



**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:** 4/10/2019    **VisitType:** Licensing Study    **Arrival:** 8:55 AM    **Departure:** 12:30 PM

**CCLC-46437**

**Primrose School of Alpharetta**

315 Henderson Parkway Alpharetta, GA 30004 Fulton County  
(770) 664-7508 irina@primrosealpharetta.com

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
04/10/2019	Licensing Study	Good Standing
09/13/2018	Monitoring Visit	Good Standing
04/30/2018	Licensing Study	Good Standing

**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	4	19	C	27	C	NA	NA	Feeding, Diapering, Floor Play, Nap
Main	B1-1L	Infants	2	7	C	11	C	NA	NA	Free Play
Main	B2-2L	One Year Olds	3	11	C	15	C	NA	NA	Story, Free Play
Main	C1-3L	Two Year Olds	3	19	C	19	C	NA	NA	Outside, Transitioning
Main	C2-4L	One Year Olds and Two Year Olds	3	12	C	19	C	26	C	Free Play
Main	D1-2R	Three Year Olds	2	17	C	22	C	31	C	Outside
Main	D2-3R	Two Year Olds and Three Year Olds	2	15	C	22	C	31	C	Circle Time
Main	E1-5L	PreK	2	19	C	20	C	29	C	Art, Centers
Main	E2-4R	Four Year Olds	2	15	C	20	C	29	C	Circle Time
Total Capacity @35 sq. ft.: 175						Total Capacity @25 sq. ft.: 218				
Total # Children this Date: 134			Total Capacity @35 sq. ft.: 175			Total Capacity @25 sq. ft.: 218				

Building	Playground	Playground Occupancy	Playground Compliance
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**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on September 13, 2018.

Consultant discussed the CBC requirements with the Director on this date.

Plan of Improvement: No Plan Developed

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](mailto: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](mailto:qualityrated@dec.al.ga.gov)

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Amanda Coffman, Program Official

Date

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Shannon Curtis, Consultant

Date



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### Findings Report

**Date:** 4/10/2019 **VisitType:** Licensing Study **Arrival:** 8:55 AM **Departure:** 12:30 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: 0**

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

**591-1-1-.08 Children's Records**

**Met**

**Comment**

Records were observed to be complete and well organized.

### Facility

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

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Comment**

Center appears clean and well maintained.

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

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**Food Service**

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

**Comment**

Center menu meets USDA guidelines.

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

**Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

**Comment**

Proper diapering procedures observed.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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

**Comment**

Consultant observed evidence of monthly fire drills conducted as of March 19, 2019 on this date.

**Correction Deadline: 4/15/2019**

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

**Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

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**Safety**

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

Center does not keep animals on premises.

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

Field trip documentation observed to be complete for Friday, April 5, 2019 to Brunswick Bowl on this date.

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

A current/completed inspection was observed for all vehicles used in transporting children this date for June 19, 2018.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

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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.

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 27****Records with Missing/Incomplete Components: 0**

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Staff # 1 Met

Staff # 2 Met

Date of Hire: 04/02/2019

Staff # 3 Met

Staff # 4 Met

Date of Hire: 01/31/2019

Staff # 5 Met

Date of Hire: 04/02/2018

Staff # 6 Date of Hire: 04/05/2019	Met
Staff # 7 Date of Hire: 03/12/2019	Met
Staff # 8 Date of Hire: 06/21/2018	Met
Staff # 9 Date of Hire: 04/05/2019	Met
Staff # 10 Date of Hire: 02/29/2016	Met
Staff # 11	Met
Staff # 12 Date of Hire: 08/20/2018	Met
Staff # 13 Date of Hire: 09/30/2016	Met
Staff # 14 Date of Hire: 04/01/2019	Met
Staff # 15 Date of Hire: 09/26/2016	Met
Staff # 16 Date of Hire: 09/30/2016	Met
Staff # 17 Date of Hire: 03/25/2019	Met
Staff # 18 Date of Hire: 09/30/2016	Met
Staff # 19 Date of Hire: 09/30/2016	Met
Staff # 20 Date of Hire: 09/30/2016	Met
Staff # 21	Met

**Records Reviewed: 27**

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

Date of Hire: 09/30/2016

Staff # 22 Met

Staff # 23 Met

Date of Hire: 09/30/2016

Staff # 24 Met

Date of Hire: 12/10/2018

Staff # 25 Met

Date of Hire: 08/13/2018

Staff # 26 Met

Date of Hire: 06/20/2018

Staff # 27 Met

Date of Hire: 04/01/2019

**Staff Credentials Reviewed: 27**

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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.

**Comment**

Director provided nine files for employees hired since last visit on September 13, 2018 on this date.

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

**Comment**

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

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**591-1-1-.33 Staff Training Met**

**Comment**

Documentation observed of required staff training for 2018 on this date.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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.

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

**Comment**

Adequate supervision observed on this date.