



**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: 1/31/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 3:30 PM

CCLC-39504

Primrose School of Suwanee

2050 Lawrenceville Suwanee Rd. Suwanee, GA 30024 Gwinnett County
(770) 963-1491 office@primrosesuwanee.com

Regional Consultant

Mandi Sloan

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Mailing Address

2050 Lawrenceville Suwanee Rd
Suwanee, GA 30024

Quality Rated:

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.
01/31/2019	Licensing Study	Support	
09/26/2018	Monitoring Visit	Good Standing	
04/02/2018	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 and One Year Olds	2	7	C	24	C	NA	NA	Free Play,Breakfast
Main	B-2R	Five Year Olds and PreK	2	16	C	23	C	32	C	Centers
Main	C-3R		0	0	C	18	C	25	C	
Main	D-4L	Three Year Olds and Four Year Olds	1	16	C	20	C	27	C	Centers
Main	E-3L	Three Year Olds and Four Year Olds	1	7	C	21	C	30	C	Snack
Main	F-1L	One Year Olds and Two Year Olds	4	21	C	31	C	NA	NA	Floor Play,Free Play
Total Capacity @35 sq. ft.: 137						Total Capacity @25 sq. ft.: 169				
Total # Children this Date: 67			Total Capacity @35 sq. ft.: 137			Total Capacity @25 sq. ft.: 169				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Front R	7	C
Main	B - Back R	43	C
Main	B-Front L	39	C
Main	C-Back L	33	C

Comments

Please submit to consultant by 2/14/2019

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.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

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).

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

Earlena Wells, Program Official

Date

Mandi Sloan, Consultant

Date



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Findings Report

Date: 1/31/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 3:30 PM

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The following information is associated with a Licensing Study:

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: 1**

Child # 1 Met

Child # 2 Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3 Met

Child # 4 Met

Child # 5 Met

Finding

591-1-1-.08(1) requires the 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. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding 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 records that one out of five reviewed records did not contain the addresses of release persons.

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Correction Deadline: 1/31/2019

	Facility
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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)

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 that the following hazards were present and accessible to children:

*Room 4L: one pair of adult scissors, one stapler and one hole puncher located in unlocked drawer in teacher's desk

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Correction Deadline: 1/31/2019

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the window screen outside of Room F-1L was ripped and frayed around the edges.

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Correction Deadline: 1/31/2019

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

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute once ground has thawed out and temperatures are above freezing.

Correction Deadline: 10/12/2018

Corrected on 1/31/2019

.26(4) - Consultant observed fencing and gates to be maintained on this date.

Food Service

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

Comment

Please ensure that infant feeding forms are updated regularly.

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) Not Met

Technical Assistance

591-1-1-.20(1) - Consultant discussed with provider to ensure complete parental authorization on medication forms to include prescription number and expiration date.

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Correction Deadline: 1/31/2019

Finding

591-1-1-.20(4) requires the Center to keep medication in a cabinet or container that is locked or otherwise not accessible to the children and to be stored separate from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leak-proof container in a refrigerator that is not accessible to the children. It was determined based on observation that four vials of liquid medication (albuterol) were located in one child's backpack on low hanging hook in room 4L.

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Correction Deadline: 1/31/2019

Policies and Procedures

591-1-1-.27 Posted Notices **Met**

Comment

Please make sure that all required signs are posted and up to date.

591-1-1-.29 Required Reporting **Technical Assistance**

Technical Assistance

591-1-1-.29 - The consultant discussed reporting requirements with the provider.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR) **Met**

Comment

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR) **Not Met**

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Correction Deadline: 2/1/2019

Corrected on 1/31/2019

.36(3)(a-b) - This citation was approved to be corrected on this date as transportation training was not on file for each staff member responsible for the transportation of children.

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 the following transportation checklists were incomplete:

*Week of 12/21/2018 to 1/4/2019: one child was not marked unloaded from the vehicle during afternoon transportation on Friday from Walnut Grove School.

*Week of 1/7/2019 to 1/11/2019: one child was not marked unloaded from the vehicle during afternoon transportation on Friday from Burnette School.

Correction Deadline: 2/1/2019

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 10

Staff # 1 Met
Date of Hire: 11/08/2016

Staff # 2 Not Met
Date of Hire: 01/16/2017

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 3 Not Met
Date of Hire: 06/05/2017

"Missing/Incomplete Components"
.33(5)-10 Hrs. Annual Training

Staff # 4 Date of Hire: 09/26/2018	Met
Staff # 5 Date of Hire: 08/22/2016	Met
Staff # 6 Date of Hire: 12/01/2016	Met
Staff # 7 Date of Hire: 09/26/2018	Met
Staff # 8 Date of Hire: 09/20/1996 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training, .33(5)-10 Hrs. Annual Training	Not Met
Staff # 9 Date of Hire: 11/15/2018	Met
Staff # 10 Date of Hire: 10/04/2018 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate	Not Met
Staff # 11 Date of Hire: 03/01/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 12 Date of Hire: 02/29/2016	Met
Staff # 13 Date of Hire: 01/21/2019 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 14 Date of Hire: 08/24/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 15	Not Met

Records Reviewed: 20

Records with Missing/Incomplete Components: 10

Date of Hire: 11/08/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 16

Met

Date of Hire: 03/02/2017

Staff # 17

Not Met

Date of Hire: 06/04/2018

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 18

Met

Date of Hire: 09/26/2018

Staff # 19

Met

Date of Hire: 12/05/2018

Staff # 20

Not Met

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 20

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

Not Met

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on observation that two staff members were present and did not possess valid and current satisfactory Comprehensive Records Check Determinations.

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Correction Deadline: 1/31/2019

591-1-1-.09 Criminal Records Check(CR)

Met

Correction Deadline: 9/27/2018

Corrected on 1/31/2019

.09(1)(d) - Consultant observed previous citation to be corrected on this date.

591-1-1-.14 First Aid & CPR

Met

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training

Not Met

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Correction Deadline: 9/26/2018

Corrected on 1/31/2019

.33(1) - Previous citation observed to be correct on this date as five of five new employees have evidence of orientation training.

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 one of 20 employees did not possess health and safety training.

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Correction Deadline: 3/2/2019

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that seven out of 20 employees did not possess ten clock hours of training for the calendar year 2018.

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Correction Deadline: 3/2/2019

591-1-1-.31 Staff(CR)

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.