



**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:** 2/21/2022 **VisitType:** Licensing Study

**Arrival:** 9:10 AM

**Departure:** 10:30 AM

**CCLC-157**

**The Sunshine House #8**

330 N. Belair Road Evans, GA 30809 Columbia County  
 (706) 860-8507 center08@sshhouse.com

**Regional Consultant**

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@dec.al.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.
02/21/2022	Licensing Study	Good Standing	
12/21/2021	Incident Investigation Closure	Good Standing	
11/09/2021	Incident Investigation & Follow Up	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 Right Rear		0	0	C	7	C	NA	NA	
Main	1st Left Rear	Five Year Olds and Six Year Olds and Over	1	15	C	32	C	NA	NA	Centers
Main	2nd Left Rear	One Year Olds	1	8	C	21	C	NA	NA	Transitioning
Main	2nd Right Rear	Infants	3	10	C	19	C	NA	NA	Floor Play, Feeding, Nap
Main	3rd Left Rear	Two Year Olds and Three Year Olds	2	12	C	34	C	NA	NA	Circle Time
Main	Front Left	One Year Olds and Two Year Olds and Three Year Olds	2	12	C	30	C	NA	NA	Story, Centers
Main	Front Right	Four Year Olds and Five Year Olds	2	12	C	31	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 174			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 69			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Back Right Playground	126	C
Main	PG- Front Playground	105	C
Main	PG- Infant Playground	10	C
Main	PG- Left Playground	84	C

### Comments

On this date, the consultant followed up to previous visit and conducted an on-site Licensing Study. Consultant requested the provider submit required documents for the Administrative Review process. An Administrative Review was conducted on (insert date March 21, 2022. Staff files, children's files, training, and background checks were all reviewed. The Consultant completed exit conference virtually and a copy of licensing study visit report was electronically emailed to the Program on March 21, 2022.

Plan of Improvement: Developed This Date 02/21/2022

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/RuleAndRegulations.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)

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Yvette Dennis, Program Official

Date

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Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 2/21/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Technical Assistance

##### Comment

A variety of equipment and toys were observed throughout the center.

##### Technical Assistance

591-1-1-.12(3) - The Consultant discussed with the Director to please ensure chairs were not stacked in classrooms when children were present and active, as chairs were observed stacked by the diaper changing table in the 2nd Right Rear Classroom on this date.

**Correction Deadline:** 2/21/2022

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

N/A

##### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed:** 9

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

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**Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

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Child # 7	Met
Child # 8	Met
Child # 9	Met

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**591-1-1-.08 Children's Records****Met****Comment**

Records were observed to be complete and well organized.

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**Facility**

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

Licensed capacity observed to be routinely met by center.

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

Please be mindful to keep items that pose a hazard inaccessible to children.

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

Discussed maintenance of resilient surface. Please fluff and redistribute, especially after heavy rainfall. Please also be mindful of and remove pine cones, tree branches, and gum balls off the playground.

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Comment**

Center menu meets USDA guidelines.

**Finding**

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of records, that the infant feeding plans were lacking required information, as the Center was not using the updated Infant Feeding Plan form on this date. The consultant provided the Center with the updated Infant Feeding Plan form.

**POI (Plan of Improvement)**

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

**Correction Deadline: 3/25/2022**

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures****591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

**591-1-1-.27 Posted Notices****Not Met****Finding**

591-1-1-.27 requires each Center to post in a designated area for public viewing near the front entrance the following: the Center's current License or Permit; a copy of these rules; a copy of the current communicable disease chart; a statement allowing Parent(s) access to all child care areas upon notifying any staff member of his or her presence; names of persons responsible for the administration of the Center in the administrator's absence; the dated current week's menu for meals and snacks; emergency plans for severe weather, fire, and other emergency situations; a statement requiring visitors to check in with Staff when entering the Center; no smoking signs; and a notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. It was determined, based on observation, that the Center failed to have posted the names of persons responsible for the administration of the Center in the administrator's absence on this date.

**POI (Plan of Improvement)**

The Center will post the notices as required and ensure they remain posted.

**Correction Deadline: 3/25/2022**

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

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

**591-1-1-.13 Field Trips(CR)****N/A****Comment**

Center does not participate in field trips at this time.

**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.

**Comment**

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

**Sleeping & Resting Equipment**

**Comment**

Pleasant naptime environment observed.

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined, based on observation, that the cots in the Front Left classroom were observed stored stacked with children's bedding on and touching the cots on this date, when it was required for the cot sheets be removed and stored separately.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

**Correction Deadline: 3/25/2022**

Staff Records	
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<b>Records Reviewed: 24</b>	<b>Records with Missing/Incomplete Components: 1</b>
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Staff # 1

Met

Date of Hire: 02/24/2021

Staff # 2

Not Met

Date of Hire: 07/26/2016

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 3

Met

Date of Hire: 06/26/2020

Staff # 4

Met

Date of Hire: 08/20/2012

Staff # 5

Met

Date of Hire: 01/06/2021

Staff # 6

Met

Date of Hire: 09/10/2018

Staff # 7

Met

Date of Hire: 12/08/2021

Staff # 8

Met

Date of Hire: 08/02/2010

Staff # 9

Met

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Date of Hire: 08/11/2015

Staff # 10 Met

Staff # 11 Met

Date of Hire: 05/15/2020

Staff # 12 Met

Date of Hire: 11/09/2020

Staff # 13 Met

Date of Hire: 09/20/2021

Staff # 14 Met

Date of Hire: 01/30/2018

Staff # 15 Met

Date of Hire: 10/01/2021

Staff # 16 Met

Date of Hire: 01/24/2019

Staff # 17 Met

Date of Hire: 06/14/2021

Staff # 18 Met

Date of Hire: 06/28/2021

Staff # 19 Met

Date of Hire: 12/02/2020

Staff # 20 Met

Date of Hire: 08/24/1997

Staff # 21 Met

Date of Hire: 01/18/2021

Staff # 22 Met

Date of Hire: 09/30/2021

Staff # 23 Met

Date of Hire: 09/20/2021

Staff # 24 Met

Date of Hire: 03/30/2021



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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

Complete first aid kits observed in center and on vehicles.

**Comment**

Please be mindful of training expiration dates. Please also ensure all staff complete hands-on CPR training, as one staff was observed to have online training on this date.

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Not Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

**Finding**

591-1-1-.32(4) requires that children under three years old be housed in separate physical areas from older children and cannot be mixed with older children except at specified times and circumstances. It was determined, based on observation, that a one-year-old child was observed to be present in the Front Left Classroom with one three-year-old child and ten two-year-old children. The three-year-old child was moved to the three-year-old classroom during the visit.

**POI (Plan of Improvement)**

The Center will maintain separation of these children under three years old.

**Correction Deadline: 2/21/2022**

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

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