



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

Date: 3/20/2019 **VisitType:** Monitoring Visit **Arrival:** 10:20 AM **Departure:** 1:25 PM

CCLC-38944

Sunbrook Academy at Chapel Hill

6029 Professional Pkwy. Douglasville, GA 30134 Douglas County
 (770) 489-9008 director.douglasville@sunbrookacademy.com

Regional Consultant

Morgan Stahl

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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. 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.
03/20/2019	Monitoring Visit	Good Standing	
10/16/2018	Complaint Investigation Follow Up	Good Standing	
10/16/2018	Complaint Closure	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	A/Rside/1R	Infants	2	9	C	17	C	NA	NA	Floor Play,Nap
Main	B/Rside/2R	Infants and One Year Olds	2	10	C	16	C	NA	NA	Diapering,Floor Play
Main	C/Rside/3L	One Year Olds	3	14	C	21	C	NA	NA	Clean Up
Main	D/Rside/2L	Two Year Olds	3	19	C	21	C	NA	NA	Centers
Main	E/Rside/1L	PreK	2	22	C	30	C	NA	NA	Centers
Main	F/Lside/1R	Three Year Olds and Four Year Olds	2	26	C	28	C	NA	NA	Centers
Main	G/Lside/2R	PreK	2	20	C	27	C	NA	NA	Centers
Main	H/Lside/2L	Four Year Olds	1	18	C	21	C	NA	NA	Centers
Main	I/Lside/1L	Two Year Olds and Three Year Olds	2	17	C	20	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 201			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 155			Total Capacity @35 sq. ft.: 201							
			Total Capacity @25 sq. ft.: 0							

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

A criminal records check one-day letter was left on this date.

Plan of Improvement: Developed This Date 03/20/2019

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

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

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

Tambra Turner, Program Official

Date

Morgan Stahl, Consultant

Date



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Findings Report

Date: 3/20/2019 **VisitType:** Monitoring Visit

Arrival: 10:20 AM

Departure: 1:25 PM

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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

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Center does not provide swimming activities.

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that the following hazards were accessible to children:

-Classroom D: An unlocked cabinet underneath the sink contained a bottle of bleach. The cabinet was locked during the time of the visit.

-Classroom E: An unlocked closet contained a staff member's purse, the purse was directly inside the door on the floor. The closet was locked during the time of the visit.

-Classroom I: A staff member's purse was located on a child's size chair within the classroom.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 3/20/2019

591-1-1-.26 Playgrounds(CR)**Technical Assistance****Technical Assistance**

591-1-1-.26(4) - Please mindful of the fence boarder on the left side playground as it pulls away from the fence.

Correction Deadline: 3/20/2019**Health and Hygiene****591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Discussed labeling of "diapering only" areas and staff work stations.

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)**Met****Comment**

Discussed proper medication documentation and procedures.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Met****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.

Staff Records**Records Reviewed: 34****Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 02/27/2018

Staff # 2

Met

Date of Hire: 10/02/2017

Staff # 3

Met

Date of Hire: 09/04/2018

Staff # 4	Met
Date of Hire: 03/05/2018	
Staff # 5	Met
Date of Hire: 09/17/2018	
Staff # 6	Met
Date of Hire: 08/21/2017	
Staff # 7	Met
Date of Hire: 10/24/2016	
Staff # 8	Met
Date of Hire: 03/05/2019	
Staff # 9	Met
Date of Hire: 07/24/2017	
Staff # 10	Met
Date of Hire: 05/11/2015	
Staff # 11	Met
Date of Hire: 11/03/2016	
Staff # 12	Met
Date of Hire: 10/15/2018	
Staff # 13	Met
Date of Hire: 01/24/2018	
Staff # 14	Met
Date of Hire: 07/10/2017	
Staff # 15	Met
Date of Hire: 08/27/2018	
Staff # 16	Met
Date of Hire: 07/28/2016	
Staff # 17	Met
Date of Hire: 08/20/2018	
Staff # 18	Met
Date of Hire: 10/18/2017	

Staff # 19	Not Met
Date of Hire: 01/10/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 20	Met
Date of Hire: 10/29/2018	
Staff # 21	Met
Date of Hire: 05/30/2018	
Staff # 22	Met
Date of Hire: 02/17/2014	
Staff # 23	Met
Date of Hire: 03/05/2018	
Staff # 24	Met
Date of Hire: 08/30/2018	
Staff # 25	Met
Date of Hire: 01/04/2016	
Staff # 26	Met
Date of Hire: 11/02/2015	
Staff # 27	Met
Date of Hire: 01/06/2013	
Staff # 28	Met
Date of Hire: 01/10/2019	
Staff # 29	Met
Date of Hire: 11/12/2018	
Staff # 30	Met
Date of Hire: 06/03/2016	
Staff # 31	Met
Date of Hire: 01/28/2019	
Staff # 32	Met
Date of Hire: 07/20/2017	
Staff # 33	Met

Date of Hire: 04/05/2018

Staff # 34

Met

Date of Hire: 02/15/2019

Staff Credentials Reviewed: 34**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that staff number 19 with a hire date of 1/10/2019 had a satisfactory Comprehensive Records Check Determination with a portability deadline of 6/21/2018; fingerprints were required to be resubmitted as well as a new Records Check Application sent to the Department prior to beginning work at the facility. For staff number 19, fingerprints were required to be resubmitted as well as a new Records Check Application sent to the Department prior to beginning work at the facility.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will complete fingerprinting requirements on this date to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will have new staff complete fingerprinting requirements prior to starting work to ensure the CRC rules are maintained. A criminal records check one day letter was left at the facility on this date.

Correction Deadline: 3/20/2019**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff number 19 with a hire date of 1/10/2019 had a satisfactory Comprehensive Records Check Determination with a portability deadline of 6/21/2018; fingerprints were required to be resubmitted as well as a new Records Check Application sent to the Department prior to beginning work at the facility. Further, staff number 25 with a hire date of 1/04/2016 had a satisfactory Comprehensive Records Check Determination with a portability deadline of 6/21/2018. For staff number 19, fingerprints were required to be resubmitted as well as a new Records Check Application sent to the Department prior to beginning work at the facility.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will complete fingerprints requirements on this date to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will have new staff complete fingerprinting requirements prior to starting work to ensure the CRC rules are maintained. A criminal records check one day letter was left at the facility on this date.

Correction Deadline: 3/20/2019

Technical Assistance

591-1-1-.09(1)(h) - Documentation observed documentation for one staff member with a Satisfactory National Records Check determination that is waiting on out of state results. Requirements for staff with a National Records Check discussed with Center Director.

Correction Deadline: 3/20/2019

Technical Assistance

591-1-1-.09(1)(j) - Please ensure all Comprehensive Records Check Determinations are ported into Decal Koala.

Correction Deadline: 3/20/2019

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.