



**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: 11/29/2018 **VisitType:** Licensing Study

Arrival: 9:30 AM

Departure: 1:45 PM

CCLC-30341

Primrose School of Lawrenceville North

625 Russell Road Lawrenceville, GA 30043 Gwinnett County
(770) 962-9595 hinesteam@comcast.net

Regional Consultant

Stacy Whitten

Phone: (770) 405-7920

Fax: (404) 478-8021

stacy.whitten@dec.al.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. 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.
11/29/2018	Licensing Study	Good Standing	
04/03/2018	Licensing Study	Good Standing	
07/13/2017	Monitoring Visit	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	2R- Two's	Two Year Olds and Three Year Olds	1	10	C	18	C	NA	NA	Centers
Main	1L Infant/Toddler	Infants and One Year Olds	1	6	C	10	C	NA	NA	Floor Play
Main	1R-Toddlers	One Year Olds	1	4	C	12	C	NA	NA	Floor Play
Main	2L Infants		0	0	C	11	C	NA	NA	
Main	3L Pre-k	PreK	1	19	NC	21	C	NA	NA	Outside
Main	3R- Three's		0	0	C	21	C	NA	NA	
Main	4L PRV Pre-K	Four Year Olds and Five Year Olds	1	11	C	20	C	NA	NA	Centers
Main	4R- Three's		0	0	C	20	C	NA	NA	
Main	5L A/S		0	0	C	18	C	25	C	
Main	5R Kinder/1st grade	Four Year Olds and Five Year Olds and Six Year Olds and Over	1	4	C	14	C	20	C	Story

Total Capacity @35 sq. ft.: 165

Total Capacity @25 sq. ft.: 178

Total # Children this Date: 54

Total Capacity @35 sq. ft.: 165

Total Capacity @25 sq. ft.: 178

Building	Playground	Playground Occupancy	Playground Compliance
Main	2nd Left PG	39	C
Main	Left Front	21	C
Main	Right Front	29	C
Main	Right Rear	49	C

Comments

The purpose of this visit was to conduct a Licensing Study and follow up on previous rule violations.

Plan of Improvement: Developed This Date 11/29/2018

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.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

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)



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.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

Felicia Hines, Program Official

Date

Stacy Whitten, 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 variety of equipment and toys were observed throughout the center.

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

N/A

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Not Met

Comment

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

Technical Assistance

591-1-1-.06(1) - Consultant discussed with provider to repair or replace the toilet in the girls bathroom in classroom 5R that was not functioning on this date.

Correction Deadline: 12/29/2018

Technical Assistance

591-1-1-.06(4) - Consultant discussed with provider to monitor the exhaust fans in the bathrooms and ensure they are running throughout the day to maintain proper ventilation.

Correction Deadline: 12/29/2018

Finding

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on an observation that the bathrooms in classrooms 3R, 5R and 5L were observed not to be clean on this date.

POI (Plan of Improvement)

The Center will develop and implement a plan to ensure that bathrooms are cleaned and disinfected daily and that this is monitored daily.

Correction Deadline: 11/29/2018

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children.

It was determined based on an observation that the following hazards were accessible to children on this date:
classroom 3L had one bottle of shaving cream stored in an unlocked cabinet under the sink
classroom 4L blind cords were low hanging and accessible to children
classroom 5L one electric pencil sharpener was on a low table accessible to children
classroom 5R one container of push pins was in an unlocked desk drawer and one container of fish food was stored under the sink in an unlocked cabinet.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/29/2018

Technical Assistance

591-1-1-.25(3) - Consultant discussed with the provider to monitor and repair or replace the metal stall in the bathroom in classroom 3R where rust is beginning to develop.

Correction Deadline: 11/29/2018

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

Not Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

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 an observation that a six and a half inch gap was present at the bottom of the fencing on the right front playground and a five inch gap was observed to be present on the fencing between the right front and back playground area. It was also determined based on observation that the gate between the front left and back left playgrounds was not latched and was open.

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: 12/6/2018

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children.

It was determined based on observation the following equipment was not of free of hazards and in good repair on this date:

right back playground : one swing was tied up and inoperable, the steps to the slide playset were observed to have cracked plastic and rust accumulation

right front playground : swings had rust accumulation on the "S" hooks and chains, chipping paint was observed on the wooden fencing area, three window screens were observed to have holes in them and one screen was becoming detached from the window.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 12/10/2018

Recited on 11/29/2018

Technical Assistance

591-1-1-.26(9) - Consultant discussed with provider to repaint the roots on the front left playground to prevent tripping hazards from developing.

