



**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

**Cover Sheet**

**Date:** 9/29/2021    **VisitType:** Licensing Study    **Arrival:** 2:00 PM    **Departure:** 5:00 PM

**CCLC-17654**

**Prime Care Learning Center III**

2115 Rockbridge Road Stone Mountain, GA 30087 Gwinnett County  
(770) 469-2000 chrislen@primecarelearning.com

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

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dianne.clarke@dec.al.ga.gov

**Mailing Address**

P.O. Box 960295  
Riverdale, GA 30296

**Quality Rated:**

<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.
09/29/2021	Licensing Study	Good Standing	
01/22/2021	Monitoring Visit	Good Standing	
07/24/2020	Licensing Study	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	A		0	0	C	49	C	NA	NA	
Main	B Cafeteria		0	0	C	13	C	NA	NA	
Main	B-1R		0	0	C	22	C	NA	NA	
Main	C		0	0	C	17	C	NA	NA	Not In Use
Main	D	Three Year Olds	1	12	C	18	C	NA	NA	Story
Main	E		0	0	C	18	C	NA	NA	
Main	F		0	0	C	17	C	NA	NA	Not In Use
Main	G-1	One Year Olds	1	3	C	10	C	NA	NA	Free Play
Main	G-2		0	0	C	9	C	NA	NA	
Total Capacity @35 sq. ft.: 173						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 15			Total Capacity @35 sq. ft.: 173			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A	161	C
Main	PG B	49	C

**Comments**

An Administrative Review was conducted on September 23, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on September 29, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Reminders: Please be sure to contact the Gwinnett County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours.


Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

All amendments are required to be entered in DECAL KOALA beginning August 2, 2021.



Plan of Improvement: Developed This Date 09/29/2021

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

**Important New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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](mailto:qualityrated@decal.ga.gov)

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.

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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.

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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)

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Chrislen Okoma, Program Official

Date

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Dianne Clarke, Consultant

Date



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### Findings Report

**Date:** 9/29/2021    **VisitType:** Licensing Study    **Arrival:** 2:00 PM    **Departure:** 5:00 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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 5**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing,.08(1)-Parent Names, Work Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

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

**Not Met**

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that the following children's files were not complete:

- \*child #1- missing their emergency contact's address, their mother and father's work address and work phone numbers and their father's home address
- \*child #2- missing their mother and father's work address and work phone number
- \*child #3- missing their mother and father's work address
- \*child #4- missing their mother and father's work address and work phone number
- \*child #5- missing their mother and father's work address and work phone number

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

**Correction Deadline: 9/29/2021**

**Facility**

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

**Not Met**

**Finding**

591-1-1-.06(4) requires a Center first licensed after March 1, 1991, and Centers that remodel or add to existing plumbing facilities, to have the bathroom area fully enclosed and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system and requires Centers without fully enclosed bathrooms to ensure there is adequate ventilation to control odors and adequate sanitation measures to prevent the spread of contagious diseases. It was determined based on observation that the fan in the girls bathroom was observed to not be working.

**POI (Plan of Improvement)**

The Center will fully enclose and ventilate bathroom areas, as required, and will provide adequate ventilation and sanitation in bathrooms that are not fully enclosed.

**Correction Deadline: 10/15/2021**

**Recited on 9/29/2021**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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**

591-1-1-.25(3) - Please ensure that all vents and bathroom fan vents are cleaned throughout the center regularly.

**Correction Deadline: 9/29/2021**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair. Discussed regarding ensuring that the concrete is flushed with the grass at all times or use cones to show caution outside of the infant classroom door on the playground.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff stated proper knowledge of diapering procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)****Met****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Redirection is used for discipline.

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

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that a staff listed as the driver on the transportation checklist did not have evidence of the transportation training as required.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 10/9/2021**

**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 there were tears in the first right seat and the vinyl was worn on the first left seat on vehicle tag number PHR 3445. Also, the black trim was observed to be detached on the first left seat and there was a hole in the back of the first left seat front area on vehicle tag number AWF 2607.

**POI (Plan of Improvement)**

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

**Correction Deadline: 10/14/2021**

**Recited on 9/29/2021**

**Finding**

591-1-1-.36(4)(c) requires that each vehicle be equipped with a fire extinguisher maintained in working order and kept inaccessible to children. It was determined based on observation that the fire extinguisher had not been maintained since November 2017 on vehicle tag number AWF 2607.

**POI (Plan of Improvement)**

The center will ensure that each vehicle has a working fire extinguisher and that the fire extinguisher is kept out of reach of children.

