



**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:** 9/12/2018    **VisitType:** Complaint Investigation & Monitoring Visit    **Arrival:** 8:25 AM    **Departure:** 12:20 PM

**CCLC-49166**

**Sunrise Kids Learning Center - Lilburn**

335 Arcado Rd. NW Lilburn, GA 30047 Gwinnett County  
 (240) 606-1990 bikeakanam@gmail.com

**Regional Consultant**

Tasha McDonald

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**Mailing Address**

P.O. Box 126  
 Grayson, GA 30017

**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.
09/12/2018	Complaint Closure	Good Standing	
09/12/2018	Complaint Investigation & Monitoring Visit	Good Standing	
06/05/2018	Initial Licensing Study	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-1L/ Pre-K 2/ AS	PreK	2	20	C	24	C	NA	NA	Circle Time
Main	B/ BL/ Pre-K-1	PreK	2	21	C	19	NC	NA	NA	Circle Time
Main	C- Middle/ 3 year old	Three Year Olds	1	5	C	16	C	NA	NA	Centers
Main	D- BR/Pre-K 3	PreK	2	20	C	19	NC	NA	NA	Music
Main	E-1R/6wks- 2 years	Infants	1	5	C	24	C	NA	NA	Floor Play, Diapering

Total Capacity @35 sq. ft.: 102

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 71

Total Capacity @35 sq. ft.: 102

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- L/ 4 and up	69	C
Main	B - back/ 3's and 4's	78	C
Main	C- Right/ 6wks- 2yr	7	C

**Comments**

The purpose of this visit was to conduct a complaint investigation and monitoring visit and to follow-up on the previous visit completed on June 05, 2018.

Plan of Improvement: Developed This Date 09/12/2018

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/RulesAndRegulations.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.

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#### 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.

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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](mailto:qualityrated@dec.state.ga.us)

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Bosco Ikeakanam, Program Official

Date

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Tasha McDonald, Consultant

Date



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### Findings Report

**Date:** 9/12/2018 **VisitType:** Complaint Investigation & Monitoring Visit **Arrival:** 8:25 AM **Departure:** 12:20 PM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

**Not Met**

**Comment**

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

**Finding**

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on a consultant's observation that the black television in classroom C was not anchored to the stand posing a tipping hazard to the children receiving care on this date.

**POI (Plan of Improvement)**

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

**Correction Deadline: 9/12/2018**

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

### Children's Records

**Records Reviewed: 5**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met

**Records Reviewed: 5**

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

Child # 4

Met

Child # 5

Met

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

**Met**

**Correction Deadline: 6/22/2018**

**Corrected on 9/12/2018**

The previous citation was observed to be corrected on this date. Consultant observed five of five children's files to be complete and well organized on this date.

**Facility**

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

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

**Met**

**Correction Deadline: 6/22/2018**

**Corrected on 9/12/2018**

The previous citation was observed to be clean on this date. Consultant observed the center to be clean and free of hazards on this date.

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

**Not Met**

**Correction Deadline: 6/22/2018**

**Corrected on 9/12/2018**

The previous citation was observed to be corrected on this date. Consultant observed the playground fence to be clean and in good repair on this date.

**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on consultant's observation that the concrete slab was not flushed with the grass creating a potential tripping hazard.

**POI (Plan of Improvement)**

The Center will add mulch around the concrete slab to ensure it is flush with the ground.

**Correction Deadline: 9/26/2018**

**Recited on 9/12/2018**

**Health and Hygiene**

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

**Safety**

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

**Staff Records**

**Records Reviewed: 15**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 08/06/2018

Staff # 5

Not Met

Date of Hire: 08/20/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 8

Met

Date of Hire: 08/06/2018

Staff # 9

Met

Date of Hire: 08/06/2018

Staff # 10

Met

Date of Hire: 08/06/2023

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

Staff # 12

Met

Date of Hire: 08/06/2018

Staff # 13

Met

Date of Hire: 06/05/2018

Staff # 14

Met

Date of Hire: 07/30/2018

**Records Reviewed: 15**

**Records with Missing/Incomplete Components: 1**

Staff # 15 Met  
Date of Hire: 06/05/2018

**Records Reviewed: 15**

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

Staff # 2 Met  
Date of Hire: 06/05/2018

Staff # 3 Met  
Date of Hire: 08/11/2011

Staff # 4 Met  
Date of Hire: 03/26/2018

Staff # 6 Met  
Date of Hire: 01/05/2005

Staff # 7 Met  
Date of Hire: 10/30/2017

Staff # 11 Met  
Date of Hire: 06/05/2018

**Staff Credentials Reviewed: 15**

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

**Not Met**

**Technical Assistance**

591-1-1-.09 - Consultant advised the provider that beginning October 1, 2018:

- That local background checks (with purpose code "W") will no longer be accepted (no more 21-day provisional employment).
- Everyone must have at least a fingerprint-based background check letter before they can be present at the center to care for children.
- The new definition of Provisional Employee includes those with only a satisfactory Fingerprint Records Check Determination. People with this type of clearance are allowed on site, but must be under the direct and continuous supervision of a Director or Employee with a satisfactory Comprehensive Records Check Determination.
- A new comprehensive background check must be run for anyone who has had a lapse of employment in the child care industry that lasts 6 months or longer. (Students-in-Training are considered "employed in the child care industry" if they've been enrolled in a child care related curriculum.)
- Letters will only be accepted at a new facility if they are "ported" electronically.

**Comment**

Consultant reviewed eight files for staff members hired since the previous visit was conducted on June 5, 2018. Consultant observed seven of eight newly hired staff members to have evidence of a satisfactory determination letter on file on this date.

**Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's review of staff files one of 15 staff members did not have evidence of a satisfactory criminal record check letter on file on this date. Consultant observed the staff member to have a date of hire documented for August 20, 2018 and a satisfactory local criminal record check dated for August 10, 2018. A one-day letter was left on this date.

**POI (Plan of Improvement)**

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

**Correction Deadline: 9/12/2018**

**591-1-1-.33 Staff Training****Defer****Defer**

591-1-1-.33(6)-The previous citation was deferred due to the provider having until December 31, 2018 to complete the required 10 hour of annual training for the year 2018.

**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: 12/31/2018**

**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**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.

**591-1-1-.32 Supervision(CR)****Met****Comment**

This rule was not evaluated on this date. This rule will be evaluated during the center's next regulatory visit.