



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: 11/3/2022 **VisitType:** Incident Investigation/Licensing Study

Arrival: 9:20 AM **Departure:** 2:30 PM

CCLC-52054

Primrose School of Woodstock

401 Sherwood Dr. Woodstock, GA 30188 Cherokee County
 (770) 924-0084 Director@PrimroseWoodstock.com

Regional Consultant

Sharnette Glenn

Phone: 404-651-8365

Fax: 404-334-4612

sharnette.glenn@dec.al.ga.gov

Mailing Address
 Same

Joint with: Marsha Ruiz-Crosby

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. |
|------------------------------------|----------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/03/2022 | Incident Investigation/Licensing Study | Good Standing | |
| 11/03/2022 | Incident Investigation Closure | Support | |
| 03/07/2022 | 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 | A2 | Infants | 3 | 10 | C | 14 | C | NA | NA | Floor Play |
| Main | B1 | Infants | 3 | 9 | C | 10 | C | NA | NA | Floor Play |
| Main | B2 | One Year Olds | 3 | 9 | C | 11 | C | NA | NA | Free Play |
| Main | B3 | Two Year Olds | 4 | 20 | C | 24 | C | NA | NA | Centers |
| Main | C1 | Two Year Olds | 2 | 15 | C | 15 | C | NA | NA | Centers |
| Main | C2 | Four Year Olds | 2 | 15 | C | 15 | C | NA | NA | Transitioning |
| Main | D1 | Four Year Olds | 2 | 15 | C | 20 | C | NA | NA | Centers |
| Main | D2 | Three Year Olds | 2 | 18 | C | 19 | C | 27 | C | Centers |
| Main | E1 | Three Year Olds | 3 | 16 | C | 25 | C | 35 | C | Centers |
| Main | E2 | Three Year Olds | 2 | 18 | C | 24 | C | 34 | C | Centers |

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 205

Total # Children this Date: 145

Total Capacity @35 sq. ft.: 177

Total Capacity @25 sq. ft.: 205

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main | A | 13 | C |
| Main | B | 30 | C |
| Main | C | 37 | C |
| Main | Preschool | 60 | C |

Comments

A Monitoring Visit was conducted on November 3, 2022..

Plan of Improvement: No Plan Developed 01/01/0001

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



Important Quality Rated/CAPS Update:

As January 1, 2022, 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 new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

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

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)

Brianna Garcia, Program Official

Date

Marsha Ruiz-Crosby, Consultant

Date

Sharnette Glenn, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

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)

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 |

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

Met

Comment

Records were observed to be complete and well organized.

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

Center appears clean and well maintained.

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Comment

Playground observed to be clean and in good repair.

Food Service

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

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

Comment

Staff state proper knowledge of diapering procedures.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

Documentation for medication dispensing observed complete.

Safety

591-1-1-.05 Animals **Met**

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.

Comment

Center does not provide routine transportation.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

Please ensure that the white noise device is detached from the crib while the sleeping infant is placed in the crib.

Staff Records

Records Reviewed: 58

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 08/23/2021

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Date of Hire: 08/17/2020

Staff # 5 Met

Date of Hire: 11/01/2022

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

Staff # 6 Met

Date of Hire: 09/13/2022

Staff # 7 Met

Staff # 8 Met

Staff # 9 Met

Staff # 10 Met

Date of Hire: 07/19/2022

Staff # 11 Met

Staff # 12 Met

Date of Hire: 04/24/2018

Staff # 13 Met

Date of Hire: 01/19/2022

| | |
|--------------------------|---------------------------------------------------------------------------------------------|
| Staff # 14 | Met |
| Date of Hire: 10/31/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 15 | Met |
| Date of Hire: 03/02/2011 | |
| Staff # 16 | Met |
| Date of Hire: 11/18/2019 | |
| Staff # 17 | Met |
| Date of Hire: 08/29/2016 | |
| Staff # 18 | Met |
| Date of Hire: 08/18/2021 | |
| Staff # 19 | Met |
| Date of Hire: 12/13/2021 | |
| Staff # 20 | Met |
| Date of Hire: 07/18/2022 | |
| Staff # 21 | Met |
| Staff # 22 | Met |
| Staff # 23 | Met |
| Date of Hire: 01/05/2022 | |
| Staff # 24 | Met |
| Date of Hire: 07/08/2021 | |
| Staff # 25 | Met |
| Date of Hire: 09/30/2022 | <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 26 | Met |
| Date of Hire: 07/07/2021 | |
| Staff # 27 | Met |
| Date of Hire: 06/21/2018 | |
| Staff # 28 | Met |
| Date of Hire: 05/29/2019 | |
| Staff # 29 | Met |

Date of Hire: 05/28/2019

Staff # 30 Met

Date of Hire: 07/22/2022

Staff # 31 Met

Date of Hire: 09/03/2020

Staff # 32 Met

Date of Hire: 10/05/2021

Staff # 33 Met

Staff # 34 Met

Date of Hire: 06/13/2019

Staff # 35 Met

Staff # 36 Met

Date of Hire: 10/18/2019

Staff # 37 Met

Date of Hire: 07/31/2017

Staff # 38 Met

Date of Hire: 12/01/2021

Staff # 39 Met

Date of Hire: 07/18/2022

Staff # 40 Met

Date of Hire: 06/28/2022

Staff # 41 Met

Date of Hire: 04/12/2021

Staff # 42 Met

Date of Hire: 04/12/2021

Staff # 43 Met

Date of Hire: 09/26/2027 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 44 Met

Date of Hire: 10/10/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Records Reviewed: 58

Records with Missing/Incomplete Components: 0

| | |
|----------------------------------------|-----|
| Staff # 45 Date of Hire: 01/20/2012 | Met |
| Staff # 46 Date of Hire: 01/20/2012 | Met |
| Staff # 47 | Met |
| Staff # 48 Date of Hire: 07/26/2021 | Met |
| Staff # 49 Date of Hire: 09/06/2018 | Met |
| Staff # 50 Date of Hire: 07/07/2021 | Met |
| Staff # 51 Date of Hire: 05/13/2020 | Met |
| Staff # 52 Date of Hire: 01/06/2021 | Met |
| Staff # 53 Date of Hire: 06/08/2021 | Met |
| Staff # 54 | Met |
| Staff # 55 Date of Hire: 02/13/2020 | Met |
| Staff # 56 Date of Hire: 09/22/2021 | Met |
| Staff # 57 Date of Hire: 08/15/2022 | Met |
| Staff # 58 | Met |

Staff Credentials Reviewed: 8

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

Comment

Criminal record checks were observed to be complete.

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.

The following information is associated with a Incident Investigation Visit:

Staffing and Supervision

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

Not Met

Finding Associated with Complaint

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. 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. It was determined based on the director statement that on November 3, 2022, a three-year-old child was left outside on the playground unsupervised while the class transitioned back to the classroom from the playground. The three-year-old was left unattended for approximately three minutes and the child had no injuries.

POI (Plan of Improvement)

Per the Owner, the staff are receiving additional training on supervision to prevent future incidents from occurring.

Correction Deadline: 11/3/2022

Recited on 11/3/2022