



**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:** 8/12/2019    **VisitType:** Monitoring Visit    **Arrival:** 8:45 AM    **Departure:** 11:45 AM

**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:**

<b>Compliance Zone Designation</b>		
08/12/2019	Monitoring Visit	Good Standing
02/28/2019	POI Follow Up	Good Standing
01/31/2019	Licensing Study	Support

**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.

**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	6	C	24	C	NA	NA	Nap,Free Play
Main	B-2R	PreK	1	10	C	23	C	32	C	Centers
Main	C-3R		0	0	C	18	C	25	C	
Main	D-4L	Three Year Olds	2	15	C	20	C	27	C	Centers
Main	E-3L	Two Year Olds	1	6	C	21	C	30	C	Circle Time
Main	F-1L	One Year Olds and Two Year Olds	4	13	C	31	C	NA	NA	Art,Free Play

Total Capacity @35 sq. ft.: 137

Total Capacity @25 sq. ft.: 169

Total # Children this Date: 50

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**

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

Plan of Improvement: Developed This Date 08/12/2019

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/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.

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#### 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.

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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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Earlena Wells, Program Official

Date

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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)**

**Met**

**Comment**

Center appears clean and well maintained.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.26(4) - Consultant discussed with provider to ensure that fencing material on the preschool and toddler playgrounds is maintained to ensure no gaps or loose wires are present.

**Correction Deadline: 8/12/2019**

### Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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**591-1-1-.20 Medications(CR)****Technical Assistance****Technical Assistance**

591-1-1-.20(1) - Consultant discussed with provider to ensure that parents fully complete the authorization for medication form to include exact times medication is to be given as opposed to writing "every four hours" or "after nap."

**Correction Deadline: 8/12/2019****Technical Assistance**

591-1-1-.20(3) - Consultant discussed with provider to ensure the program documents the reason why medication was not dispensed on authorization for medication form.

**Correction Deadline: 8/12/2019**

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**Safety**

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

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

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

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on review of records that one employee who participates in the routine transportation of children did not possess the required transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 8/22/2019**

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**Sleeping & Resting Equipment**

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

Please ensure that cribs/cots are labeled for individual use.

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**Staff Records**

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**Records Reviewed: 12****Records with Missing/Incomplete Components: 0**

Staff # 1

Met

**Records Reviewed: 12**

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

Date of Hire: 05/20/2019

Staff # 2 Met

Date of Hire: 08/12/1996

Staff # 3 Met

Date of Hire: 05/20/2019

Staff # 4 Met

Date of Hire: 03/02/2017

Staff # 5 Met

Staff # 6 Met

Staff # 7 Met

Date of Hire: 07/31/2017

Staff # 8 Met

Date of Hire: 02/20/2017

Staff # 9 Met

Date of Hire: 06/04/2018

Staff # 10 Met

Date of Hire: 10/04/2018

Staff # 11 Met

Date of Hire: 05/20/2019

Staff # 12 Met

Date of Hire: 07/30/2019

**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.

**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**

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

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

**Met**

**Comment**

Discussed combining children of mixed ages.