



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: 10/11/2022 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 3:30 PM

CCLC-39504

Primrose School of Suwanee

2050 Lawrenceville Suwanee Rd. Suwanee, GA 30024 Gwinnett County
 (770) 963-1491 office@primrosesuwanee.com

Regional Consultant

Leena Mitchell

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Mailing Address

2050 Lawrenceville Suwanee Rd
 Suwanee, GA 30024

Quality Rated:

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.
10/11/2022	Complaint Investigation & Licensing Study	Good Standing	
08/26/2022	Complaint Closure	Good Standing	
08/16/2022	Complaint 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-1R	Infants and One Year Olds	3	8	C	24	C	NA	NA	Floor Play
Main	B-2R	Four Year Olds and Five Year Olds	2	19	C	23	C	32	C	Circle Time
Main	C-3R		0	0	C	18	C	25	C	Not In Use
Main	D-4L	Three Year Olds and Four Year Olds	1	14	C	20	C	27	C	Lunch
Main	E-3L	Two Year Olds and Three Year Olds	2	15	C	21	C	30	C	Lunch
Main	F-1L	One Year Olds and Two Year Olds	4	26	C	31	C	NA	NA	Outside,Centers
Total Capacity @35 sq. ft.: 137						Total Capacity @25 sq. ft.: 169				
Total # Children this Date: 82			Total Capacity @35 sq. ft.: 137			Total Capacity @25 sq. ft.: 169				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Front R	7	C
Main	B - Back R	43	C
Main	B-Front L	39	C
Main	C-Back L	33	C

Comments

The purpose of today's visit was to conduct a licensing 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.dec.state.ga.us/CCS/Regulations.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 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.state.ga.us for more information. Free technical assistance is available!

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)

Archana Kudrimoti, Program Official

Date

Leena Mitchell, Consultant

Date



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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)

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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility**591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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)**Met****Comment**

Center appears clean and well maintained.

Comment

No hazards observed accessible to children on this date.

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

Playground observed to be clean and in good repair.

Food Service**591-1-1-.15 Food Service & Nutrition****Technical Assistance****Technical Assistance**

591-1-1-.15 - The consultant discussed the revision as of October 1, 2020, which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Comment

Please ensure that infant feeding forms are updated regularly.

Comment

CACFP Meal Pattern Requirements effective October 1, 2017 will be implemented October 1, 2018: 3

Components for breakfast: Grains, Vegetables, Fruits or both, Milk

5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk

2 of 5 Components for snack

Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers.

The Crediting Handbook for the CACFP can be located on DECAL and USDA's website:

DECAL

<http://decal.ga.gov/CACFP/Handbook.aspx>

USDA

<http://www.fns.usda.gov/cacfp/cacfp-handbooks>**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

Discussed labeling of "diapering only" areas and staff work stations.

Comment

Hand washing requirements for diapering were discussed with the director on this date.

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

Comment

Staff were observed to remind children to wash hands.

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

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment

Program observed complete emergency drills

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting **Met**

Comment

The consultant discussed the updated required reporting requirements regarding suspected cases of child abuse (at the center and/or home) reported to the Department of Family and Children Services, communicable illness required to be reported to the Department of Public Health, and temporary closure of the center via DECAL KOALA.

Safety

591-1-1-.05 Animals **Met**

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) **Met**

Comment

Field trip documentation observed to be complete.

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

Comment

Complete documentation of transportation observed.

Comment

The consultant observed the following vehicles to have a current vehicle inspection report on file:

- Vehicle Tag # - RAD 0256 - Expires September 16, 2023.

- Vehicle Tag # - RAD 0255 - Expires October 19, 2022.

Sleeping & Resting Equipment

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

Met

Comment

Discussed SIDS and infant sleeping position.

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

Records Reviewed: 25

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 04/26/2021	
Staff # 2	Met
Date of Hire: 05/20/2019	
Staff # 3	Met
Date of Hire: 11/29/2021	
Staff # 4	Met
Date of Hire: 08/18/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 5	Met
Date of Hire: 08/12/1996	
Staff # 6	Met
Date of Hire: 08/22/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 06/01/2022	
Staff # 8	Met
Date of Hire: 01/13/2021	
Staff # 9	Met
Date of Hire: 09/22/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 10	Met
Date of Hire: 06/01/2022	
Staff # 11	Met
Date of Hire: 04/04/2022	

Records Reviewed: 25**Records with Missing/Incomplete Components: 0**

Staff # 12	Met
Date of Hire: 09/20/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 02/24/2022	
Staff # 14	Met
Date of Hire: 08/30/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met
Staff # 16	Met
Date of Hire: 08/01/2021	
Staff # 17	Met
Date of Hire: 06/23/2022	
Staff # 18	Met
Date of Hire: 06/01/2022	
Staff # 19	Met
Date of Hire: 08/17/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 20	Met
Date of Hire: 11/11/2021	
Staff # 21	Met
Date of Hire: 12/20/2021	
Staff # 22	Met
Date of Hire: 08/08/2002	
Staff # 23	Met
Date of Hire: 08/10/2021	
Staff # 24	Met
Date of Hire: 09/16/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 25	Met
Date of Hire: 07/30/2019	

Staff Credentials Reviewed: 3

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

Comment

The director provided eleven files for staff members hired since the previous visit conducted on August 16, 2022. The consultant observed eleven of eleven newly hired staff members to have evidence of a satisfactory criminal record check letter on file.

591-1-1-.09 Criminal Records Check(CR) Met

Comment

Criminal records checks were observed to be complete.

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

Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training Met

Comment

Documentation observed of required staff training.

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.

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.

Comment

Discussed combining children of mixed ages.

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

Technical Assistance

591-1-1-.32 - Please ensure that staff members are attentive and participating with all children during mealtimes and shall be seated within an arms length away from children 36-months of age and younger.