



**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:** 5/12/2021 **VisitType:** Licensing Study

**Arrival:** 4:00 PM

**Departure:** 5:30 PM

**CCLC-52428**

**Primrose School at Johns Creek**

7396 McGinnis Ferry Road Suwanee, GA 30024 Forsyth County  
 (770) 476-9024 gpbaude@yahoo.com

**Regional Consultant**

Mandi Sloan

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**Mailing Address**

6010 Fords Lake Court  
 Acworth, GA 30101

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
05/12/2021	Licensing Study	Good Standing
12/15/2020	Monitoring Visit	Good Standing
04/02/2020	Initial Licensing Study	Good Standing

**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.

**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- 1's	One Year Olds	2	12	C	13	C	NA	NA	Floor Play
Main	B- young 2's	Two Year Olds	1	8	C	18	C	NA	NA	Outside
Main	C- older 2's	Two Year Olds and Three Year Olds	2	6	C	20	C	NA	NA	Outside
Main	D- 2's-3's	Three Year Olds	1	9	C	20	C	NA	NA	Free Play, Transitioning, Outside
Main	E- GA Pre-K/Afterschool	PreK	2	19	C	19	C	NA	NA	Centers
Main	F- 4's	PreK	1	16	C	19	C	NA	NA	Outside
Main	G- 3-4's	Six Year Olds and Over	1	14	C	19	C	NA	NA	Centers, Homework
Main	H- 3's & 4's	Three Year Olds and Four Year Olds	1	13	C	20	C	NA	NA	Circle Time
Main	I- 6 wks- 12mths	Infants	2	7	C	20	C	NA	NA	Floor Play, Feeding
Total Capacity @35 sq. ft.: 150						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 104			Total Capacity @35 sq. ft.: 150			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	FPlayground D- 6 wks- 12 mths	19	C


Main	Playground A- 1's and 2's	37	C
Main	Playground C- 3 -12 yrs	93	C
Main	Playground B- 2-4 yrs	39	C

**Comments**

An Administrative Review was conducted on May 12, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on May 17, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 was reviewed.



Plan of Improvement: Developed This Date 05/12/2021

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 New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
 Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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), e-mail the following information to [CCSRefutations@decals.ga.gov](mailto:CCSRefutations@decals.ga.gov).

- 1) Facility name, license number and visit date
- 2) Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached
- 3) Specific rule number(s) that you are refuting, along with your concerns or questions regarding the rule citation

Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date.

A sample form for submitting a refutation can be found at: <http://decals.ga.gov/ChildCareServices/RefutationInformation.aspx>

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)

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Britney Fuerstenberg, Program Official

Date

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Mandi Sloan, Consultant

Date



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### Findings Report

**Date:** 5/12/2021    **VisitType:** Licensing Study    **Arrival:** 4:00 PM    **Departure:** 5:30 PM

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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**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

**Met**

**Comment**

Center does not provide swimming activities.

### Facility

**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(17) - The consultant discussed with the provider to ensure that weeds, plants and vines which could be hazardous to the children in care are removed from the playground fences.

**Correction Deadline: 5/12/2021**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground appeared to be clean and in good repair upon virtual walk through.

### Health and Hygiene

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

Hand washing and sanitizing requirements for diapering were discussed with the Director/Provider on this date.

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

Hand washing requirements were discussed with the Director/Provider on this date.

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

Documentation for medication dispensing observed complete.

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**Policies and Procedures**

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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

591-1-1-.29 - The consultant discussed the new required reporting requirements with the provider on this date.

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**Safety**

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

Center does not keep animals on premises.

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

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

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Met****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 a review of records that a mark/ symbol was not noted to account for the unloading of one child on May 4, 2021 during afternoon transportation from Abbott's Hill Elementary School.

**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.

**Correction Deadline: 5/13/2021**

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**Sleeping & Resting Equipment**

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**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Sleeping and Resting was not directly observed during the virtual walk through. Regulations regarding proper sleeping and resting were discussed with the Provider on this date.

**Staff Records****Records Reviewed: 23****Records with Missing/Incomplete Components: 3**

Staff # 1 Date of Hire: 02/03/2020	Met
Staff # 2 Date of Hire: 02/03/2020	Met
Staff # 3 Date of Hire: 08/17/2020	Met
Staff # 4 Date of Hire: 09/01/2015	Met
Staff # 5 Date of Hire: 08/10/2020	Met
Staff # 6 Date of Hire: 05/26/2009	Met
Staff # 7 Date of Hire: 03/01/2017	Met
Staff # 8 Date of Hire: 04/16/2021	Met
	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 08/01/2019	Met
Staff # 10 Date of Hire: 07/27/2020	Met
Staff # 11 Date of Hire: 08/10/2020	Met
Staff # 12 Date of Hire: 11/30/2020	Not Met

"Missing/Incomplete Components"

**Records Reviewed: 23****Records with Missing/Incomplete Components: 3**

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 13 Met  
Date of Hire: 10/01/2015

Staff # 14 Met  
Date of Hire: 08/10/2020

Staff # 15 Met  
Date of Hire: 06/22/2015

Staff # 16 Not Met  
Date of Hire: 03/22/2021

Reminder - Health & Safety training is required within 90 calendar days of hired"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 17 Met  
Date of Hire: 03/15/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 18 Met  
Date of Hire: 08/01/2019

Staff # 19 Not Met  
Date of Hire: 03/15/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 20 Met  
Date of Hire: 10/12/2020

Staff # 21 Met  
Date of Hire: 05/13/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 22 Met  
Date of Hire: 12/01/2017

Staff # 23 Met  
Date of Hire: 08/01/2013

**Staff Credentials Reviewed: 4****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met**

**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 a review of records that staff person #18 with a documented date of hire of March 22, 2021 was not electronically ported in DECAL KOALA.

**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: 5/12/2021**

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that staff person #12 with a documented date of hire of November 30, 2020 and staff person #19 with a documented date of hire of March 15, 2019 had not satisfactorily obtained certification in CPR and First Aid.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 6/11/2021**

**591-1-1-.31 Staff(CR)****Met****Comment**

591-1-1-.31(13) - Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order.

**Correction Deadline: 5/12/2021**

**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.