



**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:** 3/2/2017      **VisitType:** Complaint Investigation Follow Up      **Arrival:** 11:15 AM      **Departure:** 1:15 PM

**CCLC-1612**

**Primrose School of Wade Green**

4321 Wade Green Road Kennesaw, GA 30144 Cobb County  
 (770) 419-8001 office@primrosewadegreen.com

**Regional Consultant**

Alison Benson

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alison.benson@dec.al.gov

**Mailing Address**  
 Same

<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.
03/02/2017	Complaint Investigation Follow Up	Good Standing	
02/16/2017	Licensing Study	Good Standing	
08/26/2016	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	L1 (a1)	One Year Olds	1	4	C	11	C	NA	NA	Nap,Feeding
Main	L2 (a2)	One Year Olds	2	13	C	20	C	NA	NA	Nap
Main	L3 (b1)	Two Year Olds	3	19	C	20	C	NA	NA	Nap
Main	L4 (b2)	Two Year Olds and Three Year Olds	2	15	C	20	C	NA	NA	Nap
Main	L5 (e)	Three Year Olds	2	20	C	21	C	29	C	Nap
Main	R1(d2)	Infants	3	12	C	11	NC	NA	NA	Feeding,Floor Play,Nap
Main	R2 (d1)	Three Year Olds and Four Year Olds	2	15	C	15	C	NA	NA	Nap,Clean Up
Main	R3( c1)	PreK	2	16	C	21	C	29	C	Clean Up,Lunch
Total Capacity @35 sq. ft.: 139					Total Capacity @25 sq. ft.: 155					
Total # Children this Date: 114					Total Capacity @35 sq. ft.: 139					
					Total Capacity @25 sq. ft.: 155					

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

Consultant viewed Satisfactory fingerprint letter for employee that was missing at visit conducted on February 16, 2017.

Plan of Improvement: Developed This Date 03/02/2017

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.



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O.C.G.A. Section 42.1.12(j)(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.ga.gov](mailto:CCSRefutations@dec.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.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)

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Michelle Rath, Program Official

Date

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Alison Benson, Consultant

Date



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### Summary Report

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The following information is associated with a Complaint Investigation Follow Up:

### Children's Records

**Records Reviewed: 2**

**Records with Missing/Incomplete Components: 1**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(c)-Address of Release Person Missing

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

**Not Met**

#### Finding

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of children's records that one of two children did not have verification of the release persons addresses.

#### POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 3/16/2017**

**Recited on 3/2/2017**

### Staff Records

Correction Deadline: 2/17/2017

Corrected on 3/2/2017

.09(1)(d) - A satisfactory fingerprint letter was observed to be completed and in employee's file.