



**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:** 2/13/2019    **VisitType:** Monitoring Visit    **Arrival:** 8:40 AM    **Departure:** 1:45 PM

**CCLC-46**

**Primrose School of Cumming - East**

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

**Regional Consultant**

Mandi Sloan

Phone: (770) 357-5097

Fax: (770) 357-5098

mandi.sloan@dec.al.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.
02/13/2019	Monitoring Visit	Good Standing	
10/16/2018	Licensing Study	Good Standing	
01/24/2018	Monitoring Visit	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	1L- Left	One Year Olds	2	7	C	10	C	NA	NA	Circle Time
Main	1L-Right	Two Year Olds	3	15	C	20	C	NA	NA	Circle Time, Diapering
Main	1R-left	One Year Olds	2	3	C	8	C	NA	NA	Diapering, Floor Play
Main	1R-Right	Infants	2	10	C	13	C	NA	NA	Floor Play, Feeding
Main	2R-Back	Four Year Olds	1	11	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	20	C	19	NC	27	C	Centers
Main	Back-Front	Two Year Olds and Three Year Olds	2	17	C	21	C	30	C	Centers, Diapering

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 today's visit is to conduct a Monitoring Visit.

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)

---

Dione Essinger, Program Official

Date

---

Mandi Sloan, Consultant

Date



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

### Findings Report

**Date:** 2/13/2019 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 1:45 PM

#### CCLC-46

#### Primrose School of Cumming - East

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

#### Regional Consultant

Mandi Sloan

Phone: (770) 357-5097  
Fax: (770) 357-5098  
mandi.sloan@dec.al.ga.gov

**Mailing Address**  
Same

The following information is associated with a Monitoring Visit:

### 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)** **Not Met**

#### Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation, that one bottle of "Comet" cleaner, one bottle of glass cleaner and two bottles of Lysol spray were found in an unlocked cabinet under the child's handwashing sink in the Back-Front (two's and three's) Classroom.

#### POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 2/13/2019**

#### Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that one screened window outside of the "back front two and three year old room" was ripped and frayed around the edges.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 2/15/2019**

---

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

**Technical Assistance**

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute when rain has stopped and playground dries out. Please monitor back playground near basketball pad to ensure dirt has not washed down the hill due the recent rain.

**Technical Assistance**

591-1-1-.26(9) - Consultant discussed with provider to ensure the pine cone "sticky gum balls" will be removed from the back playground near the basketball goal.

**Correction Deadline: 2/13/2019**

---

**Health and Hygiene**

---

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

**Met**

**Comment**

Proper diapering procedures observed.

---

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

**Met**

**Comment**

Staff stated knowledge of proper hand washing.

---

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

---

**Safety**

---

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

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

---

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

**Not Met**

**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 based on observation that in bus one the second seat on the driver's side had exposed foam.

**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: 2/13/2019**

**Recited on 2/13/2019**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on review of records that no mark/ symbol was present during the routine school transportation for the week of 2/4/2019 when one child was not marked as unloaded during afternoon transportation from Haw Creek Elementary School.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 2/14/2019**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined based on review of records that arrival time was not present on January 23, 2019 during afternoon transportation from Silver City Elementary School.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 2/14/2019**

<b>Sleeping &amp; Resting Equipment</b>
---

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

**Met**

**Comment**

Pleasant naptime environment observed.

<b>Staff Records</b>
----------------------

**Records Reviewed: 42**

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

Staff # 1	Met
Date of Hire: 05/21/2018	
Staff # 2	Met
Date of Hire: 11/17/2016	
Staff # 3	Met
Date of Hire: 05/14/2018	
Staff # 4	Met
Date of Hire: 10/18/2015	

Staff # 5 Date of Hire: 01/12/2018	Met
Staff # 6 Date of Hire: 05/14/2018	Met
Staff # 7 Date of Hire: 10/03/2018	Met
Staff # 8 Date of Hire: 01/26/2018	Met
Staff # 9 Date of Hire: 09/12/2018	Met
Staff # 10 Date of Hire: 08/08/2016	Met
Staff # 11 Date of Hire: 08/21/2017 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training	Not Met
Staff # 12 Date of Hire: 12/03/1998	Met
Staff # 13 Date of Hire: 09/17/2018	Met
Staff # 14 Date of Hire: 08/17/2017	Met
Staff # 15 Date of Hire: 08/17/2016	Met
Staff # 16 Date of Hire: 07/07/2016	Met
Staff # 17 Date of Hire: 03/31/2017	Met
Staff # 18 Date of Hire: 11/19/2018	Met
Staff # 19	Met

Date of Hire: 08/09/2018

Staff # 20 Met

Date of Hire: 12/14/2018

Staff # 21 Met

Date of Hire: 04/18/2016

Staff # 22 Met

Date of Hire: 11/11/2016

Staff # 23 Met

Date of Hire: 08/08/2018

Staff # 24 Met

Date of Hire: 09/06/2018

Staff # 25 Met

Date of Hire: 07/20/2018

Staff # 26 Met

Date of Hire: 10/12/2017

Staff # 27 Met

Date of Hire: 01/12/2018

Staff # 28 Met

Date of Hire: 06/14/2018

Staff # 29 Met

Date of Hire: 01/20/2005

Staff # 30 Met

Date of Hire: 10/22/2012

Staff # 31 Met

Date of Hire: 08/18/2014

Staff # 32 Met

Date of Hire: 06/27/2016

Staff # 33 Met

Date of Hire: 01/05/2018

Staff # 34 Met

Date of Hire: 11/27/2018



**Records Reviewed: 42**

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

---

Staff # 35 Date of Hire: 08/16/2012	Met
Staff # 36 Date of Hire: 08/24/2011	Met
Staff # 37 Date of Hire: 06/26/2018	Met
Staff # 38 Date of Hire: 08/28/2018	Met
Staff # 39 Date of Hire: 12/03/2012	Met
Staff # 40 Date of Hire: 08/10/2015	Met
Staff # 41 Date of Hire: 12/14/2018	Met
Staff # 42 Date of Hire: 01/16/2017	Met

**Staff Credentials Reviewed: 42**

---

---

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

---

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

**Not Met**

**Correction Deadline: 10/16/2018**

**Corrected on 2/13/2019**

**.33(1) - Previous citation corrected on this date at three of three new employees possess the BFTS initial orientation form.**

**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 based on review of records that one staff member did not possess ten clock hours of training for 2018.

**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: 2/15/2019**

**Recited on 2/13/2019**

---

**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.

<b>Staffing and Supervision</b>
---------------------------------

---

**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Technical Assistance**

**Comment**

Center observed to maintain appropriate staff:child ratios.

**Technical Assistance**

591-1-1-.32(4) - Consultant discussed with provider to ensure parental permission is kept on file for older three year old children to remain grouped with younger children. This form would be in addition to the statement provided in the parent handbook regarding "Preschool Pathways" program.

**Correction Deadline: 2/13/2019**

---

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

**Met**

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.