



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: 12/9/2020 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 2:45 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.
12/09/2020	Licensing Study	Good Standing	
02/24/2020	Licensing Study	Good Standing	
08/12/2019	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	4	C	24	C	NA	NA	Free Play,Nap
Main	B-2R	PreK	1	4	C	23	C	32	C	Outside
Main	C-3R		0	0	NC	18	C	25	C	Not In Use
Main	D-4L	Three Year Olds	1	11	C	20	C	27	C	Outside
Main	E-3L	Three Year Olds	1	3	C	21	C	30	C	Art
Main	F-1L	One Year Olds and Two Year Olds	3	67	C	31	NC	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 137

Total Capacity @25 sq. ft.: 169

Total # Children this Date: 89

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

An Administrative Review was conducted on December 9, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on December 15, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order was reviewed during the virtual inspection. A new infant feeding plan was shared with the provider on this date.

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

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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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

Technical Assistance

591-1-1-.08(6) - Consultant discussed with provider to ensure that arrival and departure documentation shall include at least the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure.

Correction Deadline: 12/9/2020

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)**Met**

Correction Deadline: 2/24/2020

Corrected on 12/9/2020

.25(13) - The previous citation was corrected on this date as potentially hazardous equipment, materials and supplies were observed to be inaccessible to children during a virtual walk through of the program.

Correction Deadline: 2/24/2020

Corrected on 12/9/2020

.25(3) - The previous citation was corrected on this date as the center and surrounding premises was observed to be kept clean, free of debris and in good repair. Further, the window screen in Room 1 Left was observed to be in good repair.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground appeared to be clean and in good repair upon virtual walk through.

Food Service

591-1-1-.18 Kitchen Operations**Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Kitchen appeared to be clean and well organized. Meal service was stated to take place in classrooms rather than in a congregated or communal setting.

Health and Hygiene

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

Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Hand washing requirements for children and staff were discussed with the Director/Provider on this date.

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

Documentation for medication dispensing observed complete.

Safety

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Provider on this date.

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

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Correction Deadline: 2/24/2020****Corrected on 12/9/2020**

.36(3)(a-b) - The previous citation was corrected on this date as the required two (2) hours of transportation training was observed to be completed for the Director and each person who participated in the transportation of children.

Defer

591-1-1-.36(4)(b)- The previous citation was deferred on this date until an in person regulatory visit can be conducted to ensure the seat bottoms and back are no longer loose.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 2/25/2020**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 a review of records that a mark/symbol was not used to account for the unloading of two children during afternoon transportation from Taylor Elementary School on November 31, 2020.

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: 12/10/2020

Sleeping & Resting Equipment

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping and Resting was not directly observed during the virtual walk through. Regulations regarding proper sleeping and resting were discussed with the Provider on this date.

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

Staff # 1	Met
Date of Hire: 05/20/2019	
Staff # 2	Met
Date of Hire: 08/12/1996	
Staff # 3	Met
Date of Hire: 08/20/2019	
Staff # 4	Met
Date of Hire: 06/04/2018	
Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Date of Hire: 07/31/2017	
Staff # 8	Met
Date of Hire: 12/07/2020	
Staff # 9	Met
Date of Hire: 02/20/2017	
Staff # 10	Met
Date of Hire: 06/04/2018	
Staff # 11	Met
Date of Hire: 10/04/2018	
Staff # 12	Met
Date of Hire: 12/07/2020	
Staff # 13	Met
Date of Hire: 05/20/2019	

Staff # 14 Met
Date of Hire: 07/30/2019

Staff # 15 Met
Date of Hire: 03/06/2017

Staff Credentials Reviewed: 2

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

Comment

Criminal record checks were observed to be complete.

Comment

Director provided two file(s) for employees hired since last visit.

591-1-1-.33 Staff Training Met

Correction Deadline: 3/25/2020

Corrected on 12/9/2020

.33(3) - The previous citation was corrected on this date as each staff member with direct care responsibilities who are beyond their first 90 days of employment, were observed to have completed the required health and safety orientation training.

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

Comment

591-1-1-.31(13) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order.

Correction Deadline: 12/9/2020

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

Adequate supervision observed on this date.