



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: 12/17/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:15 AM

CCLC-49166

Sunrise Kids Learning Center - Lilburn

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

Regional Consultant

Leena Mitchell

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Mailing Address

P.O. Box 126
 Grayson, GA 30017

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.
12/17/2021	Licensing Study	Good Standing	
08/12/2021	Complaint Investigation by Phone	Good Standing	
05/18/2021	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-1L/ Pre-K 2/ AS		0	0	C	24	C	NA	NA	Not In Use
Main	B/ BL/ Pre-K-1	GA PreK	2	12	C	19	C	NA	NA	Circle Time
Main	C- Middle/ 3 year old	Three Year Olds and Four Year Olds	1	9	C	16	C	NA	NA	Outside, Transitioning
Main	D- BR/Pre-K 3	GA PreK	2	17	C	19	C	NA	NA	Centers
Main	E-1R/6wks- 2 years	Infants and One Year Olds and Two Year Olds	1	6	C	24	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 102						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 44			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

An Administrative Review was conducted on December 15, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 17, 2021 with the director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.decals.ga.gov/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



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.decals.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov

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@decals.ga.gov.

- 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://decals.ga.gov/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)

Cristina Orantes, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

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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.

Comment

Please ensure to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development.

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: 5

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

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 Not Met
"Missing/Incomplete Components"
.08(3)-Address of Release Person Missing

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 five 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: 12/17/2021

Facility

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/home appeared to be clean, well maintained, and safe from hazardous condition upon virtual walk through.

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

Technical Assistance

Technical Assistance

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.

Food Service
591-1-1-.15 Food Service & Nutrition
Not Met
Finding

591-1-1-.15(1) requires that meals and snacks are served, with serving sizes dependent upon the age of the child, that meet nutritional guidelines as established by the United States Department of Agriculture Child and Adult Care Food Program. Meals and snacks shall be varied daily, and additional servings of nutritious food shall be offered to children over and above the required daily minimum, if not contraindicated by special diets. It was determined based on review of records that fruit or an additional vegetable was not served for lunch or dinner on December 15, 2021 and December 17, 2021.

POI (Plan of Improvement)

Center Staff will prepare menus and/or serve foods that meet the USDA guidelines and will offer and serve seconds to children.

Correction Deadline: 12/17/2021

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk
 5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk
 2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Finding

591-1-1-.15(7) requires that food be served according to manufacturer's instructions and recommendations. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Food shall not be accessible or served to children until it has been chopped, diced, cut or mashed and is appropriate for each child's age and individual eating, chewing and swallowing ability. It was determined based on review of records hot dogs were served to children under four-years-old on December 13, 2021.

POI (Plan of Improvement)

The Center will train Staff and monitor food served and accessible to children to ensure that the food does not present a choking hazard.

Correction Deadline: 12/17/2021

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****Comment**

Staff stated proper knowledge of hand washing and hygiene procedures for staff and children 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**Met****Comment**

Program observed complete emergency drills

591-1-1-.22 Parental Access**Technical Assistance****Technical Assistance**

591-1-1-.22 - Consultant discussed with provider that as of July 1, 2021, custodial parent(s) of the child shall be permitted access to all child care areas of the child care program at any time their child is in attendance.

Correction Deadline: 12/17/2021

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.

Safety

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****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 there was no signature on the transportation form indicating that the first check of the of the vehicle was conducted for school transportation services from Knights Elementary on December 17, 2021.

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: 12/18/2021

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

Technical Assistance

Please ensure that cots and mats are used by the same child daily and marked for individual use.

Staff Records

Records Reviewed: 11**Records with Missing/Incomplete Components: 5**

Staff # 1

Not Met

Date of Hire: 08/10/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2

Met

Date of Hire: 07/30/2018

Staff # 3

Met

Date of Hire: 03/17/2021

Staff # 4

Met

Date of Hire: 04/18/2018

Staff # 5

Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 5**

Date of Hire: 06/05/2018

Staff # 6

Met

Date of Hire: 09/27/2018

Staff # 7

Not Met

Date of Hire: 09/14/2021

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 8

Not Met

Date of Hire: 03/10/2020

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 9

Met

Date of Hire: 03/26/2018

Staff # 10

Not Met

Date of Hire: 08/09/2021

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 11

Not Met

Date of Hire: 10/04/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff Credentials Reviewed: 5**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member #10, hired on August 9, 2021, had a valid and current satisfactory Comprehensive Records Check Determination on file that was within the 12 month portability period, but had not been electronically ported as required. Staff member #10 was observed working in the Georgia Pre-K classroom on this date. Consultant assisted provider in porting the staff member before ending the visit. A one-day letter and video training affiliated was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. 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 ensure CRC rules are maintained.

Correction Deadline: 12/17/2021

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

Met

Comment

The director provided four files for staff members hired since the previous visit conducted on May 18, 2021. The consultant observed four of four newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

591-1-1-.14 First Aid & CPR

Not Met

Correction Deadline: 6/17/2021

Corrected on 12/17/2021

.14(1) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of the Director and at least fifty percent (50%) of the staff to have current CPR and first aid training.

Correction Deadline: 5/18/2021

Corrected on 12/17/2021

.14(1)(a) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of the bus driver to have evidence of current CPR and first aid training.

Finding

591-1-1-.14(3) requires the Center to have a first aid kit in each building of the Center and in any vehicle used by the Center for transportation of children, that contains scissors, tweezers, gauze pads, adhesive tape, thermometer, band-aids, assorted sizes, antibacterial ointment, insect-sting preparation, an antiseptic cleansing solution, triangular bandages, rubber gloves, protective eye wear, a protective face mask, and a cold pack. The first aid kit, together with a first aid instruction manual which must be kept with the kit at all times, shall be stored so that it is not accessible to children but is easily accessible to Staff. It was determined based on observation that the center first aid kit was missing scissors, tweezers, adhesive tape, triangular bandage and protective eye wear.

POI (Plan of Improvement)

Center Staff will provide any missing first aid kits, add any missing items to each first aid kit and will develop and use a plan for checking the kits and replacing missing items in each kit in the future. First aid kits and instruction manuals will be stored so that they kits are not accessible to children but are easily accessible to Center Staff.

Correction Deadline: 12/27/2021

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 the following staff members had not completed health and safety orientation training within their first 90 days of employment:

Staff member # 3 with a documented date of hire of March 17, 2021.

Staff member #8 with a documented date of hire of March 10, 2020.

Staff member #10 with a documented date of hire of August 9, 2021.

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: 1/16/2022**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: 6/17/2021

591-1-1-.31 Staff(CR)**Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)3.(ii)(I)-(VIII) requires the Center develop a written plan for newly hired teacher's who do not possess the educational credential or degree listed in 591-1-1-.31(2)(b)2.(i) through (xii). It was determined based on review of records that staff member #1, date of hire August 10, 2021 and staff member #11, date of hire October 4, 2021 did not have evidence of a written plan in place to achieve education credential or degree. Both teacher's were working alone in their classroom.

POI (Plan of Improvement)

The Center will develop a written plan for newly hired teacher's and ensure that the teacher's follow the plan.

Correction Deadline: 12/17/2021

Staffing and Supervision

Comment

Center observed to maintain appropriate staff:child ratios.

Correction Deadline: 8/12/2021

Corrected on 12/17/2021

.32(4) - The consultant observed the previous citation to be corrected in that the consultant observed children under three-years-old not to be housed with children over three-years-old.

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that the staff member in classroom C was inside the classroom with one child while the other eight children were on the playground.

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: 12/17/2021