



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: 11/7/2019 **VisitType:** Licensing Study **Arrival:** 10:10 AM **Departure:** 5:10 PM

CCLC-50561

Primrose School of Atlanta Westside

2260 Marietta Boulevard, NW, Suite 114 Atlanta, GA 30318 Fulton County
 (404) 565-0257 nwilliams@primroseatlantawestside.com

Mailing Address
 Same

Regional Consultant

Lajuana Williams
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 lajuana.williams@decal.ga.gov

Quality Rated: No

Compliance Zone Designation		
11/07/2019	Licensing Study	Good Standing
06/05/2019	Initial 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 Infants	Infants	2	7	C	8	C	NA	NA	Nap, Floor Play, Feeding					
Main	B Infants	Infants	3	7	C	9	C	NA	NA	Floor Play, Nap					
Main	C Two's	Two Year Olds	2	6	C	16	C	NA	NA	Nap, Transitioning					
Main	D Three's	Two Year Olds and Three Year Olds	2	8	C	24	C	NA	NA	Nap					
Main	E After school	Four Year Olds	1	6	C	30	C	NA	NA	Nap					
Main	F Four's	Three Year Olds	1	9	C	24	C	NA	NA	Transitioning, Nap					
Main	G Three's		0	0	C	24	C	NA	NA	Not In Use					
Main	H Two's	One Year Olds	4	14	C	16	C	NA	NA	Diapering, Transitioning					
Main	I One's	One Year Olds	3	10	C	16	C	NA	NA	Lunch					
Main	J Infants	Infants	2	6	C	9	C	NA	NA	Floor Play, Nap					
Main	K One's		0	0	C	12	C	NA	NA	Not In Use					
Total Capacity @35 sq. ft.: 188						Total Capacity @25 sq. ft.: 0									
Total # Children this Date: 73						Total Capacity @35 sq. ft.: 188					Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A Infants	17	C
Main	B Toddler	23	C
Main	C Preschool	28	C
Main	D School age	31	C
Main	E Garden Area	8	C

Comments

Plan of Improvement: Developed This Date 11/07/2019

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.

- 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.decal.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@decal.ga.gov

Chantia Olusoga, Program Official

Date

Lajuana Williams, 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

Equipment and furniture observed to be properly secured, as applicable.

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

N/A

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure both relationship to the child and the parent/guardian is maintained on file for each authorized release person.

Correction Deadline: 11/7/2019

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

Comment

No hazards observed accessible to children on this date.

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 the first left restroom in room D was not in working order.

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: 11/7/2019

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

Met

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

Correction Deadline: 6/4/2019

Corrected on 11/7/2019

.10(1) - Previous cite corrected.

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

Met

Comment

Staff were observed to remind children to wash hands. Please ensure proper handwashing procedure.

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

Met

Comment

Discussed proper medication documentation and procedures. Please ensure both a doctor's note or allergy action plan is maintained on file for medication that may have to be dispensed over two weeks or may long term or emergency medication.

Policies and Procedures

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

Met

Comment

Program observed complete emergency drills

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**

Field trip documentation observed to be complete.

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

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

Comment

Afternoon transportation observed this date..

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the observation of school transportation checklists for Bolton Academy and Atlanta Westside Charter for the week of October 28, 2019 to November 1, 2019, that a first and second check of the vehicle was not conducted as required as there was no evidence of signature. Staff was observed to use initials on the form. Additionally, based on the observation of a field trip from August 7, 2019 a first and second check was not observed to be conducted each time the vehicle was unloaded.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 11/8/2019**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on observation of school transportation checklists for Bolton Academy and Atlanta Westside Charter for the week of October 28, 2019 to November 1, 2019 that a first and second check of the vehicle was not conducted as required as there was no evidence of signature. Staff was observed to use initials on the form. Additionally, based on the observation of a field trip from August 7, 2019 a first and second check was not observed to be conducted each time the vehicle was unloaded.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 11/7/2019

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 18****Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 09/18/2019	
Staff # 2	Met
Date of Hire: 09/30/2019	
Staff # 3	Met
Date of Hire: 05/13/2019	
Staff # 4	Met
Date of Hire: 05/22/2019	
Staff # 5	Met
Date of Hire: 08/19/2019	
Staff # 6	Met
Date of Hire: 08/06/2019	
Staff # 7	Met
Date of Hire: 09/27/2019	
Staff # 8	Met
Date of Hire: 05/13/2019	
Staff # 9	Met
Date of Hire: 08/07/2019	
Staff # 10	Met
Date of Hire: 05/13/2019	
Staff # 11	Met
Date of Hire: 03/18/2019	
Staff # 12	Met
Date of Hire: 05/13/2019	
Staff # 13	Met

Date of Hire: 07/23/2019

Staff # 14 Not Met

Date of Hire: 09/26/2019

"Missing/Incomplete Components"
 .09-Criminal Records Check Missing

Staff # 15 Met

Date of Hire: 06/21/2019

Staff # 16 Met

Date of Hire: 05/13/2019

Staff # 17 Met

Date of Hire: 05/21/2019

Staff # 18 Met

Date of Hire: 02/20/2019

Staff Credentials Reviewed: 8

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

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 the observation of staff records that an Independent contractor observed present at the facility did not start at the site until September 2019. The clearance letter on file for the contractor had a clearance date of September 19, 2016. The letter was determined to not have been portable at the "hire" date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 review the rules to ensure CRC rules are maintained.

Correction Deadline: 11/7/2019

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

Comment

Please replace/add missing/expired item(s) in first aid kit(s)- antibacterial ointment, face mask on the bus and protective eye wear on the bus.

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

Comment

Staff observed to be compliant with applicable laws and 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.