



**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:** 6/5/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 3:45 PM

**CCLC-46646**

**Primrose School of Braselton**

2711 Old Winder Highway Braselton, GA 30517 Gwinnett County  
 (770) 904-9860 jmckga@bellsouth.net

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
06/05/2020	Licensing Study	Good Standing
10/09/2019	Monitoring Visit	Good Standing
01/17/2019	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 - R Hall 1R	Infants	2	5	C	13	C	NA	NA	Floor Play,Free Play
Main	B - R Hall 2R		0	0	C	13	C	NA	NA	
Main	B-Infant	Infants	1	4	C	13	C	NA	NA	Free Play,Floor Play
Main	C - R Hall 3R	One Year Olds	2	10	C	16	C	NA	NA	Nap
Main	D - R Hall 2L	One Year Olds	2	8	C	17	C	NA	NA	Nap,Transitioning,Lunch,Diapering
Main	E - R Hall 1L		0	0	C	14	C	NA	NA	
Main	F - Back R	Four Year Olds	2	13	C	27	C	NA	NA	Lunch
Main	G - Back L	Three Year Olds	2	16	C	27	C	NA	NA	Lunch
Main	H - L Hall School Age	Six Year Olds and Over	1	12	C	34	C	NA	NA	Lunch
Main	I - L Hall 2R	Two Year Olds	1	4	C	27	C	NA	NA	Lunch
Main	J - L Hall 2L	Two Year Olds and Three Year Olds	2	10	C	26	C	NA	NA	Lunch,Transitioning,Circle Time,Music
Main	K - L Hall 1L	Two Year Olds	2	12	C	20	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 247

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 94

Total Capacity @35 sq. ft.: 247

Total Capacity @25 sq. ft.: 0


Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Garden - Right	10	C
Main	B - Infant	18	C
Main	C	47	C
Main	D	25	C
Main	E	37	C

**Comments**

An Administrative Review was conducted on June 5, 2020. Staff files, children’s files, training, and background checks were all reviewed. Avirtual inspection was conducted on June 30, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 06/05/2020

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.decal.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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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.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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Heather Couch, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

**Date:** 6/5/2020    **VisitType:** Licensing Study    **Arrival:** 1:00 PM    **Departure:** 3:45 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

Technical Assistance

**Comment**

A variety of equipment and toys were observed throughout the center.

**Technical Assistance**

Discussed rotating toys to support the procedures of daily disinfecting and monitoring toys and equipment for normal wear and tear.

**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

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

- Parents personal and work contact information (i.e. address and telephone number)
- Release to persons' names and contact information (i.e. address and telephone number)
- Emergency contact persons' names and contact information (i.e. address and telephone number)
- Known allergies/medical conditions
- Immunization Certificates

**Comment**

Parent agreements observed obtained/completed.

**Comment**

Records were observed to be complete and well organized.

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**Facility**

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**591-1-1-.06 Bathrooms****Met****Technical Assistance**

Please monitor bathrooms for necessary supplies.

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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**

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

**Comment**

Center appears clean and well maintained.

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

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.

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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**

Staff state proper knowledge of diapering procedures.

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

**Comment**

Staff stated proper handwashing procedures for staff and children.

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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** **Not Evaluated**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. This rule was unable to be evaluated and will be reviewed during the next regulatory visit.

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**591-1-1-.27 Posted Notices** **Technical Assistance**

**Technical Assistance**

Please make sure that all required signs are posted and up to date.

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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)** **Technical Assistance**

**Technical Assistance**

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 Director/Provider on this date.

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**591-1-1-.13 Field Trips(CR)** **Technical Assistance**

**Comment**

Center does not participate in field trips at this time.

**Technical Assistance**

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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**591-1-1-.36 Transportation(CR)** **Technical Assistance**

**Technical Assistance**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Comment**

The consultant observed the following vehicles to have evidence of a current vehicle inspection report:

- Vehicle Tag #RMX 4413 - Expires October 4, 2020
- Vehicle Tag #9560 - Expires October 11, 2020

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**Sleeping & Resting Equipment**

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**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records****Records Reviewed: 12****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 01/10/2020	
Staff # 2	Met
Date of Hire: 07/29/2019	
Staff # 3	Met
Date of Hire: 08/22/2018	
Staff # 4	Met
Date of Hire: 05/28/2019	
Staff # 5	Met
Date of Hire: 08/27/2019	
Staff # 6	Met
Date of Hire: 08/12/2019	
Staff # 7	Met
Date of Hire: 04/30/2018	
Staff # 8	Met
Date of Hire: 04/08/2019	
Staff # 9	Met
Date of Hire: 02/04/2019	
Staff # 10	Not Met
Date of Hire: 08/08/2017	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 11	Met
Date of Hire: 11/27/2017	
Staff # 12	Met
Date of Hire: 03/04/2019	

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

**Not Met**

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members' criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired and/or seasonal staff members with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

**Comment**

The director provided three files for staff members hired since the previous visit was conducted on October 9, 2019.

The consultant observed three of three newly hired staff members to have evidence of a satisfactory comprehensive determination letter.

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that the center did not submit a portability request for staff member #24's, date of hire August 8, 2017, most recently issued determination letter via DECAL KOALA. Staff member #24 was observed to have a satisfactory determination letter dated for August 9, 2017.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will submit a portability request via DECAL KOALA to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will continue to monitor the expiration dates of all staff members' determination letters] to ensure CRC rules are maintained.

**Correction Deadline: 6/5/2020**

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

**Technical Assistance**

**Technical Assistance**

Consultant discussed the first aid and CPR training requirements with the director. First aid and CPR training courses that online courses only does not meet the rule requirements for child care learning centers. Please be mindful of training expiration dates.

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

**Met**

**Comment**

Documentation observed of required staff training.

**Technical Assistance**

Please ensure that all newly hired staff members complete the required health and safety orientation training and first aid and CPR training within 90-days of their date of hire.

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

**Technical Assistance**



**Technical Assistance**

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 issued on May 12, 2020.

**Technical Assistance**

Staff members' Child Development Associate certification assessments were placed on hold due to COVID-19. The consultant discussed ensuring that each of the staff members' maintain copies of their certificate of completions on file until their assessments are completed.

**Correction Deadline: 10/9/2019**

**Corrected on 6/5/2020**

The previous citation was observed to be corrected on this date. The consultant observed each of the required staff members to have completed their required Child Development Associate (CDA) training. However, the CDA assessment has been put on hold due to COVID-19.

**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)** **Technical Assistance**

**Technical Assistance**

Proper supervision of children, including being prompt to children's needs, was discussed with the director on this date.