



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: 9/1/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 3:15 PM

CCLC-76

Primrose School of Buford

1650 Crossroads Drive Buford, GA 30518 Gwinnett County
 (770) 932-5573 office@primrosebuford.com

Regional Consultant

Malissa Champion

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 malissa.champion@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

| Compliance Zone Designation | | |
|------------------------------------|------------------|---------------|
| 09/01/2020 | Licensing Study | Good Standing |
| 01/28/2020 | Licensing Study | Good Standing |
| 09/18/2019 | Monitoring Visit | 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 | One Year Olds | 1 | 5 | C | 10 | C | NA | NA | Story |
| Main | 1R | Infants and One Year Olds | 2 | 7 | C | 22 | C | NA | NA | Nap, Floor Play |
| Main | 2L | Two Year Olds | 3 | 18 | C | 20 | C | NA | NA | Free Play |
| Main | 2R | Four Year Olds | 2 | 17 | C | 20 | C | 29 | C | Outside |
| Main | 3L | Three Year Olds | 2 | 13 | C | 21 | C | NA | NA | Centers |
| Main | 3R | | 0 | 0 | C | 20 | C | 28 | C | |
| Main | 4L | | 0 | 0 | C | 19 | C | NA | NA | |

Total Capacity @35 sq. ft.: 132

Total Capacity @25 sq. ft.: 149

Total # Children this Date: 60

Total Capacity @35 sq. ft.: 132

Total Capacity @25 sq. ft.: 149

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|---------------|----------------------|-----------------------|
| Main | A-Right Front | 23 | C |
| Main | B- Left Front | 41 | C |
| Main | c- Left Rear | 46 | C |
| Main | D- Right rear | 84 | C |

Comments

An Administrative Review was conducted on September 1, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on September 3, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 16, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 09/01/2020

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.

- 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.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

Jennifer Horist, Program Official

Date

Malissa Champion, Consultant

Date



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Findings Report

Date: 9/1/2020 **VisitType:** Licensing Study **Arrival:** 2:00 PM **Departure:** 3:15 PM

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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.

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

Met

Comment

Records were observed to be complete and well organized.

Facility

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

Correction Deadline: 1/28/2020

Corrected on 9/1/2020

.06(7) - The previous citation was observed to be corrected on this date. The consultant observed the bathrooms to be cleaned and disinfected during a virtual walk through on this date.

591-1-1-.19 License Capacity(CR) **Met**

Comment

Licensed capacity observed to be routinely met by center this date. Consultant discussed with provider the licensing capacity and not to exceed the capacity of the original license.

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: 2/14/2020

Corrected on 9/1/2020

.26(8) - The previous citation was observed to be corrected on this date. The outside area appears clean and well maintained. Consultant discussed monitoring the playground and fence surrounding the playground area for normal wear and tear (i.e. exposed roots, active ant beds, resilient surface levels, entrapment hazards, etc.) with the director on this date.

| |
|---------------------|
| Food Service |
|---------------------|

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

Comment

Center menu meets USDA guidelines.

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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Correction Deadline: 1/28/2020

Corrected on 9/1/2020

.17(7) - The previous citation was observed to be corrected on this date. Hand washing and sanitizing requirements were discussed with the Director on this date.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Met

Comment

Consultant discussed with provider to ensure to maintain records as required by the department.

591-1-1-.22 Parental Access

Met

Comment

591-1-1-.22 - Parental access requirements are met per current COVID-19 guidelines.

Correction Deadline: 9/1/2020

591-1-1-.29 Required Reporting

Met

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals

Met

Comment

Center does not keep animals on premises.

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

Met

Comment

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.

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)

Met

Comment

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

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

| | |
|--|-----|
| Staff # 1 Date of Hire: 11/07/2016 | Met |
| Staff # 2 Date of Hire: 09/21/2015 | Met |
| Staff # 3 Date of Hire: 09/17/2018 | Met |
| Staff # 4 Date of Hire: 04/22/2019 | Met |
| Staff # 5 Date of Hire: 06/01/2001 | Met |
| Staff # 6 Date of Hire: 01/08/2016 | Met |
| Staff # 7 Date of Hire: 02/03/2020 | Met |
| Staff # 8 Date of Hire: 11/15/2018 | Met |
| Staff # 9 Date of Hire: 01/21/2020 | Met |
| Staff # 10 Date of Hire: 07/23/2020 | Met |
| Staff # 11 Date of Hire: 09/04/2019 | Met |
| Staff # 12 Date of Hire: 07/03/2017 | Met |
| Staff # 13 Date of Hire: 08/22/2017 | Met |
| Staff # 14 Date of Hire: 02/10/2020 | Met |
| Staff # 15 Date of Hire: 08/09/2003 | Met |

Staff # 16 Met
 Date of Hire: 07/26/2019

Staff # 17 Met
 Date of Hire: 06/24/2020

Staff Credentials Reviewed: 5

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

Comment

Director provided six files for employees hired since last visit February 12, 2020.

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 a review of records that the center did not port the most recently issued criminal record check letter for staff #7 whom was observed to be working in Classroom 2R. The consultant observed the staff member to have a date of hire documented for February 3, 2020 and a satisfactory criminal record check letter dated for January 27, 2025.

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 view the A to Z Background Check video units to ensure CRC rules are maintained.

Correction Deadline: 9/1/2020

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

Comment

CPR and First Aid requirements are met per current COVID-19 guidelines.

591-1-1-.33 Staff Training Met

Correction Deadline: 2/27/2020

Corrected on 9/1/2020

.33(5) - The previous citation was observed to be corrected on this date. The consultant observed staff to be actively working on 2020 training as of the date of visit.

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

Comment

Staff observed to be compliant with applicable laws and regulations. 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 August 16, 2020.

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.