



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: 9/4/2019 **VisitType:** Monitoring Visit **Arrival:** 8:45 AM **Departure:** 12:00 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

Mandi Sloan

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mandi.sloan@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.
09/04/2019	Monitoring Visit	Good Standing	
06/21/2019	Licensing Study	Good Standing	
11/05/2018	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	A-1R-Infants-1 year	One Year Olds	2	4	C	10	C	NA	NA	Floor Play
Main	B-2R-Infants	Infants	1	4	C	11	C	NA	NA	Floor Play,Nap
Main	C-1L-1 year olds	One Year Olds and Two Year Olds	2	8	C	13	C	NA	NA	Outside
Main	D-2L- 2 years	One Year Olds and Two Year Olds	3	15	C	18	C	NA	NA	Diapering,Centers
Main	E-3L- 3 years	Three Year Olds	1	12	C	23	C	NA	NA	Transitioning,Centers
Main	F-4L- 3 years	Four Year Olds	2	14	C	22	C	31	C	Centers
Main	G-4R- 4 years	Four Year Olds and Five Year Olds	1	10	C	22	C	31	C	Centers
Main	H-3R- 4 years	PreK	2	18	C	23	C	32	C	Centers
Main	I-rt wing front- 4-5 years	PreK	2	21	C	21	C	29	C	Circle Time
Main	J-right wing rear- 4 years	PreK	2	21	C	22	C	31	C	Centers
Total Capacity @35 sq. ft.: 185			Total Capacity @25 sq. ft.: 229							
Total # Children this Date: 127			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

Comments

The purpose of today's visit is to conduct a Monitoring Visit.

Plan of Improvement: Developed This Date 09/04/2019

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.state.ga.us/CCS/Regulations.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@dec.state.ga.us.

- 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.state.ga.us/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

Shanna Jonathan, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring 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.

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)

Not Met

Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation the following hazards were present:
Room 3L: One container of sunscreen was found in a child's backpack, accessible to children.
Room 3L: One pair of adult scissors were found in an unlocked teacher's desk, accessible to children.
Room 4L: Two pair of adult scissors were found in an unlocked teacher's desk, accessible to children.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 9/4/2019

Recited on 9/4/2019

Correction Deadline: 6/21/2019

Corrected on 9/4/2019

.25(15) - The previous citation was corrected on this date as outside storage units were not accessible to children.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

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

Proper hand washing observed.

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

Met

Comment

Discussed proper medication documentation and procedures.

Safety

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

Met

Comment

Staff were observed to maintain a positive learning environment on this date.

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

Not Met

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that no mark/ symbol was given to account for three children listed on the passenger transportation checklist upon exiting the vehicle on Friday, August 9, 2019 upon the vehicle's return from Suwanee Elementary School.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 9/5/2019

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 15**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 08/01/2026	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 3	Met
Date of Hire: 08/04/2003	
Staff # 4	Met
Date of Hire: 07/31/2019	
Staff # 5	Met
Date of Hire: 09/28/2006	
Staff # 6	Met
Date of Hire: 07/25/2018	
Staff # 7	Met
Date of Hire: 08/02/2011	
Staff # 8	Met
Date of Hire: 07/30/2013	
Staff # 9	Met
Date of Hire: 05/23/2006	
Staff # 10	Met
Date of Hire: 07/17/2019	
Staff # 11	Met
Date of Hire: 06/13/2019	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 07/02/2007	
Staff # 14	Met
Date of Hire: 06/18/2019	
Staff # 15	Met
Date of Hire: 08/12/2013	

Staff Credentials Reviewed: 9

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

Criminal record checks were observed to be complete.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on review of records that three staff members with hire date past the required 90 days, did not possess CPR and First Aid training.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 9/18/2019**Recited on 9/4/2019**

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 that one employee past the required 90 days of employment did not possess 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: 10/4/2019

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**

Staff observed to provide direct supervision and be attentive to children's needs.