



**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:** 12/30/2024 **VisitType:** Complaint Investigation & Monitoring Visit

**Arrival:** 10:00 AM **Departure:** 2:45 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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**Mailing Address**

Same

**Quality Rated:** No

| Compliance Zone Designation |                                            |               | <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|-----------------------------|--------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/30/2024                  | Complaint Investigation & Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/24/2024                  | Licensing Study                            | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 07/22/2024                  | Complaint Closure                          | 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                            | 3                             | 7        | C    | 19         | C            | NA         | NA           | Free Play, Diapering, Nap |
| Main                            | B1 - 1st Left     |                                    | 0                             | 0        | C    | 12         | C            | NA         | NA           |                           |
| Main                            | B2 - 2nd Left     | One Year Olds and Two Year Olds    | 2                             | 12       | C    | 18         | C            | NA         | NA           | Transitioning, Breakfast  |
| Main                            | C1 - 3rd Left     | Two Year Olds                      | 2                             | 4        | C    | 22         | C            | NA         | NA           | Breakfast                 |
| Main                            | C2 - Behind C1    | Two Year Olds and Three Year Olds  | 2                             | 7        | C    | 22         | C            | NA         | NA           | Centers                   |
| Main                            | D1 - 3rd Right    | Three Year Olds                    | 1                             | 5        | C    | 22         | C            | NA         | NA           | Outside                   |
| Main                            | D2 - Behind D1    | Three Year Olds and Four Year Olds | 1                             | 6        | C    | 22         | C            | NA         | NA           | Outside                   |
| Main                            | E1 - R Wing Left  | Six Year Olds and Over             | 1                             | 10       | C    | 21         | C            | NA         | NA           | Outside                   |
| Main                            | E2 - R Wing Right | Four Year Olds and Five Year Olds  | 2                             | 6        | C    | 20         | C            | NA         | NA           | Centers                   |
| Total Capacity @35 sq. ft.: 178 |                   |                                    | Total Capacity @25 sq. ft.: 0 |          |      |            |              |            |              |                           |
| Total # Children this Date: 57  |                   |                                    | 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 |

| <b>Enrolled Children</b> |                |                |                |                |                           |                          |
|--------------------------|----------------|----------------|----------------|----------------|---------------------------|--------------------------|
| <b>Under 1 years</b>     | <b>1 years</b> | <b>2 years</b> | <b>3 years</b> | <b>4 years</b> | <b>5 years (Prekonly)</b> | <b>5 years and older</b> |
| 8                        | 24             | 20             | 23             | 14             | 7                         | 13                       |

#### **Comments**

The purpose of this visit was to conduct a Monitoring Visit and Complaint Investigation. New hire files and criminal records were reviewed today

Consultant discussed with the director the change of vendors for criminal record check. Consultant emailed information to director during visit..

Plan of Improvement: No Plan Developed

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.decgal.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.

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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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the user id 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.

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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)

**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](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**



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**(Findings Report)**

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The following information is associated with a Monitoring Visit:

**Activities and Equipment**

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

**Not Met**

**Finding**

591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on a observation the red couch in classrooms C1-3rd Left, D1-3rd Right, and E1-Left wing were cracked, peeled on this date.

**POI (Plan of Improvement)**

The Center will ensure that equipment and furniture are used by the age-appropriate group of children. Consultant discussed with the director to ensure to check the condition of toys, equipment, and furniture in each classroom to ensure the items are clean and in good repair. Consultant further discussed for best practices to establish and implement a routine for checking toys, equipment, and furniture to ensure these items are kept clean and in good condition.

**Correction Deadline: 12/30/2024**

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

**N/A**

**Comment**

Per director the center does not provide swimming activities.

**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 an observation that the vents in the boys and girls restroom in classroom D1-3rd Right and the shared boys and girls restrooms of classroom E1-R Left and E2-Wing Right.

**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: 1/29/2025**

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|                                         |            |
|-----------------------------------------|------------|
| <b>591-1-1-.19 License Capacity(CR)</b> | <b>Met</b> |
|-----------------------------------------|------------|

**Comment**

Licensed capacity observed to be routinely met by center.

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|                                                          |            |
|----------------------------------------------------------|------------|
| <b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b> | <b>Met</b> |
|----------------------------------------------------------|------------|

**Comment**

No hazards observed accessible to children on this date.

**Technical Assistance**

591-1-1-.25(3) - Consultant discussed with the director to please ensure to inspect indoor and outdoor areas daily for cleanliness, repair issues (i.e., cracked walls, active peeling paint, etc.). Consultant discussed with director to use a checklist when conducting the inspection to ensure areas are not overlooked

**Correction Deadline: 12/30/2024**

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|                                    |                |
|------------------------------------|----------------|
| <b>591-1-1-.26 Playgrounds(CR)</b> | <b>Not Met</b> |
|------------------------------------|----------------|

**Comment**

Please monitor the playground area for the following hazardous items:

- Remove playground mats to prevent injuries from tripping or falling.
- Add drain mat to cover drain.
- Remove or replace any toys and/or equipment that are cracked or broken. Please ensure tape is used only as a temporary fix, replace or remove broken items.
- Refluff resilient surface as needed.

**Finding**

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resiliency. It was determined based on observation that the fall zones surrounding the red tire swing located on the back left playground contained approximately three-inch of resilient surface. Approximately 12 -inches of resilient surface was required around the fall zones of each sliding structure.

**POI (Plan of Improvement)**

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resiliency. Consultant discussed with the director conducting playground safety checks regularly.

**Correction Deadline: 1/24/2025**

|                           |
|---------------------------|
| <b>Health and Hygiene</b> |
|---------------------------|

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

Consultant observed proper diapering procedures posted in diapering area on this date.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Consultant observed proper hand washing throughout the center.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>N/A</b> |
|------------------------------------|------------|

**Comment**

Per director center does not currently does not dispense/administer medication.

|               |
|---------------|
| <b>Safety</b> |
|---------------|

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

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

**Comment**

A current/completed inspection was observed for all vehicle tag #FAB566 conducted on September 11, 2024.

**Comment**

Complete documentation of transportation observed completed for the weeks of December 9-13, 2024 and December 16-20, 2024.

**Comment**

Consultant discussed with the director the procedures for ensuring the cleanliness is maintained.

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**Sleeping & Resting Equipment**

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**Comment**

Consultant observed proper infant sleeping position on this date.

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**Staff Records**

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**Comment**

Consultant observed staff to have satisfactory records check electronically on this date.

**Comment**

Director provided one new hire file for employees hired since last visit conducted on October 24, 2024. Staff was observed to have a satisfactory record check electronically.

**Correction Deadline: 11/23/2024**

**Corrected on 12/30/2024**

**.33(3) - The previous citation was observed to be corrected on this date. Consultant observed staff to have evidence of Health and safety training on file on this date.**

**Finding**

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on review of records that staff member # 9, date of hire June 16,2022 did not have evidence of four- hour food preparation on file.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 1/10/2025**

**Recited on 12/30/2024**

**Correction Deadline: 10/24/2024**

**Corrected on 12/30/2024**

**.33(5) - The previous citation was observed to be corrected on this date. Consultant observed staff to have 10 hours of annual training on file on this date.**

**Correction Deadline: 10/24/2024**

**Corrected on 12/30/2024**

**.31(2)(c) - The previous citation was observed to be corrected on this date. Consultant observed staff to have credentials on file on this date.**

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**Staffing and Supervision**

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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Consultant observed center to maintain appropriate staff:child ratios on this date.

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**591-1-1-.32 Supervision(CR)****Met****Comment**

Consultant observed adequate supervision on this date.