



**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:** 4/30/2018    **VisitType:** Licensing Study    **Arrival:** 9:30 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**

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
04/30/2018	Licensing Study	Good Standing	
04/23/2018	Complaint Closure	Good Standing	
03/14/2018	Complaint Investigation Follow Up	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	4	9	C	27	C	NA	NA	Feeding,Nap,Flo or Play
Main	B1-1L	Infants and One Year Olds	2	7	C	11	C	NA	NA	Circle Time
Main	B2-2L	One Year Olds	2	7	C	15	C	NA	NA	Centers,Music
Main	C1-3L	Two Year Olds	3	15	C	19	C	NA	NA	Transitioning,Out side
Main	C2-4L	One Year Olds and Two Year Olds	2	16	C	19	C	26	C	Circle Time,Centers
Main	D1-2R	Three Year Olds and Four Year Olds	2	17	C	22	C	31	C	Centers
Main	D2-3R	Four Year Olds	2	16	C	22	C	31	C	Outside
Main	E1-5L	Two Year Olds and Three Year Olds	3	17	C	20	C	29	C	Snack,Story
Main	E2-4R	Four Year Olds and Five Year Olds	2	19	C	20	C	29	C	Transitioning,Cir cle Time
Total Capacity @35 sq. ft.: 175						Total Capacity @25 sq. ft.: 218				
Total # Children this Date: 123			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 the visit was to conduct a licensing study. A one-day letter was left on this date.

Plan of Improvement: Developed This Date 04/30/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

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)

Amanda Coffman, Program Official	Date	LaQuita Clark, 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-.03 Activities**

**Met**

**Comment**

Developmentally appropriate activities were observed to be provided on this date. Current lesson plans were available.

**Correction Deadline: 4/30/2018**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center. Equipment and furniture was observed to be appropriately secured.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 15**

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

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

Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met
Child # 10	Met
Child # 11	Met
Child # 12	Met
Child # 13	Met
Child # 14	Met
Child # 15	Met

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**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)**

**Technical Assistance**

**Technical Assistance**

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children. Isolated minor hazards were observed on this date.

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

**Met**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Food Service**

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

**Met**

**Comment**

Center menu meets USDA guidelines. Updated infant feeding plans were observed on file and bottles were observed to be completely labeled.

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**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)

Met

**Comment**

Documentation for medication dispensing observed complete.

## Policies and Procedures

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

Met

**Comment**

Complete documentation of emergency drills were observed on file.

**Correction Deadline: 5/5/2018**

## Safety

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)

Met

**Comment**

Complete documentation of transportation observed. Vehicles were observed to be in good repair with operable fire extinguishers and complete first aid kits.

## Sleeping & Resting Equipment

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined, based on observation, that a stuffed animal speaker was attached to the side of a crib with a sleeping infant on this date.

**POI (Plan of Improvement)**

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 4/30/2018**

<b>Staff Records</b>
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**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 09/30/2016	
Staff # 2	Met
Date of Hire: 10/25/2016	
Staff # 3	Met
Staff # 4	Met
Date of Hire: 09/30/2016	
Staff # 5	Met
Staff # 6	Met
Date of Hire: 04/18/2018	
Staff # 7	Met
Date of Hire: 11/27/2017	
Staff # 8	Not Met
Date of Hire: 04/02/2018	

"Missing/Incomplete Components"

**.09-Criminal Records Check Missing**

Staff # 9 Date of Hire: 10/16/2017	Met
Staff # 10 Date of Hire: 02/19/2018	Met
Staff # 11 Date of Hire: 02/29/2016	Met
Staff # 12 Date of Hire: 08/07/2017	Met
Staff # 13	Met
Staff # 14 Date of Hire: 09/30/2016	Met
Staff # 15 Date of Hire: 09/26/2016	Met
Staff # 16 Date of Hire: 09/30/2016	Met
Staff # 17 Date of Hire: 08/28/2017	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 Date of Hire: 09/30/2016	Met
Staff # 22	Met
Staff # 23 Date of Hire: 09/26/2017	Met
Staff # 24	Met

**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 1**

Date of Hire: 09/30/2016

Staff # 25

Met

Date of Hire: 10/31/2017

Staff # 26

Met

Date of Hire: 08/15/2017

**Staff Credentials Reviewed: 26**

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

**Not Met**

**Comment**

The director provided three files for staff hired since the previous visit. Consultant discussed with the director to ensure that all staff have comprehensive background checks on file by October 1, 2018.

**Finding**

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined, based on review of files, that one staff member hired April 2, 2018 did not have current evidence of a satisfactory records check letter on file.

**POI (Plan of Improvement)**

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

**Correction Deadline: 4/30/2018**

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

**Met**

**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR. Complete first aid kit was observed.

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

**Met**

**Comment**

Documentation observed of required staff training. Please continue to ensure that all staff complete health and safety orientation training within 90 days of hire and 6 hours of first year training (abuse, infectious disease, hygiene, etc) within the first year of hire

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

**Met**

**Comment**

Staff were observed to comply with applicable 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**

Adequate supervision observed on this date.