



**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:** 6/23/2021    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:15 AM

**CCLC-37790**

**Primrose School of Dunwoody**

5050 Nandina Lane Dunwoody, GA 30338 DeKalb County  
 (770) 396-8266 lynn@primrosedunwoody.com

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059

Fax: (404) 591-6060

verlyn.gant@decal.ga.gov

**Mailing Address**

4222 Kessler Ridge Drive  
 Marietta, GA 30062

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
06/23/2021	Licensing Study	Good Standing	
04/01/2021	Incident Investigation Closure	Good Standing	
02/22/2021	Incident Investigation & Follow Up	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	2L - Early PS	One Year Olds and Two Year Olds	2	9	C	20	C	NA	NA	Story	
Main	2R - PreK	Four Year Olds	2	16	C	20	C	28	C	Transitioning, Outside	
Main	3L - PS 1	Three Year Olds	2	15	C	20	C	NA	NA	Circle Time, Story	
Main	3R - Kindergarten	Five Year Olds	2	12	C	21	C	29	C	Centers	
Main	4L - PS 2	Five Year Olds	2	10	C	20	C	28	C	Centers	
Main	D - 1R Infants	Two Year Olds	4	16	C	20	C	NA	NA	Nap	
Main	D2	One Year Olds	2	10	C	0	NC	NA	NA	Story	
Main	Early Preschool	Two Year Olds	4	22	C	24	C	NA	NA	Art, Centers	
Main	Infants	Infants	4	12	C	15	C	NA	NA	Story, Floor Play	
Main	Older Infants	One Year Olds	4	11	C	17	C	NA	NA	Diapering, Floor Play	
Main	Preschool Pathways	Two Year Olds	4	20	C	24	C	NA	NA	Story	
Total Capacity @35 sq. ft.: 192						Total Capacity @25 sq. ft.: 192	Building @35 capacity limited by Building Department				
Total # Children this Date: 153			Total Capacity @35 sq. ft.: 192			Total Capacity @25 sq. ft.: 192			Building @25 capacity limited by Building Department		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Left Back	30	C
Main	Left front	28	C

Main	Right Back	59	C
Main	Right front	20	C


**Comments**

An Administrative Review was conducted on June 22, 2021. Staff files, children’s files, training, and background checks were all reviewed.

A virtual inspection was conducted on June 23, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 06/23/2021

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](mailto: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](mailto:qualityrated@decal.ga.gov)

---

Samantha Kunes, Program Official

Date

---

Verlyn Gant, Consultant

Date



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:** 6/23/2021    **VisitType:** Licensing Study    **Arrival:** 10:00 AM    **Departure:** 11:15 AM

**CCLC-37790**

**Primrose School of Dunwoody**

5050 Nandina Lane Dunwoody, GA 30338 DeKalb County  
(770) 396-8266 lynn@primrosedunwoody.com

**Mailing Address**

4222 Kessler Ridge Drive  
Marietta, GA 30062

**Regional Consultant**

Verlyn Gant

Phone: (404) 591-6059  
Fax: (404) 591-6060  
verlyn.gant@dec.al.ga.gov

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-.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**

Center appears clean and well maintained.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

### Food Service

---

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

591-1-1-.15(2)(c) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**Correction Deadline: 6/23/2021****Comment**

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: 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.

**Correction Deadline: 6/23/2021**

---

**Health and Hygiene**

---

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

---

**Safety**

---

**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

**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)****N/A****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****N/A****Comment**

Center does not provide transportation.

---

**Sleeping & Resting Equipment**

---

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**Comment**

591-1-1-.30(4) requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them. Ensure that cots and mats are stored so children do not have access to them.

**Correction Deadline: 6/23/2021**

<b>Staff Records</b>
----------------------

**Records Reviewed: 41**

**Records with Missing/Incomplete Components: 7**

Staff # 1	Met
Date of Hire: 04/27/2016	
Staff # 2	Not Met
Date of Hire: 09/01/2020	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 3	Met
Date of Hire: 02/15/2021	
Staff # 4	Met
Date of Hire: 06/27/2019	
Staff # 5	Met
Date of Hire: 05/15/2017	
Staff # 6	Met
Date of Hire: 05/21/2019	
Staff # 7	Met
Date of Hire: 12/16/2019	
Staff # 8	Met
Date of Hire: 04/06/2021	
<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>	
Staff # 9	Met
Date of Hire: 03/08/2021	
Staff # 10	Met

Date of Hire: 02/22/2021

Staff # 11 Met  
Date of Hire: 08/24/2020

Staff # 12 Not Met  
Date of Hire: 03/21/2018  
"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 13 Not Met  
Date of Hire: 11/01/2018  
"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 14 Not Met  
Date of Hire: 03/26/2018  
"Missing/Incomplete Components"  
.33(5)-10 Hrs. Annual Training

Staff # 15 Met  
Date of Hire: 03/01/2018

Staff # 16 Met  
Date of Hire: 06/27/2019

Staff # 17 Met  
Date of Hire: 09/19/2019

Staff # 18 Met  
Date of Hire: 05/11/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 19 Met  
Date of Hire: 06/27/2019

Staff # 20 Met

Staff # 21 Met  
Date of Hire: 05/17/2019

Staff # 22 Met  
Date of Hire: 04/12/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 23 Not Met

Date of Hire: 06/27/2019

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 24 Met

Date of Hire: 03/19/2016

Staff # 25 Met

Date of Hire: 04/27/2015

Staff # 26 Met

Date of Hire: 07/11/2019

Staff # 27 Not Met

Date of Hire: 11/20/2019

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 28 Met

Date of Hire: 03/22/2021

Staff # 29 Met

Date of Hire: 04/06/2021

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

Staff # 30 Met

Date of Hire: 07/27/2017

Staff # 31 Not Met

Date of Hire: 10/15/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 32 Met

Date of Hire: 03/22/2021

Staff # 33 Met

Date of Hire: 07/29/2019

Staff # 34 Met

Date of Hire: 08/16/2019

Staff # 35 Met

Staff # 36 Met

Date of Hire: 06/27/2019



**Records Reviewed: 41****Records with Missing/Incomplete Components: 7**

Staff # 37 Date of Hire: 07/29/2020	Met
Staff # 38 Date of Hire: 01/18/2021	Met
Staff # 39 Date of Hire: 03/15/2021	Met
Staff # 40 Date of Hire: 04/19/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 41 Date of Hire: 04/06/2021	Met <u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>

**Staff Credentials Reviewed: 10**


---

<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
---	------------

**Comment**

Criminal record checks were observed to be complete.

---

<b>591-1-1-.33 Staff Training</b>	<b>Not Met</b>
-----------------------------------	----------------

**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 a review of records that staff member #2 had not completed the health and safety orientation training within the first 90 days of employment as required.

**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: 7/23/2021**

**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 review of records that staff #12, staff #13, staff #14, staff #23, staff # 27 and staff #31 had not completed the annual ten (10) hours of training for the 2020 calendar year 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: 7/23/2021**

---

**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.

**Comment**

591-1-1-.32(7) - Discussed new revision to the supervision rule 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: 6/23/2021**