



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: 4/14/2025 **VisitType:** Licensing Study

Arrival: 9:35 AM **Departure:** 1:55 PM

CCLC-38943

Sunbrook Academy at Luella Academy

235 Walker Drive McDonough, GA 30253 Henry County
 (770) 914-1933 director.luella@sunbrookacademy.com

Regional Consultant

Angela Williams-Jackson

Phone: (404) 710-3984

Fax: (678) 717-5765

angela.williams-jackson@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

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.
04/14/2025	Licensing Study	Good Standing	
02/25/2025	Complaint Closure	Good Standing	
01/24/2025	Complaint Investigation Follow Up	Good Standing	
			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.

Ratios/License Capacity

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Building 2	1L Pre-K	GA PreK	2	20	C	22	C	NA	NA	Circle Time,Story
Building 2	1R Pre-K	GA PreK	2	19	C	23	C	NA	NA	Outside
Building 2	2L Pre-K	GA PreK	2	19	C	22	C	NA	NA	Outside
Building 2	2R School Age	Four Year Olds and Five Year Olds	1	14	C	18	C	NA	NA	Centers,Free Play
Building 2	3L School Age		0	0	C	18	C	NA	NA	
Total Capacity @35 sq. ft.: 94			Total Capacity @25 sq. ft.: 0			Building @35 capacity limited by Fire Marshall Limitations				
Main	A /1L	Infants	1	3	C	15	C	NA	NA	Diapering,Nap
Main	B/2L	Two Year Olds	2	17	C	21	C	NA	NA	Outside
Main	C/3L	Two Year Olds	2	17	C	21	C	NA	NA	Outside
Main	D/4L	One Year Olds and Two Year Olds	2	9	C	16	C	NA	NA	Free Play
Main	E/5L		0	0	C	23	C	NA	NA	
Main	F/6L		0	0	C	23	C	NA	NA	
Main	G/1R	Infants and One Year Olds	3	9	C	13	C	NA	NA	Diapering,Floor Play
Main	H/2R	Three Year Olds and Four Year Olds	2	20	C	21	C	NA	NA	Transitioning
Main	I/3R		0	0	C	12	C	NA	NA	
Main	J/4R	One Year Olds	2	8	C	16	C	NA	NA	Outside

Main	K/5R	Three Year Olds	2	22	C	25	C	NA	NA	Centers,Free Play
Main	L/6R	Four Year Olds	2	13	C	25	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 231					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 190					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Building 2	Building 2	421	C
Main	PG A/Right	158	C
Main	PG B/Left	162	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
16	22	33	65	56	38	68

Comments

The purpose of this visit was to conduct a licensing study.

Plan of Improvement: Developed This Date

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.al.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

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

Child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the CAPS/ QR Provisional Status, allowing for scholarships while working toward an initial star rating. Provisional Status eligibility will be determined at the time of CAPS enrollment as part of the CAPS application process.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!



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

(Findings Report)

Date: 4/14/2025 **VisitType:** Licensing Study

Arrival: 9:35 AM **Departure:** 1:55 PM

CCLC-38943

Sunbrook Academy at Luella Academy

235 Walker Drive McDonough, GA 30253 Henry County
(770) 914-1933 director.luella@sunbrookacademy.com

Regional Consultant

Angela Williams-Jackson

Phone: (404) 710-3984

Fax: (678) 717-5765

angela.williams-jackson@decal.ga.gov

Mailing Address

Same

The following information is associated with a Licensing Study:

Activities and Equipment

Records Reviewed: 50

Records with Missing/Incomplete Components: 3

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Not Met

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 observation that the following classrooms had equipment that was not stabilized and posed a tipping hazard:

1L Pre-K

- The shelf in the math area near the left wall was on wheels.
- The shelf in the block area.
- The shelf in the art area.

2R School Age

- The shelf in the math area.

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.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records**Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Parent agreements observed obtained and completed.

Facility**Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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 the center.

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Comment**

Please be mindful to keep items that pose a hazard inaccessible to children.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the light in the bathroom of classroom K5R was not working.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 4/21/2025**591-1-1-.26 Playgrounds(CR)****Not Met****Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that the fence did not measure four feet in height as required on the following playgrounds:

Building 2

- The front left close to the building wall measured 44 inches.
- The front left close to the building measured 46 inches.
- The front right middle measured 47 inches.

PG B/Left

- The front left close to the building measured 45 1/2 inches.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 4/14/2025**Food Service****Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Records Reviewed: 50**Records with Missing/Incomplete Components: 3**

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Center menu meets USDA guidelines.

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

Kitchen appears clean and well organized.

Health and Hygiene**Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense or administer medication at this time.

Policies and Procedures**Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

.24(1)-Evidence of Orientation Missing

Staff # 22 Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23 Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Program observed to have complete emergency drills.

Safety

Staff # 13 Not Met

Date of Hire: 03/28/2025

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 22 Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23 Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on the premises.

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

Met

Comment

Age-appropriate discussion and redirection observed.

591-1-1-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

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

Not Met

Comment

A current and completed inspection was observed for all vehicles with license plate number ECP052, QFK4433, and QFK4434 used in transporting children on this date.

Comment

The vehicles had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that staff member #13 did not have evidence of two hours of transportation training as required. The transportation training on file expired April 7, 2025.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 4/24/2025

Technical Assistance

The consultant discussed with the director to please ensure that all vehicles are clean and maintained from debris on the floor.

Correction Deadline: 4/15/2025

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the date and time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on a review of records that the depart and return dates were missing for the week of March 24, 2025, through March 28, 2025, and March 31, 2025, through April 4, 2025.

POI (Plan of Improvement)

The Center will ensure that each date and time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 4/15/2025

Sleeping & Resting Equipment

Records Reviewed: 50	Records with Missing/Incomplete Components: 3
-----------------------------	--

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 50****Records with Missing/Incomplete Components: 3**

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Director provided 10 files for employees hired since the 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-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on a review of records that staff member #6 did not have evidence of orientation as required.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 4/19/2025**591-1-1-.33 Staff Training****Not Met****Technical Assistance**

The consultant discussed with the director to ensure that the cook obtains four hours in food nutrition.

Correction Deadline: 5/14/2025

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff members #13 and #14 did not have evidence of 10 clock hours of diverse training for the year 2024 as required.

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: 5/14/2025

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

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

Records Reviewed: 50

Records with Missing/Incomplete Components: 3

Staff # 13

Not Met

Date of Hire: 03/28/2025

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

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 22

Not Met

Date of Hire: 11/01/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 23

Not Met

Date of Hire: 03/07/2022

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

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

Adequate supervision observed on this date.

Technical Assistance

The consultant discussed with the director to ensure Staff are attentive and seated within an arm's length away from children 36 months of age and younger. Additionally, the consultant discussed ensuring that children do not have excessive amounts of food in their mouths while eating and are chewing their food appropriately to prevent of choking. Children must always be seated when eating and shall not be allowed to lie down or be put to sleep while food is present in their mouths.

