



**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: 9/26/2018 **VisitType:** Monitoring Visit **Arrival:** 12:15 PM **Departure:** 6:30 PM

CCLC-39504

Primrose School of Suwanee

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

Regional Consultant

Iko Blackmon

Phone: (404) 276-7844

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iko.blackmon@decal.ga.gov

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.
09/26/2018	Monitoring Visit	Good Standing	
04/02/2018	Complaint Closure	Good Standing	
03/28/2018	Complaint Investigation Follow Up	Good Standing	

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	3	10	C	24	C	NA	NA	Floor Play
Main	B-2R	PreK	1	15	C	23	C	32	C	Nap
Main	C-3R	Three Year Olds	1	6	C	18	C	25	C	Nap
Main	D-4L	Three Year Olds	1	15	C	20	C	27	C	Nap
Main	E-3L	One Year Olds	2	11	C	21	C	30	C	Nap
Main	F-1L	One Year Olds and Two Year Olds	2	12	C	31	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 137

Total Capacity @25 sq. ft.: 169

Total # Children this Date: 69

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 the visit was to conduct a Monitoring Visit. Consultant reviewed and discussed the visit report with the Center Director on this date. Consultant also left a one - day letter with the Center this date, regarding Criminal Records Checks.

Plan of Improvement: Developed This Date 09/26/2018

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/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.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

Earlena Wells, Program Official

Date

Iko Blackmon, Consultant

Date



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Findings Report

Date: 9/26/2018 **VisitType:** Monitoring Visit **Arrival:** 12:15 PM **Departure:** 6:30 PM

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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

On this date, Consultant observed equipment, furniture, and toys throughout the Center, to be non - hazardous, fully - secured, and not able to cause injury from tipping, falling, or being pulled or pushed over.

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

Met

Comment

On this date, the Center Director/Owner stated that the program does not participate in Swimming and Water activities. Consultant discussed Swimming and Water requirements with Center Director/Owner and stated that prior to participating in Swimming and Water activities, the Center is required to contact the assigned Bright from the Start: Regional Consultant, to discuss and review Swimming and Water Activity Rules.

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

No hazards observed accessible to children on this date.

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

Not Met

Comment

591-1-1-.26(4) On this date, Consultant discussed with Center Director/Owner potential fencing entrapment hazards and gaps measuring between three and one - half (3-1/2) inches and nine (9) inches.

Correction Deadline: 9/26/2018

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined, based on Consultant observation, that bolts measuring greater than two (2) threads past the nut, posed a hazard and were present on fence gates located between Playgrounds A, B, and C.

POI (Plan of Improvement)

On this date, Consultant discussed with the Center that due to the bolts facing both sides of Playground areas, the bolts are required to be cut to no more than two (2) threads past the nut and covered to prevent potential injury to children. Consultant observed the Center to purchase covers for the bolts. The Center Director/Owner also stated that the Center will cut the bolts to no more than two (2) threads past the nut. Further, the Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

Correction Deadline: 10/12/2018

Technical Assistance

591-1-1-.26(9) - Consultant discussed with Center Director/Owner to monitor one (1) minor section of vines/tree limbs and fencing tarp on the rear area of Playground B.

Correction Deadline: 9/26/2018

Health and Hygiene

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

Met

Comment

Hand washing requirements for diapering were discussed with the Director on this date.

591-1-1-.17 Hygiene(CR)

Met

Comment

Proper hand washing observed throughout the center.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety

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

Met

Comment

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

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

Met

Comment

Field trip documentation observed to be complete.

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 Consultant review of records, that evidence of two (2) hours of transportation training was not on file regarding five (5) of five (5) Center Staff responsible for the transportation of children.

POI (Plan of Improvement)

The Center Director/Owner stated that Center Staff responsible for the transportation of children will complete the transportation training as required, and will renew the training every two (2) years as required.

Correction Deadline: 9/28/2018

Sleeping & Resting Equipment

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

Met

Comment

On this date, Consultant observed 16 of 16 cribs used for sleeping and resting, to meet Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials International (ASTM) safety standards. Consultant also discussed all Infant Safe Sleeping and Resting requirements with Center Director/Owner. Further, Consultant observed a pleasant nap time environment, and discussed cot and mat disinfecting requirements with Center Director and Owner on this date.

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 8

Staff # 1	Met
Date of Hire: 11/08/2016	
Staff # 2	Met
Date of Hire: 01/16/2017	
Staff # 3	Not Met
Date of Hire: 06/05/2017	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 4	Not Met
Date of Hire: 09/26/2016	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing, .36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 5	Not Met
Date of Hire: 09/26/2018	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	

Staff # 6	Not Met
Date of Hire: 08/22/2016	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 7	Met
Date of Hire: 09/26/2018	
Staff # 8	Met
Date of Hire: 12/01/2016	
Staff # 9	Not Met
Date of Hire: 09/26/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 10	Met
Date of Hire: 09/20/1996	
Staff # 11	Met
Date of Hire: 03/01/2017	
Staff # 12	Not Met
Date of Hire: 02/29/2016	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing, .36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 13	Met
Date of Hire: 09/26/2018	
Staff # 14	Not Met
Date of Hire: 09/26/2018	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Evidence of Orientation Missing	
Staff # 15	Met
Date of Hire: 08/24/2017	
Staff # 16	Met
Date of Hire: 11/08/2016	
Staff # 17	Met
Date of Hire: 03/02/2017	

Records Reviewed: 21**Records with Missing/Incomplete Components: 8**

Staff # 18 Met
Date of Hire: 03/09/2018

Staff # 19 Not Met
Date of Hire: 06/04/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 20 Met
Date of Hire: 09/26/2018

Staff # 21 Met
Date of Hire: 10/26/2015

Staff Credentials Reviewed: 21

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on Consultant review of records, that a Satisfactory COGENT Criminal Records Check Determination letter was not completed within 12 months of the hire date of one (1) of 21 Center Staff.

POI (Plan of Improvement)

The Center Director/Owner stated that the Center will ensure that each Director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so. On this date, Consultant observed the Center to submit the required documents to obtain an updated COGENT Criminal Records Check Determination letter regarding the Center Staff person.

Correction Deadline: 9/27/2018

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined, based on Consultant review of records, that evidence of completed Orientation training was not on file regarding two (2) of 21 Center Staff.

POI (Plan of Improvement)

The Center Director/Owner stated that the Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 9/26/2018**Correction Deadline: 3/8/2018****Corrected on 9/26/2018**

.33(6) - Previous citation observed corrected. Consultant observed completed 2017 annual training regarding all Center Staff.

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.