



**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:** 11/5/2018    **VisitType:** Monitoring Visit    **Arrival:** 1:45 PM    **Departure:** 4:40 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**

April Brown

Phone: (770) 357-5101

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april.brown@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<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.
11/05/2018	Monitoring Visit	Good Standing	
09/25/2018	Incident Investigation Closure	Support	
08/15/2018	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	A-1R-Infants-1 year	Infants and One Year Olds	3	6	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	9	C	13	C	NA	NA	Transitioning
Main	D-2L- 2 years	Two Year Olds	2	15	C	18	C	NA	NA	Transitioning
Main	E-3L- 3 years	Three Year Olds	2	11	C	23	C	NA	NA	Nap
Main	F-4L- 3 years	Three Year Olds	2	13	C	22	C	31	C	Transitioning
Main	G-4R- 4 years	Four Year Olds	2	10	C	22	C	31	C	Nap
Main	H-3R- 4 years	Five Year Olds	3	19	C	23	C	32	C	Nap
Main	I-rt wing front- 4-5 years	PreK	2	17	C	21	C	29	C	Transitioning
Main	J-right wing rear- 4 years	PreK	2	22	C	22	C	31	C	Snack

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

Plan of Improvement: Developed This Date 11/05/2018

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).



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](mailto: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.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Shanna Jonathan, Program Official

Date

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April Brown, 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**

Equipment and furniture observed to be properly secured, as applicable on this date.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

Center does not provide swimming activities on this date.

### Facility

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

**Met**

**Comment**

Licensed capacity observed to be met by the center on this date.

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

**Met**

**Comment**

Center appears clean and well maintained on this date.

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

**Technical Assistance**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute as needed throughout Playground B.

**Technical Assistance**

Please ensure that tree roots are continuously sprayed and monitored to prevent tripping hazards.

**Correction Deadline: 11/5/2018**

### Food Service

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

Consultant discussed with the director the new USDA guidelines on this date.

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**Health and Hygiene**

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

Staff stated proper knowledge of diapering procedures on this date.

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

Proper hand washing observed throughout the center on this date.

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

Documentation for medication dispensing observed complete for one child in care who had medication administered during the month of October 2018.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Consultant discussed the new written emergency plan with the director on this date.

**Correction Deadline: 11/10/2018**

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**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Age-appropriate discussion and redirection observed on this date.

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

**Correction Deadline: 9/25/2018**

**Corrected on 11/5/2018**

**Correction of citation in that the center restructured the AM and PM transportation logs for routine school transportation. All logs were observed to be completed correctly as required. The director is currently participating with the TA unit as part of their correction plan.**

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position on this date.

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**Staff Records**

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**Records Reviewed: 40****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

Date of Hire: 08/20/2018

Staff # 2 Met

Date of Hire: 02/01/2016

Staff # 3 Met

Date of Hire: 08/13/2015

Staff # 4 Met

Date of Hire: 07/25/2018

Staff # 5 Met

Date of Hire: 09/07/2018

Staff # 6 Met

Date of Hire: 03/10/2014

Staff # 7 Met

Date of Hire: 07/25/2018

Staff # 8 Met

Date of Hire: 08/08/2018

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: 07/18/2018

Staff # 13 Met

Date of Hire: 05/07/2018

Staff # 14 Met

Date of Hire: 06/17/2005

Staff # 15 Met

Date of Hire: 10/20/2014

Staff # 16 Met

Date of Hire: 05/17/2018

Staff # 17 Date of Hire: 08/12/2013	Met
Staff # 18 Date of Hire: 11/04/2013	Met
Staff # 19 Date of Hire: 06/04/2018	Met
Staff # 20 Date of Hire: 08/01/2016	Met
Staff # 21 Date of Hire: 06/12/2018	Met
Staff # 22 Date of Hire: 10/23/2018	Met
Staff # 23 Date of Hire: 07/30/2018	Met
Staff # 24 Date of Hire: 05/26/2016	Met
Staff # 25 Date of Hire: 08/17/2018	Met
Staff # 26 Date of Hire: 08/02/2011	Met
Staff # 27 Date of Hire: 07/18/2018	Met
Staff # 28 Date of Hire: 10/29/2018	Met
Staff # 29 Date of Hire: 07/24/2018	Met
Staff # 30 Date of Hire: 07/19/2017	Met
Staff # 31 Date of Hire: 05/30/2006	Met

**Records Reviewed: 40****Records with Missing/Incomplete Components: 0**

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Staff # 32 Date of Hire: 09/25/2018	Met
Staff # 33 Date of Hire: 08/04/2003	Met
Staff # 34 Date of Hire: 11/20/2017	Met
Staff # 35 Date of Hire: 08/29/2007	Met
Staff # 36 Date of Hire: 09/28/2006	Met
Staff # 37 Date of Hire: 07/27/2018	Met
Staff # 38 Date of Hire: 07/19/2017	Met
Staff # 39 Date of Hire: 08/13/2018	Met
Staff # 40 Date of Hire: 01/17/2017	Met

**Staff Credentials Reviewed: 40**

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

Criminal record checks were observed to be complete on this date.

**Comment**

Director provided seven files for employees hired since last visit conducted on August 15, 2018.

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**591-1-1-.09 Criminal Records Check(CR)****Met****Correction Deadline: 8/15/2018****Corrected on 11/5/2018**

Correction of citation in that the staff member received a satisfactory comprehensive criminal background check on September 16, 2018.

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**591-1-1-.33 Staff Training****Met****Correction Deadline: 9/14/2018****Corrected on 11/5/2018**

Correction of citation in that the two staff members have completed the Health and Safety training as required.



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

Staff observed to be compliant with applicable laws and regulations on this date.

<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 on this date.

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

Adequate supervision observed on this date.