction Deadline: 6/15/2021**

**Corrected on 12/3/2021**

**.36(4)(a) - The consultant observed the previous citation to be corrected in that the consultant observed the following vehicle to have a current vehicle inspection report on file:  
- Vehicle Tag # - BU 28673 - - Expires June 8, 2022.**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that the center did not document the load and unload times for one of five days for RD Elementary during the week of November 8, 2021 and November 15, 2021.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 12/4/2021**

**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 review of records that staff did not sign the passenger transportation checklist on three of five days to and from RD Head Elementary and four of five days to and from Brookwood Elementary for the week of November 8, 2021 to indicate all the children have exited the vehicle.

**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: 12/4/2021**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person 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; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on review of records that staff did not sign the passenger transportation checklist on two of five days to and from RD Head Elementary and two of five days to and from Brookwood Elementary for the week of November 8, 2021, indicating all the children have exited the vehicle.

**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: 12/3/2021**

**Sleeping & Resting Equipment**

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

**Technical Assistance**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Technical Assistance**

Consultant discussed the following rule with the Provider on this date: 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.

**Correction Deadline: 12/3/2021**

**Staff Records**

**Records Reviewed: 17**

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

Staff # 1	Met
Date of Hire: 06/18/2021	
Staff # 2	Met
Date of Hire: 09/25/2000	
Staff # 3	Met
Date of Hire: 12/21/2016	
Staff # 4	Met
Date of Hire: 11/01/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>



**Records Reviewed: 17**

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

Staff # 5 Date of Hire: 03/02/2020	Met
Staff # 6 Date of Hire: 12/21/2016	Met
Staff # 7 Date of Hire: 05/21/2007	Met
Staff # 8 Date of Hire: 03/01/1994	Met
Staff # 9 Date of Hire: 06/09/2021	Met
Staff # 10 Date of Hire: 07/28/2021	Met
Staff # 11 Date of Hire: 09/10/2016	Met
Staff # 12 Date of Hire: 07/01/2021	Met
Staff # 13 Date of Hire: 08/12/2016	Met
Staff # 14 Date of Hire: 09/25/2000	Met
Staff # 15 Date of Hire: 08/05/2017	Met
Staff # 16 Date of Hire: 08/05/2017	Met
Staff # 17 Date of Hire: 08/03/2015	Met

**Staff Credentials Reviewed: 23**

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

**Met**

**Comment**

The director provided five files for staff members hired since the previous visit conducted on June 10, 2021. The consultant observed five of five newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

---

**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete. The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six month (180 days) break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

---

**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****Not Met****Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that staff member #9, with a documented date of hire of June 9, 2021 and staff member #12, with a documented date of hire of July 1, 2021, did not complete health and safety orientation training within their first 90 days of employment:

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 12/3/2021****Recited on 12/3/2021****Defer**

591-1-1-.33(5)- The previous citation was deferred due to the provider having until the end of December 31, 2021, to complete the required 10 hours of annual training. The consultant discussed with the provider to maintain a copy of their completed training certificates for the year 2021 in their personal file or via their Georgia Professional Development System account online.

**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: 7/10/2021**

---

**591-1-1-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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)****Defer****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the Director on this date.

**Defer**

591-1-1-.32(7)- A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 5/12/2021**