



**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: 11/2/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 12:00 PM

CCLC-52495

Sunrise Learning Academy

602 Rockbridge Rd. Lilburn, GA 30047 Gwinnett County
(770) 925-3115 sunriselearning123@gmail.com

Regional Consultant

Leena Mitchell

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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.
11/02/2021	Complaint Investigation & Licensing Study	Good Standing	
04/21/2021	Licensing Study	Good Standing	
11/24/2020	Complaint Investigation by Phone	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- Pre-K	GA PreK	2	21	C	36	C	NA	NA	Outside
Main	B- Pre-K	GA PreK	2	21	C	37	C	NA	NA	Outside
Main	C- 5-12 yrs		0	0	C	38	C	NA	NA	Not In Use
Main	D- 6 weeks - 12 mths	Infants and One Year Olds	1	5	C	9	C	NA	NA	Nap
Main	E- 1's & 2's yrs	Two Year Olds	1	7	C	14	C	NA	NA	Nap
Main	F- 3-4yrs	Three Year Olds	1	10	C	38	C	NA	NA	Lunch
Total Capacity @35 sq. ft.:			100			Total Capacity @25 sq. ft.:		0		Building @35 capacity limited by Health Department Limitations

Total # Children this Date: 64 Total Capacity @35 sq. ft.: 100 Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A- 3-12 yrs	82	C
Main	Playground B- 3-12 yrs	87	C
Main	Playground C- 6wk-2 yr	63	C

Comments

An Administrative Review was conducted on October 29, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 2, 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.decal.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.decal.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@decal.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@decal.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://decal.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)

Onyii Okoronta, Program Official

Date

Leena Mitchell, Consultant

Date



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Findings Report

Date: 11/2/2021 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:30 AM **Departure:** 12:00 PM

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Met

Correction Deadline: 4/21/2021

Corrected on 11/2/2021

.03(2) - The consultant observed the previous citation to be corrected in that the consultant observed each classroom to have a current lesson plan and daily schedule posted.

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.

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: 1

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Consultant discussed the following rule with the Provider on this date: 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.

Correction Deadline: 11/2/2021

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

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Met

Comment

- 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.

Correction Deadline: 4/21/2021

Corrected on 11/2/2021

.26(4) - The consultant observed the previous citation to be corrected in that the consultant observed the playground to be clean and in good repair with no evidence of rust and bolts were less than two(2) threads.

Food Service

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

Comment

Center menu meets USDA guidelines. Consultant discussed updating all posted menus if a change is made.

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-.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)**Met****Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:
- Vehicle Tag # - RWB 8677 - Expires August 10, 2022.

Correction Deadline: 5/1/2021**Corrected on 11/2/2021**

.36(3)(a-b) - The consultant observed the previous citation to be corrected in that the consultant observed evidence of two(2) clock hours of transportation for staff members who participate in the transportation of children.

Correction Deadline: 4/22/2021**Corrected on 11/2/2021**

.36(7)(c)3. - The consultant observed the previous citation to be corrected in that the consultant observed evidence of complete documentation of transportation forms.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Comment**

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Comment

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Finding

591-1-1-.30(1)(c) requires that pillows shall not be used by children under two (2) years of age. When used for children two (2) years of age or older, pillows shall be assigned for individual use and covered with pillow cases that are marked for individual use or covered with cases that are laundered daily. Pillow cases that are marked for individual use shall be laundered weekly or more frequently as needed. It was determined based on observation that a one-year-old child in classroom D was observed sleeping on a cot with a pillow.

POI (Plan of Improvement)

The Center will: remove pillows from any children under two (2) years of age; assign pillows for individual and use pillow cases; mark each pillow case or launder them daily; and launder individually marked pillow cases at least weekly.

Correction Deadline: 11/2/2021

Staff Records

Records Reviewed: 11**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 04/25/2008

Staff # 2

Met

Records Reviewed: 11**Records with Missing/Incomplete Components: 1**

Date of Hire: 08/01/2020

Staff # 3

Met

Date of Hire: 08/01/2017

Staff # 4

Met

Date of Hire: 10/06/2020

Staff # 5

Not Met

Date of Hire: 08/30/2021

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Met

Date of Hire: 01/26/2009

Staff # 7

Met

Date of Hire: 10/04/2021

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

Staff # 8

Met

Date of Hire: 01/01/2020

Staff # 9

Met

Date of Hire: 09/20/2021

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

Staff # 10

Met

Date of Hire: 08/09/2021

Staff # 11

Met

Date of Hire: 10/18/2021

Reminder - Health & Safety training is required within 90 calendar days of hired**Staff Credentials Reviewed: 8****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

The director provided four files for staff members hired since the previous visit conducted on April 21, 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-.09 Criminal Records Check(CR)**Met****Comment**

Criminal records checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Met****Comment**

Complete first aid kit observed in center.

Correction Deadline: 5/21/2021

Corrected on 11/2/2021

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

591-1-1-.33 Staff Training

Met

Correction Deadline: 5/21/2021

Corrected on 11/2/2021

.33(3) - The consultant observed the previous citation to be corrected in that the consultant observed new hires to have evidence of health and safety orientation training within their first 90 days of employment.

Correction Deadline: 5/21/2021

Corrected on 11/2/2021

.33(4) - The consultant observed the previous citation to be corrected in that the consultant observed the Director to have evidence of four clock hours of training in food nutrition training.

Correction Deadline: 5/21/2021

Corrected on 11/2/2021

.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.

591-1-1-.31 Staff(CR)

Technical Assistance

Comment

Staff observed to be compliant with applicable laws and regulations.

Technical Assistance

Consultant discussed the following rule with the Provider on this date: 591-1-1.31(2)(b)3.(iii) requires the Center to maintain the lead teacher's professional development plan in the file and available for inspection by Department staff upon request.

Correction Deadline: 11/2/2021

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)

Technical Assistance

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper supervision of children, including being prompt to children's needs, was discussed with the Director on this date.

Technical Assistance

591-1-1-.32(7) - Discussed new revision as of October 1, 2020, which states: 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.

Correction Deadline: 11/2/2021