



**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:** 2/5/2018    **VisitType:** Licensing Study    **Arrival:** 12:30 PM    **Departure:** 3:30 PM

**CCLC-38700**

**Primrose School of Cumming North**

3545 Matt Highway Cumming, GA 30028 Forsyth County  
 (770) 203-2773 mark@primrosecummingnorth.com

**Regional Consultant**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★

<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.
02/05/2018	Licensing Study	Good Standing	
07/20/2017	Monitoring Visit	Good Standing	
01/20/2017	Complaint Closure	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	Infants	2	7	C	10	C	NA	NA	Floor Play
Main	B- 2L	One Year Olds	2	15	C	15	C	NA	NA	Circle Time
Main	C- 3L	One Year Olds and Two Year Olds	2	7	C	20	C	NA	NA	Centers
Main	E- 1R	Two Year Olds	2	15	C	22	C	NA	NA	Transitioning, Nap
Main	F- 2R	Three Year Olds	1	16	C	24	C	NA	NA	Nap
Main	G-3R	Three Year Olds and Four Year Olds	1	13	C	24	C	NA	NA	Nap
Main	H-4R	Four Year Olds and Five Year Olds	1	17	C	26	C	NA	NA	Nap
Main	I- 5R		0	0	C	36	C	NA	NA	Not In Use

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 90

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Infant	21	C
Main	B- School Age	96	C
Main	C- 3-4 yrs	59	C

**Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from July 2017.

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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.

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**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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.

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**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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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ROBERT SHEPHERD, Program Official

Date

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LaQuita Clark, Consultant

Date



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Atlanta, GA 30334  
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### Findings Report

**Date:** 2/5/2018      **VisitType:** Licensing Study      **Arrival:** 12:30 PM      **Departure:** 3:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities****Met****Comment**

A variety of developmentally appropriate activities were observed. Current lesson plans were observed to be posted.

**Correction Deadline: 2/5/2018**

**591-1-1-.12 Equipment & Toys(CR)****Met****Comment**

A variety of equipment and toys were observed throughout the center. Equipment and furniture was observed to be appropriately secured.

**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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

**Comment**

Records were observed to be complete and well organized.

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**Facility**

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**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Correction Deadline: 7/20/2017**

**Corrected on 2/5/2018**

**.25(13) - Previous citation has been corrected in that all hazards were observed to be inaccessible to children on this date.**

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines. Bottles were observed to be appropriately labeled and current feeding lessons were available.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)** **Not Met**

**Finding**

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined, based on review of medication documentation, that medication administered in the month of January 2018, did not have the following present on the authorization forms:

-One form did not have a parent signature, dates medication should be given and prescription information. The form also indicated that medication should be given twice on January 24, 2018 and was not documented as being given a second time.

-One form indicated that medication should be given four days for the week of January 16, 2018 and was not documented as being given on January 18, 2018

-One form indicated that medication should be given January 8-12, 2018 and was not documented as being given January 11-12, 2018.

**POI (Plan of Improvement)**

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 2/5/2018**

<b>Policies and Procedures</b>
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**591-1-1-.21 Operational Policies & Procedures**

**Not Met**

**Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on review of emergency drill logs, that fire drills were not observed to be documented for October 2017-January 2018.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years. The consultant also provided the assistant director a copy of the new drill log to incorporate lockdown/intruder drills every six months.

**Correction Deadline: 2/28/2018**

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**591-1-1-.27 Posted Notices**

**Met**

**Comment**

Observed all required posted notices.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)**

**Met**

**Comment**

Staff stated age-appropriate use of discussion and redirection.

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

**Met**

**Comment**

Field trip documentation observed to be complete.

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

**Not Met**

**Comment**

Complete documentation of transportation observed. Consultant observed the staff to follow appropriate transportation procedures during the visit. Vehicles were observed to be in good repair with complete first aid kits and operable fire extinguishers.

**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 review of training documentation, that the director and two staff members did not have current documentation of transportation training on file.

**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 and complete the training again once every two years.

**Correction Deadline: 2/15/2018**

**Sleeping & Resting Equipment**

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

**Comment**

Pleasant naptime environment observed. Safety approved cribs and mats were observed.

**Staff Records**

**Records Reviewed: 18**

**Records with Missing/Incomplete Components: 8**

Staff # 1 Not Met

Date of Hire: 08/07/2017

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Not Met

Date of Hire: 09/27/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3 Met

Date of Hire: 10/30/2015

Staff # 4 Met

Date of Hire: 12/04/2015

Staff # 5 Met

Date of Hire: 07/03/2017

Staff # 6 Met

Date of Hire: 08/29/2016

Staff # 7 Met

Date of Hire: 01/08/2018

Staff # 8 Date of Hire: 09/05/2017	Met
Staff # 9 Date of Hire: 09/11/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 10 Date of Hire: 01/08/2016	Met
Staff # 11 Date of Hire: 09/13/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 12 Date of Hire: 08/01/2017	Met
Staff # 13 Date of Hire: 10/01/2015 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 14 Date of Hire: 11/27/2017	Met
Staff # 15 Date of Hire: 03/08/2016	Met
Staff # 16 Date of Hire: 10/25/2017 <u>"Missing/Incomplete Components"</u> .36(3)(a-b)-2 hrs. Transportation Training missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 17 Date of Hire: 08/31/2016 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.36(3)(a-b)-2 hrs. Transportation Training missing	Not Met
Staff # 18 Date of Hire: 08/22/2017 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met

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

**Not Met**

**Comment**

The consultant discussed with the assistant director that all staff should give authorization for completing a comprehensive background check and have the new letter on file by October 1, 2018.

**Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of records check documentation, that one staff did not have a records check clearance letter on file dated within 12 months of hire.

**POI (Plan of Improvement)**

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

**Correction Deadline: 2/5/2018**

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

**Met**

**Comment**

Evidence observed of over 50% of center staff certified in First Aid and CPR. Please continue to ensure that new staff obtain the certification within 90 days of hire.

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**591-1-1-.33 Staff Training**

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on review of staff training documentation, that six staff did not have evidence of health and safety orientation training on file.

**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.

**Correction Deadline: 3/7/2018**

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

**Met**

**Comment**

Consultant discussed with assistant director to ensure that the center has complete documentation lead teacher credentials for all eight classrooms.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

Adequate supervision observed on this date.