**Correction Deadline: 10/14/2021**

**Recited on 9/29/2021**

**Defer**

591-1-1-.36(4)(d)- This citation is deferred until able to observe in person. Discussed with the provider to ensure that the heater is in working order.

**POI (Plan of Improvement)**

The center will ensure that the heater is functioning appropriately.

**Correction Deadline: 12/20/2019**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined based on a review of records that the following information was not recorded on the passenger checklist:

-Annistown Elementary, during the week of August 30, 2021, the PM pick-up and delivery location were not recorded. The week of September 6, 2021, the AM delivery location and the PM pick up and delivery location were not recorded.

-Shiloh Elementary during the week of August 30, 2021, the PM pick-up and delivery locations were not recorded. The week of September 6, 2021, the AM delivery location and PM pick-up and delivery locations were not recorded.

-Norton Elementary during the week of August 30, 2021, the PM pick-up and delivery locations were not recorded. The week of September 6, 2021 Am delivery location and PM pick-up and delivery locations were not recorded.

**POI (Plan of Improvement)**

The Center will ensure that the Center's information and the children's information is included on each vehicle.

**Correction Deadline: 9/30/2021**

**Finding**

591-1-1-.36(7)(c)1 requires that children be listed individually on the passenger transportation checklist using their first and last names. It was determined based on review of records that a child's last name was not listed on the transportation checklist from Annistown Elementary during the week of September 6, 2021.

**POI (Plan of Improvement)**

The Center will ensure that each child is listed individually by first and last name on the checklist.

**Correction Deadline: 9/30/2021**

**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 a review of records that the following information was not recorded for the following trips:

-Annistown Elementary on Tuesday Wednesday and Friday during the week of September 16, 2021; the load and unload times

-Shiloh Elementary on Thursday during the week of August 30, 2021; the load and unload times

-Notrton Elementary on Tuesday and Friday during the week of August 30, 2021; the load and unload and the return time were not recorded

**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: 9/30/2021**

**Sleeping & Resting Equipment**

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

**Technical Assistance**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

**Technical Assistance**

591-1-1-.30(1)(b)1 - Please ensure that mats are in good repair at all times. Tape can be used as a temporary fix, until the mats can be replaced.

**Correction Deadline: 9/29/2021**

**Staff Records**

**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 3**

Staff # 1

Not Met

Date of Hire: 08/01/2016

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training

Staff # 2

Met

Date of Hire: 09/27/2021

Reminder - Health & Safety training is required within 90 calendar days of hired



**Records Reviewed: 10****Records with Missing/Incomplete Components: 3**

Staff # 3	Met
Date of Hire: 09/16/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Date of Hire: 08/09/2021	
Staff # 5	Not Met
Date of Hire: 09/06/2019	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 6	Not Met
Date of Hire: 08/23/2021	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 7	Met
Date of Hire: 09/30/2015	
Staff # 8	Met
Date of Hire: 07/11/2019	
Staff # 9	Met
Date of Hire: 08/04/2021	
Staff # 10	Met
Date of Hire: 08/10/2021	

**Staff Credentials Reviewed: 4**

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

**Correction Deadline: 1/22/2021**

**Corrected on 9/29/2021**

**.09(1)(a) - The previous citation was observed to be corrected, in that all current employees has a satisfactory records check determination. Please ensure that staff completes a records check or is ported over to the facility before being present, as well as ensure if staff has a six month break in service that a new fingerprint is completed.**

**Correction Deadline: 1/22/2021**

**Corrected on 9/29/2021**

**.09(1)(c) - The previous citation was observed to be corrected, in that all current employees has a satisfactory records check determination. Please ensure that staff completes a records check or is ported over to the facility before being present, as well as ensure if staff has a six month break in service that a new fingerprint is completed.**

**Correction Deadline: 1/22/2021**

Corrected on 9/29/2021

.09(1)(j) - The previous citation was observed to be corrected, in that all current employees has a satisfactory records check determination. Please ensure that staff completes a records check or is ported over to the facility before being present, as well as ensure if staff has a six month break in service that a new fingerprint is completed.

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

Met

Correction Deadline: 12/15/2019

Corrected on 9/29/2021

.14(3) - The previous citation was corrected in that all current eligible staff has CPR and First Aid completed. Please ensure that staff complete CPR and First Aid within their 90 day period and renew before expiring to ensure it is maintained.

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591-1-1-.33 Staff Training

Not Met

**Finding**

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined that staff #1 and #5 did not have evidence of ten hours of annual training for 2020.

**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: 10/29/2021

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

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months. Be sure to complete a professional learning plan and keep this on file.

<b>Staffing and Supervision</b>
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591-1-1-.32 Staff:Child Ratios and Group Size(CR)

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

Met

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date. Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.