



**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: 10/16/2018 **VisitType:** Licensing Study

Arrival: 9:55 AM

Departure: 1:00 PM

CCLC-46

Primrose School of Cumming - East

1245 Sanders Rd. Cumming, GA 30041 Forsyth County
(770) 889-9900 admin@primrosecummingeast.com

Regional Consultant

Lisa Johnson

Phone: (770) 357-7058

Fax: (770) 357-7057

lisa.johnson@decal.ga.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
10/16/2018	Licensing Study	Good Standing
01/24/2018	Monitoring Visit	Good Standing
07/24/2017	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	1L- Left	One Year Olds	1	6	C	10	C	NA	NA	Circle Time
Main	1L-Right	Two Year Olds	4	15	C	20	C	NA	NA	Circle Time
Main	1R-left	One Year Olds	2	7	C	8	C	NA	NA	Circle Time
Main	1R-Right	Infants	3	14	C	13	NC	NA	NA	Feeding
Main	2R-Back	Four Year Olds and Five Year Olds	1	8	C	20	C	27	C	Centers
Main	2R-Front	Four Year Olds and Five Year Olds	2	18	C	21	C	29	C	Centers
Main	Back-Back	Three Year Olds and Four Year Olds	2	18	C	19	C	27	C	Centers
Main	Back-Front	Two Year Olds and Three Year Olds	3	15	C	21	C	30	C	Circle Time, Centers

Total Capacity @35 sq. ft.: 132

Total Capacity @25 sq. ft.: 164

Total # Children this Date: 101

Total Capacity @35 sq. ft.: 132

Total Capacity @25 sq. ft.: 164

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	26	C
Main	Playground B	76	C
Main	Playground C	73	C
Main	Playground D	35	C

Comments

The purpose of the visit was to conduct a LS and follow up on the previous visit from 1/24/2018. Discussed Emergency response plans and first steps forms to post and complete with the provider on this day.

Plan of Improvement: Developed This Date 10/16/2018

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/Regulations.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

Dione Essinger, Program Official

Date

Lisa Johnson, 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-.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)

Met

Correction Deadline: 2/3/2018

Corrected on 10/16/2018

.26(8) - Please rebluff, redistribute and flush mats underneath the fall zones.

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

Proper hand washing observed throughout the center.

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

Observed emergency drills to be current on this day.

Correction Deadline: 10/21/2018

Safety

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

Comment

Center does not keep animals on premises.

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

Center does not participate in field trips at this time.

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

Comment

Complete documentation of transportation observed.

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined that based on the consultants observation of bus number two and three were observed to have missing handles on the drivers door. It was also determined that bus number one was observed to have four seats that had exposed foam, and not 100% secured to the base of the seat. Bus two had one seat completely off of the base, and exposed foam, though the bus is only used for emergencies when needed.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards. The seats will be properly secured to the base as required to ensure that all children are safe. Tape will be added to ensure that foam and worn areas are not exposed.

Correction Deadline: 10/17/2018

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Records Reviewed: 42

Records with Missing/Incomplete Components: 18

Staff # 1 Not Met

Date of Hire: 05/21/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2 Met

Date of Hire: 11/17/2016

Staff # 3 Not Met

Date of Hire: 05/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 4 Not Met

Date of Hire: 08/08/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5 Met

Date of Hire: 10/18/2015

Staff # 6 Not Met

Date of Hire: 01/12/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 7 Not Met

Date of Hire: 05/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 8 Not Met

Date of Hire: 10/03/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 9 Not Met

Date of Hire: 01/26/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 10 Not Met

Date of Hire: 09/12/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 11

Met

Date of Hire: 08/08/2016

Staff # 12

Met

Date of Hire: 08/21/2017

Staff # 13

Met

Date of Hire: 12/03/1998

Staff # 14

Not Met

Date of Hire: 09/17/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 15

Not Met

Date of Hire: 07/16/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 16

Met

Date of Hire: 08/17/2016

Staff # 17

Met

Date of Hire: 07/07/2016

Staff # 18

Met

Date of Hire: 03/31/2017

Staff # 19

Not Met

Date of Hire: 08/09/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 20

Met

Date of Hire: 04/18/2016

Staff # 21

Met

Date of Hire: 11/11/2016

Staff # 22

Not Met

Date of Hire: 08/08/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 23 Not Met

Date of Hire: 09/06/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 24 Not Met

Date of Hire: 07/20/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 25 Met

Date of Hire: 10/12/2017

Staff # 26 Met

Date of Hire: 01/12/2018

Staff # 27 Not Met

Date of Hire: 06/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 28 Met

Staff # 29 Met

Date of Hire: 01/20/2005

Staff # 30 Met

Date of Hire: 10/22/2012

Staff # 31 Met

Date of Hire: 07/05/2017

Staff # 32 Met

Date of Hire: 08/18/2014

Staff # 33 Met

Date of Hire: 06/27/2016

Staff # 34 Met

Date of Hire: 01/05/2018

Staff # 35 Met

Date of Hire: 08/16/2012

Staff # 36 Met
Date of Hire: 08/24/2011

Staff # 37 Not Met
Date of Hire: 06/26/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.33(3)-Health & Safety Certificate

Staff # 38 Not Met
Date of Hire: 08/28/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 39 Not Met
Date of Hire: 05/14/2018

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 40 Met
Date of Hire: 12/03/2012

Staff # 41 Met
Date of Hire: 08/10/2015

Staff # 42 Met
Date of Hire: 01/16/2017

Staff Credentials Reviewed: 42

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

Comment

Director provided 17 files for employees hired since last visit.

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 that based on the consultants review of new staff files that 17 employees did not have the completed BFTS initial orientation form on this day.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 10/16/2018

Finding

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined that based on the consultants review of staff training that two employees did not complete ten hours in 2017.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 11/15/2018

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

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.