



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: 2/8/2022 **VisitType:** Licensing Study **Arrival:** 10:30 AM **Departure:** 12:00 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

Tomekia Hudson

Phone: (770) 544-5978

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tomekia.hudson@decal.ga.gov

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.
02/08/2022	Complaint Investigation & Licensing Study	Good Standing	
07/15/2021	Monitoring Visit	Good Standing	
02/08/2021	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/Rside/1R		0	0	C	17	C	NA	NA	
Main	B/Rside/2R		0	0	C	16	C	NA	NA	
Main	C/Rside/3L	One Year Olds	2	16	C	21	C	NA	NA	Diapering, Free Play
Main	D/Rside/2L	One Year Olds and Two Year Olds	3	19	C	21	C	NA	NA	Lunch, Transitioning
Main	E/Rside/1L	GA PreK	9	19	C	30	C	NA	NA	Centers
Main	F/Lside/1R		0	0	C	28	C	NA	NA	
Main	G/Lside/2R	GA PreK	2	22	C	27	C	NA	NA	Centers
Main	H/Lside/2L	Three Year Olds and Four Year Olds	2	18	C	21	C	NA	NA	Centers
Main	I/Lside/1L	Two Year Olds and Three Year Olds	2	19	C	20	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 201					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 113					Total Capacity @35 sq. ft.: 201					
					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The Consultant completed exit conference by phone and a copy of Licensing Study visit report was electronically emailed to the Program.

Plan of Improvement: No Plan Developed

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

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)

Christy Steele, Program Official

Date

Tomekia Hudson, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study 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

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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

591-1-1.08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-.06 Bathrooms	Met
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Comment

Bathrooms observed to be clean and well maintained.

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

Licensed capacity observed to be routinely met by center.

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

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition	Met
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Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)	Met
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Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices	Met
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Comment

Observed all required posted notices.

Safety

591-1-1-.05 Animals	Met
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Comment

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 28

Records with Missing/Incomplete Components: 0
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Staff # 1	Met
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Date of Hire: 10/01/2018

Staff # 2	Met
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Date of Hire: 11/09/2021

Staff # 3	Met
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Staff # 4	Met
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Date of Hire: 07/28/2021

Staff # 5	Met
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Staff # 6	Met
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Staff # 7	Met
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Date of Hire: 11/08/2021

Staff # 8	Met
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Date of Hire: 02/07/2022

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

Staff # 9	Met
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Date of Hire: 06/03/2019

Staff # 10 Date of Hire: 06/11/2021	Met
Staff # 11	Met
Staff # 12 Date of Hire: 08/12/2021	Met
Staff # 13 Date of Hire: 07/20/2017	Met
Staff # 14 Date of Hire: 09/28/2021	Met
Staff # 15 Date of Hire: 01/17/2020	Met
Staff # 16 Date of Hire: 01/31/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 17 Date of Hire: 11/01/2021	Met
Staff # 18 Date of Hire: 08/20/2012	Met
Staff # 19	Met
Staff # 20 Date of Hire: 03/26/2021	Met
Staff # 21 Date of Hire: 02/04/2014	Met
Staff # 22 Date of Hire: 07/31/2018	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25 Date of Hire: 01/05/2013	Met
Staff # 26	Met

Records Reviewed: 28

Records with Missing/Incomplete Components: 0

Date of Hire: 11/08/2021

Staff # 27

Met

Date of Hire: 10/05/2018

Staff # 28

Met

Date of Hire: 09/21/2021

Staff Credentials Reviewed: 9

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

Met

Comment

Director provided fifteen files for employees hired since last visit.

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

Met

Comment

Documentation observed of required staff training.

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.