Correction Deadline: 11/29/2018

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 an observation that the toy cart on the back left playground was missing a wheel and was unstable and created a tipping hazard on this date. It was also determined that a cart was present on the front left playground that had standing water and trash present on the cart.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 11/29/2018

Health and Hygiene

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

Comment

Staff state proper knowledge of diapering procedures.

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

Correction Deadline: 4/3/2018

Corrected on 11/29/2018

.17(7) - Correction of the previous citation in that consultant observed staff to have knowledge of proper handwashing and staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR) Technical Assistance

Technical Assistance

591-1-1-.20(1) - Consultant discussed with provider to ensure all medication forms are filled out completely by the parents prior to medication being dispensed.

Correction Deadline: 11/29/2018

Safety

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

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Comment

Center does not participate in field trips at this time.

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records there was not evidence of load/ unload checks on the following routine transportation trips: October 12th, 2018 there was not evidence of a load/unload check during the morning and afternoon trips to and from Rock Springs Elementary with four children.

October 19th, 2018 a routine transportation from Woodward Mill Elementary there was not evidence of a load/ unload check for three children.

November 27th, 2018 a routine transportation from Rock Springs Elementary there was not evidence of a load/unload check for three during afternoon transportation.

November 28th, 2018 a routine transportation from Rock Springs Elementary there was not evidence of a load/ unload check for three children during afternoon transportation.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 11/30/2018

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

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.

Staff Records

Records Reviewed: 12

Records with Missing/Incomplete Components: 3

Staff # 1	Met
Date of Hire: 09/05/2018	
Staff # 2	Met
Date of Hire: 10/01/2018	
Staff # 3	Met
Date of Hire: 05/23/2018	
Staff # 4	Not Met
Date of Hire: 11/14/2018	

"Missing/Incomplete Components"

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

Records Reviewed: 12**Records with Missing/Incomplete Components: 3**

Staff # 5 Not Met

Date of Hire: 11/12/2018

"Missing/Incomplete Components"

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

Staff # 6 Met

Date of Hire: 08/06/2018

Staff # 7 Not Met

Date of Hire: 10/15/2018

"Missing/Incomplete Components"

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

Staff # 8 Met

Date of Hire: 07/27/2018

Staff # 9 Met

Date of Hire: 08/08/2011

Staff # 10 Met

Date of Hire: 10/15/2018

Staff # 11 Met

Date of Hire: 08/22/2018

Staff # 12 Met

Date of Hire: 08/23/2018

Staff Credentials Reviewed: 12

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided eleven file(s) for employees hired since last visit.

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

Correction Deadline: 4/3/2018

Corrected on 11/29/2018

.09(1)(a) -Correction of the previous citation in that consultant observed completed criminal records checks on this date.

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

Correction Deadline: 5/3/2018

Corrected on 11/29/2018

.14(2) - Correction of the previous citation in that consultant observed all staff hired more than 90 days ago to have evidence of completing CPR and First Aid training.

591-1-1-.33 Staff Training

Met

Correction Deadline: 5/3/2018

Corrected on 11/29/2018

.33(3) - Correction of the previous citation in that consultant observed all staff hired more than 90 days ago to have evidence of completing the required health and safety training orientation.

Correction Deadline: 5/3/2018

Corrected on 11/29/2018

.33(6) - Correction of the previous citation in that consultant observed staff to have begun completing the required training for 2018 on this date.

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

Not Met

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that the provider did not have evidence of credentials for three staff members employed as Lead Teachers.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 11/29/2018

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Not Met

Finding

591-1-1-.32(1) requires the Center to maintain the required Staff:child ratios as follows: under 1 year or under 18 months if not walking = 1:6; 1 year and walking = 1:8; 2 years = 1:10; 3 years = 1:15; 4 years = 1:18; 5 years = 1:20; and 6 years and older = 1:25. A Center must establish groupings of children for care with maximum group sizes as follows: under 1 year = 12; under 18 months/not walking = 12; 1 year and walking = 16; 2 years = 20; 3 years = 30; 4 years = 36; 5 years = 40; and 6 years and older = 50. It was determined based on an observation that there was a 1:19 staff/child ratio observed in the Pre-K classroom on this date.

POI (Plan of Improvement)

The Center will hire additional Staff or reschedule current Staff to meet required Staff:child ratios and will organize children into groups that meet requirements.

Correction Deadline: 11/29/2018

591-1-1-.32 Supervision(CR)

Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times and that the persons supervising in the child care area be alert, able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the chaperones and Students-in-Training, and provide timely attention to the children's actions and needs. It was determined based on an observation that there was not adequate supervision maintained when the teacher for the PreK class was observed to open the door from the playground and step inside the classroom from the playground while the children were present on the playground, creating a lapse in supervision/watchful oversight.

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: 11/29/2018