



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: 8/15/2018 **VisitType:** Incident Investigation & Follow Up **Arrival:** 1:50 PM **Departure:** 4:30 PM

CCLC-32037

Primrose School of Suwanee West

800 Peachtree Industrial Blvd. Suwanee, GA 30024 Gwinnett County
 (770) 932-3900 shanna@primrosesuwaneeest.com

Regional Consultant

Angelia Boykins

Phone: (678) 717-6025

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angelia.boykins@decal.ga.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.
08/15/2018	Incident Investigation & Follow Up	Good Standing	
03/05/2018	Complaint Investigation Follow Up	Good Standing	
03/05/2018	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-1R-Infants-1 year	Infants and One Year Olds	2	8	C	10	C	NA	NA	Floor Play
Main	B-2R-Infants	Infants	2	5	C	11	C	NA	NA	Floor Play
Main	C-1L-1 year olds	One Year Olds	2	10	C	13	C	NA	NA	Nap
Main	D-2L- 2 years	Two Year Olds and Three Year Olds	2	18	C	18	C	NA	NA	Nap
Main	E-3L- 3 years	Three Year Olds	1	11	C	23	C	NA	NA	Nap
Main	F-4L- 3 years	Three Year Olds	1	11	C	22	C	31	C	Nap
Main	G-4R- 4 years	Four Year Olds and PreK	2	16	C	22	C	31	C	Nap
Main	H-3R- 4 years	Four Year Olds	1	13	C	23	C	32	C	Nap
Main	I-rt wing front- 4-5 years	PreK	2	16	C	21	C	29	C	Nap
Main	J-right wing rear- 4 years	PreK	2	13	C	22	C	31	C	Nap

Total Capacity @35 sq. ft.: 185

Total Capacity @25 sq. ft.: 229

Total # Children this Date: 121

Total Capacity @35 sq. ft.: 185

Total Capacity @25 sq. ft.: 229

Building	Playground	Playground Occupancy	Playground Compliance
Main	A-left front playground	48	C
Main	B-left rear playground	49	C
Main	C- right playground	86	C

Main	D-center front infant playground	6	C
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Comments

The purpose of today's visit was to conduct a follow up visit and a incident report. One-Day Letter left with director.

Plan of Improvement: Developed This Date 08/15/2018

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).



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. 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.

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.

- 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.

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

Shanna Jonathan, Program Official

Date

Angelia Boykins, Consultant

Date



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Findings Report

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The following information is associated with a Incident Investigation & Follow Up:

Safety

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

Met

Correction Deadline: 3/5/2018

Corrected on 8/15/2018

.11(2) - Corrected on this date.

Staff Records

Records Reviewed: 41

Records with Missing/Incomplete Components: 3

Staff # 1

Met

Date of Hire: 02/01/2016

Staff # 2

Met

Date of Hire: 08/13/2015

Staff # 3

Met

Date of Hire: 07/25/2018

Staff # 4

Not Met

Date of Hire: 05/08/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Met

Date of Hire: 03/10/2014

Staff # 6	Met
Date of Hire: 07/25/2018	
Staff # 7	Met
Date of Hire: 08/08/2018	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 07/30/2013	
Staff # 10	Met
Date of Hire: 02/15/2011	
Staff # 11	Met
Date of Hire: 07/02/2007	
Staff # 12	Met
Date of Hire: 06/22/2017	
Staff # 13	Met
Date of Hire: 07/18/2018	
Staff # 14	Not Met
Date of Hire: 05/07/2018	
<u>"Missing/Incomplete Components"</u>	
.33(3)-Health & Safety Certificate	
Staff # 15	Met
Date of Hire: 08/09/2018	
Staff # 16	Met
Date of Hire: 06/17/2005	
Staff # 17	Met
Date of Hire: 10/20/2014	
Staff # 18	Met
Date of Hire: 05/17/2018	
Staff # 19	Met
Date of Hire: 01/10/2018	
Staff # 20	Met
Date of Hire: 07/25/2018	

Staff # 21 Date of Hire: 06/05/2018	Met
Staff # 22 Date of Hire: 08/12/2013	Met
Staff # 23 Date of Hire: 11/04/2013	Met
Staff # 24 Date of Hire: 06/04/2018	Met
Staff # 25 Date of Hire: 08/01/2016	Met
Staff # 26 Date of Hire: 06/12/2018	Met
Staff # 27 Date of Hire: 05/26/2016	Met
Staff # 28 Date of Hire: 08/02/2011	Met
Staff # 29 Date of Hire: 07/18/2018	Met
Staff # 30 Date of Hire: 07/24/2018	Not Met
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 31 Date of Hire: 07/19/2017	Met
Staff # 32 Date of Hire: 05/30/2006	Met
Staff # 33 Date of Hire: 08/04/2003	Met
Staff # 34 Date of Hire: 11/20/2017	Met
Staff # 35	Met

Records Reviewed: 41**Records with Missing/Incomplete Components: 3**

Date of Hire: 08/29/2007

Staff # 36 Met

Date of Hire: 09/28/2006

Staff # 37 Met

Date of Hire: 07/27/2018

Staff # 38 Met

Date of Hire: 07/19/2017

Staff # 39 Met

Date of Hire: 08/13/2018

Staff # 40 Met

Date of Hire: 05/26/2016

Staff # 41 Met

Date of Hire: 01/17/2017

Staff Credentials Reviewed: 41

591-1-1-.09 Criminal Records Check(CR)**Not Met****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 that one employee hired on July 24, 2018, did not have evidence of a fingerprint clearance letter from the department.

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: 8/15/2018**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 records that two employees did not have evidence of health and safety training.

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: 9/14/2018

