



**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:** 5/1/2024 **VisitType:** Licensing Study

**Arrival:** 12:00 PM **Departure:** 5:45 PM

**CCLC-46**

**Primrose School of Cumming - East**

1245 Sanders Rd. Cumming, GA 30041 Forsyth County  
(770) 889-9900 admin@primrosecummingeast.com

Regional Consultant

Amanda Schofield

Phone: (404) 463-3585

Fax:

amanda.schofield@decal.ga.gov

**Mailing Address**

8715 Lake Glen Ct.  
Johns Creek, GA 30022

**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. |
|-----------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/01/2024                  | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 07/19/2022                  | Licensing Study  | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 02/07/2022                  | Monitoring Visit | 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                            | 1L- Left   | Infants                            | 2     | 6        | C                               | 10         | C            | NA         | NA           | Nap,Free Play           |
| Main                            | 1L-Right   |                                    | 0     | 0        | C                               | 20         | C            | NA         | NA           | Nap                     |
| Main                            | 1R-left    | One Year Olds                      | 2     | 9        | C                               | 8          | NC           | NA         | NA           | Nap                     |
| Main                            | 1R-Right   | Two Year Olds                      | 2     | 14       | C                               | 13         | NC           | NA         | NA           | Nap                     |
| Main                            | 2R-Back    | Three Year Olds                    | 1     | 8        | C                               | 20         | C            | 27         | C            | Nap                     |
| Main                            | 2R-Front   | Two Year Olds and Three Year Olds  | 1     | 7        | C                               | 21         | C            | 29         | C            | Nap                     |
| Main                            | Back-Back  | Four Year Olds and Five Year Olds  | 2     | 20       | C                               | 19         | NC           | 27         | C            | Lunch                   |
| Main                            | Back-Front | Three Year Olds and Four Year Olds | 2     | 17       | C                               | 21         | C            | 30         | C            | Lunch,Nap,Transitioning |
| Total Capacity @35 sq. ft.: 132 |            |                                    |       |          | Total Capacity @25 sq. ft.: 132 |            |              |            |              |                         |
| Total # Children this Date: 81  |            |                                    |       |          | Total Capacity @25 sq. ft.: 132 |            |              |            |              |                         |

| Building | Playground   | Playground Occupancy | Playground Compliance |
|----------|--------------|----------------------|-----------------------|
| Main     | Playground A | 26                   | C                     |
| Main     | Playground B | 76                   | C                     |
| Main     | Playground C | 73                   | C                     |
| Main     | Playground D | 35                   | 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 left a copy of Required Reporting Guidelines.

Plan of Improvement: Developed This Date 05/01/2024

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.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 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)**

N/A

**Comment**

Per director center does not provide swimming activities.

**Children's Records**

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

Met

**Comment**

Records were observed 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 please 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

**Technical Assistance**

591-1-1-.25 - Please 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.

**Comment**

Center appears clean and well maintained.

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

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

- Exposed tree roots.
- Normal wear and tear of the fence surrounding the playground areas.

**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****Met****Comment**

Kitchen appears clean and well organized.

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

Staff stated proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

**591-1-1-.20 Medications(CR)****N/A****Comment**

The Provider currently does not dispense/administer medication.

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

Center does not keep animals on premises.

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

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

**591-1-1-.13 Field Trips(CR)****Technical Assistance****Technical Assistance**

591-1-1-.13 - Discussed proper documentation and procedures. Sample of Field trip forms were left with the director on this date.

**591-1-1-.36 Transportation(CR)****Technical Assistance****Technical Assistance**

591-1-1-.36 - Consultant discussed with director to ensure a second check is documented. Consultant left a Transportation Log with director on this date

**Comment**

Complete documentation of transportation observed.

**Sleeping & Resting Equipment**

**Comment**

Pleasant naptime environment observed.

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

591-1-1-.09(1) - 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**

Director provided 14 staff files for employees hired since last visit July 19, 2022.

**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 staff member # 15 date of hire September 13, 2023 did not have evidence of their records check being electronically ported. Director ported staff 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: 5/1/2024**

**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 a review of records that staff member # 8, date of hire December 4, 2022 did not complete Health and Safety training within the first 90 days of employment.

**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: 5/31/2024**

**591-1-1-.31 Staff(CR)****Technical Assistance****Technical Assistance**

591-1-1-.31 - Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months. Professional Learning Plan was left with director on this date.

**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.