



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: 3/13/2024 **VisitType:** Incident Investigation/Licensing Study **Arrival:** 8:45 AM **Departure:** 4:00 PM

CCLC-55111

Primrose School of Alpharetta East

5425 McGinnis Village Place Alpharetta, GA 30005 Forsyth County
(678) 339-0107 ljones@primrosealpharettaeast.com

Regional Consultant

Amanda Schofield

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Joint with: Margarita Collier

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation			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.
03/13/2024	Incident Investigation/Licensing Study	Good Standing	
02/28/2024	Incident Investigation Closure	Good Standing	
02/20/2024	Incident Investigation & Follow Up	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 - 1st Right	Infants and One Year Olds	2	9	C	19	C	NA	NA	Floor Play, Free Play
Main	B1 - 1st Left	One Year Olds	1	3	C	12	C	NA	NA	Free Play
Main	B2 - 2nd Left	One Year Olds and Two Year Olds	1	5	C	18	C	NA	NA	Circle Time, Story
Main	C1 - 3rd Left	Two Year Olds	2	7	C	22	C	NA	NA	Transitioning
Main	C2 - Behind C1	Two Year Olds and Three Year Olds	2	8	C	22	C	NA	NA	Centers
Main	D1 - 3rd Right	Three Year Olds and Four Year Olds	1	12	C	22	C	NA	NA	Centers
Main	D2 - Behind D1	Three Year Olds	1	11	C	22	C	NA	NA	Story, Circle Time
Main	E1 - R Wing Left		0	0	C	21	C	NA	NA	Not In Use
Main	E2 - R Wing Right	Four Year Olds and Five Year Olds	2	9	C	20	C	NA	NA	Transitioning, Circle Time
Total Capacity @35 sq. ft.: 178			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 64			Total Capacity @35 sq. ft.: 178			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Infants Front Left	12	C
Main	B - Toddlers Back Left	27	C

Main	D - ASP Right Side	78	C
Main	Older Age Back Left	51	C
Main	Planting Patch	7	C

Comments

The purpose of this visit was to conduct a Licensing Study. Staff files, children files, and criminal records checks were reviewed.

Reminders:

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility is 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. Consultant emailed a Required Reporting Guide.

Plan of Improvement: Developed This Date 03/13/2024

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.al.ga.gov for more information. Free technical assistance is available!



(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

591-1-1-.12 - Consultant discussed with Director to ensure that equipment and furniture is secured to prevent injury from tipping, falling, or being pulled or pushed over.

Comment

A variety of equipment and toys were observed throughout the center.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

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

Met

Comment

Consultant observed children records to be complete and well organized.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

591-1-1-.06 - Consultant discussed with the director to ensure that the vents are cleaned regularly throughout the building and ensure to check fans regularly and repair as needed..

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)

Technical Assistance

Comment

Consultant observed staff checking book bags upon arrival.

Technical Assistance

591-1-1-.25(11) Consultant discussed with Director to ensure that all hazardous items and/or equipment (i.e., bleach, brooms, diaper wipes, etc.) are stored in a locked cabinet and/or container inaccessible at all times.

Correction Deadline: 4/12/2024

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

591-1-1-.26 - Please monitor the playground area for the following hazardous items:

- Normal wear and tear of the fence surrounding the playground areas.
- Normal wear and tear of playground equipment (i.e., tire swing chain,etc.).
- Refluff resilient surface as needed.

Comment

Playground observed to be clean and in good repair.

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

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations**Technical Assistance****Comment**

Kitchen appears clean and well organized.

Technical Assistance

591-1-1-.18(8) - Consultant discussed with the cook to ensure that food is stored in airtight containers labeled with content and date.

Correction Deadline: 3/13/2024

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

Consultant observed proper diapering procedures on this date.

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

Consultant observed proper hand washing throughout the center.

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

591-1-1-.20 - Consultant discussed with the director the proper steps for disposal of medication and the proper medication documentation and procedures. Medication form was left with director on this date.

Safety**591-1-1-.05 Animals****N/A****Comment**

Center does not keep animals on premises.

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

Consultant observed a positive learning environment on this date.

Comment

Center participates in field trips during the Summer.

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

Please ensure to add the following items in the following vehicles' first aid kits:

- Bus tag #FAB564 - A pair of goggles.
- Bus tag #FAB566 - A pair of goggles and face mask.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on review of records that the center did not have written parental authorization for routine transportation for one of four children receiving after school transportation services from Findley Oaks.

POI (Plan of Improvement)

The Center will obtain the required written parental authorization for one of four children. The center will also ensure to update the parental authorization form as needed (i.e., if the child transfers to a different school, morning drop-off is added, etc.). The center will also ensure that parents complete the parental agreement form prior to rendering transportation services to enrolled children.

Correction Deadline: 3/14/2024**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 the staff members did not document the unloading of one child transported for after school care from Brandywine during an unknown week.

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. Staff members will review all transportation checklist forms to ensure that all children receiving transportation services are accounted by notating with a mark and/or symbol confirming the loading and unloading of children. If a child is absent, the staff members will ensure that the child's absence is notated on the transportation form to confirm the child did not receive transportation services for that date and/or week.

Correction Deadline: 3/14/2024**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 review of records that staff members did not document in writing that a first check of the vehicle was completed for children receiving after school transportation services to Brandywine on March 1, 2024 and Lake Windward on March 1, 2024.

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. The staff members will further ensure that upon physically checking the vehicle to ensure no child is left behind on the vehicle, staff members will ensure to document in writing on the transportation form confirming that a first check was completed of the vehicle.

Correction Deadline: 3/14/2024

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 review of records that staff members did not document in writing that a second check of the vehicle was completed for a child receiving after school transportation services from Brandywine on an undetermined date.

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. The staff members will further ensure that upon physically checking the vehicle to ensure no child is left behind on the vehicle, staff members will ensure to document in writing on the transportation form confirming that a second check was completed of the vehicle.

Correction Deadline: 3/13/2024

Sleeping & Resting Equipment

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

Met

Comment

Consultant observed cribs/cots labeled for individual use.

Staff Records

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided four staff files for employees hired since last visit on February 20, 2024

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

Met

Correction Deadline: 3/21/2024

Corrected on 3/13/2024

.14(2) - The previous citation was observed to be corrected. Consultant observed staff first-aid and CPR on this date.

591-1-1-.33 Staff Training

Not Met

Correction Deadline: 3/13/2024

Corrected on 3/13/2024

.33(1) - The previous citation was cited incorrectly. Consultant observed all staff to have documentation of oritation on file.

Finding

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of records that staff member #14, date of hire April 17, 2023, observed to have health and safety orientation training however, it was past the first 90-days.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 3/13/2024

Recited on 3/13/2024

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 based on review of records that staff member #6, date of hire May 26, 2014 and staff # 12, date of hire August 6, 2021 did not have evidence of 10 hour annual training on file.

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: 4/12/2024

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. Consultant emailed director a Professional Learning Plan during visit.

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.