



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: 9/13/2023 **VisitType:** Incident Investigation/Monitoring Visit **Arrival:** 10:55 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

CCS Coordinator

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@decal.ga.gov

Mailing Address
 Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
09/13/2023	Incident Investigation/Monitoring Visit	Good Standing	
09/12/2023	Incident Investigation & Follow Up	Good Standing	
08/16/2022	ILS with PTO	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	4	10	C	19	C	NA	NA	Free Play, Feeding, Floor Play
Main	B1 - 1st Left	One Year Olds	2	6	C	12	C	NA	NA	Lunch
Main	B2 - 2nd Left	Two Year Olds	1	9	C	18	C	NA	NA	Lunch
Main	C1 - 3rd Left	Two Year Olds	1	6	C	22	C	NA	NA	Transitioning, Lunch, Free Play
Main	C2 - Behind C1	Two Year Olds and Three Year Olds	2	11	C	22	C	NA	NA	Free Play
Main	D1 - 3rd Right	Three Year Olds	2	12	C	22	C	NA	NA	Nap
Main	D2 - Behind D1	Three Year Olds	1	7	C	22	C	NA	NA	Transitioning
Main	E1 - R Wing Left	Five Year Olds and Six Year Olds and Over	1	16	NC	21	C	NA	NA	Centers
Main	E2 - R Wing Right	Four Year Olds and Five Year Olds	2	14	C	20	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 178					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 91					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 an incident investigation and monitoring visit and to follow-up on the previous visit conducted on July 26, 2023.

Plan of Improvement: Developed This Date 09/13/2023

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.state.ga.us/CCS/RuleAndRegulations.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!

Lauren Jones, Program Official

Date

Margarita Collier, CCS Coordinator

Date



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(Findings Report)

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Investigation/Monitoring Visit

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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.

Comment

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

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

Not Evaluated

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Technical Assistance

Technical Assistance

Monitor restroom ventilations for normal wear and tear (i.e., dust build up, etc.).

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

Technical Assistance

Please be mindful to keep items that pose a hazard inaccessible to children.

Technical Assistance

Please secure cleaning tools (i.e., broom, dust pans, etc.) out of reach of children.

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

Playground observed to be clean and in good repair.

Technical Assistance

Please monitor the playground area for the following hazardous items:

- Exposed tree roots.
- Biting and/or stinging insects (i.e., bees, ants, etc.).
- Normal wear and tear of the fence surrounding the playground areas.
- Normal wear and tear of playground equipment (i.e., chipped paint, etc.).
- Excessive leaves, sweet gum tree balls, etc.
- Monitor resilient surface for normal wear and tear.
- Standing water in and/or around playground equipment and/or toys.

Health and Hygiene

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

Per center management, maintenance staff are scheduled to replace torn window screens for diapered classrooms using window ventilation on Saturday, September 16, 2023.

Comment

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

Comment

Staff were observed to remind children to wash hands.

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

Discussed proper medication documentation and procedures. Please ensure to monitor the expiration dates for Epi-Pens stored at the center.

Safety

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

Age-appropriate discussion and/or redirection observed.

Comment

Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR)**Not Evaluated****Comment**

Center does not participate in field trips at this time. The center only conducts field trips during the summer time.

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

Complete documentation of transportation observed.

Comment

The consultant observed the center to complete school transportation services during the visit. The consultant observed staff members to complete a first and second check of the vehicle during the visit.

Comment

The consultant observed the following vehicles to have evidence of a current vehicle inspection report:

- Vehicle tag #FAB564 - Expires April 6, 2024.
- Vehicle tag #FAB565 - Expires August 25, 2024.
- Vehicle tag #FAB566 - Expires April 6, 2024.

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Met****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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Technical Assistance**

The consultant discussed the following criminal record check reminders with the provider:

New records checks will be required to be completed if a staff member experiences a six month break in service from the childcare 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. A re-check maybe needed under the following circumstances:
 - When the family childcare learning home knows or reasonably should know that a provider, Employee or Provisional Employee, Resident has been arrested or charged for any covered crime.
 - When there is a lapse of employment from the childcare industry that lasted for 180 calendar days (6 months) or longer.
 - When the Department so requests.

Comment

The director provided six files for staff members hired since the previous visit was conducted on July 26, 2023. The consultant observed six of six newly hired staff members to have evidence of a satisfactory comprehensive determination letter on file.

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 review of records that the center did not submit a portability request for staff member #5, date of hire July 31, 2023, and staff member #33, date of hire August 31, 2023, previous satisfactory comprehensive determination letter via DECAL KOALA prior to rendering services to children present for care during the visit. The consultant observed staff member #5 to have a satisfactory comprehensive determination letter dated for August 17, 2022. Staff member #33 was observed to have a satisfactory comprehensive determination letter dated for August 31, 2023. The consultant observed staff member #5 working in classroom A 1st Right (infants) during the visit and staff member #33 working in classroom E-1-R Wing Left (school-age children) during the visit.

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 ensure CRC rules are maintained.

Correction Deadline: 9/13/2023

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**

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