



**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:** 12/8/2022 **VisitType:** Licensing Study

**Arrival:** 9:45 AM

**Departure:** 1:45 PM

**CCLC-38027**

**Primrose School of Brookhaven**

3575 Durden Drive Atlanta, GA 30319 DeKalb County  
 (404) 844-9775 ovaughn@primrosebrookhaven.com

**Regional Consultant**

Roslyn Williams

Phone: (770) 357-7020

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roslyn.williams@decal.ga.gov

**Mailing Address**

3575 Durden Drive NE  
 Brookhaven, GA 30319

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
12/08/2022	Licensing Study	Good Standing	
05/13/2022	Licensing Study	Good Standing	
12/03/2021	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
Building 2	Young Infants 1	Infants	2	7	C	13	C	NA	NA	Nap
Building 2	Young Infants 2	Infants	2	6	C	11	C	NA	NA	Nap
Building 2	Young Toddlers	One Year Olds	3	12	C	13	C	NA	NA	Free Play
			Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0				
Main	Lside/A/Front	Infants	3	7	C	8	C	NA	NA	Nap, Floor Play
Main	Lside/C/Right		0	0	C	14	C	NA	NA	Not In Use
Main	Rside/D/L	One Year Olds	3	12	C	18	C	NA	NA	Free Play
Main	Rside/E/Mid	One Year Olds	3	13	C	18	C	NA	NA	Story
Main	Rside/F/Front	Two Year Olds	3	15	C	17	C	NA	NA	Outside
Main	Upstairs G/1L	Two Year Olds	2	16	C	31	C	NA	NA	Transitioning
Main	Upstairs H/2L	Two Year Olds	2	17	C	30	C	NA	NA	Music
Main	Upstairs I/Mid R	Three Year Olds	2	18	C	24	C	NA	NA	Outside
Main	Upstairs J/1R	Four Year Olds	3	23	C	24	C	NA	NA	Transitioning
Main	Upstairs K/2R	Four Year Olds	2	17	C	25	C	NA	NA	Transitioning
			Total Capacity @35 sq. ft.: 209			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 163			Total Capacity @35 sq. ft.: 246			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG A/Front R	21	C
Main	PG B/ R Back	28	C
Main	PG C/L Back	27	C
Main	PG D/Front L	7	C

**Comments**

Plan of Improvement: Developed This Date 12/08/2022

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](mailto: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](http://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)

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Ashley Diggs, Program Official Date

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Roslyn Williams, Consultant Date



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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**

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**

**Correction Deadline: 5/27/2022**

**Corrected on 12/8/2022**

**.08(1) - The previous citation was corrected.**

**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 observation that the exhaust fan above the changing table and in the bathrooms was not working properly in rooms A, D, E, F, G, H, I J (boys), and K.

**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: 1/7/2023**

**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)**

**Not Met**

**Comment**

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

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that in room I, dust had accumulated on the vents in the boys and girls bathroom. It was further determined that chipped paint on walls was accessible to children rooms D, E, F, and H.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 12/8/2022**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Comment**

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete.

**Safety**

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

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

**Sleeping & Resting Equipment**

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**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the bedding on the cots were touching in rooms D,E,F,G, H, and I. It was further determined that the cots were accessible to children in all rooms where cots were stored.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

**Correction Deadline: 12/16/2022****Staff Records****Records Reviewed: 40****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 05/31/2022	
Staff # 2	Met
Date of Hire: 08/05/2022	
Staff # 3	Met
Date of Hire: 06/22/2022	
Staff # 4	Met
Date of Hire: 07/20/2018	
Staff # 5	Met

**Records Reviewed: 40****Records with Missing/Incomplete Components: 0**

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Staff # 6	Met
Date of Hire: 11/28/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 7	Met
Date of Hire: 01/05/2015	
Staff # 8	Met
Date of Hire: 09/26/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 9	Met
Staff # 10	Met
Date of Hire: 08/02/2022	
Staff # 11	Met
Date of Hire: 06/07/2021	
Staff # 12	Met
Date of Hire: 12/01/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 07/28/2022	
Staff # 14	Met
Staff # 15	Met
Date of Hire: 08/15/2022	
Staff # 16	Met
Date of Hire: 09/07/2022	
Staff # 17	Met
Staff # 18	Met
Date of Hire: 07/17/2017	
Staff # 19	Met
Date of Hire: 11/14/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 20	Met
Date of Hire: 09/26/2022	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 21	Met

Date of Hire: 04/28/2022

Staff # 22 Met

Date of Hire: 06/27/2022

Staff # 23 Met

Date of Hire: 02/25/2021

Staff # 24 Met

Date of Hire: 03/15/2021

Staff # 25 Met

Staff # 26 Met

Date of Hire: 11/15/2021

Staff # 27 Met

Date of Hire: 10/17/2015

Staff # 28 Met

Date of Hire: 09/19/2022

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

Staff # 29 Met

Date of Hire: 06/12/2018

Staff # 30 Met

Date of Hire: 08/15/2022

Staff # 31 Met

Date of Hire: 08/01/2022

Staff # 32 Met

Date of Hire: 11/30/2017

Staff # 33 Met

Date of Hire: 09/09/2021

Staff # 34 Met

Staff # 35 Met

Date of Hire: 12/05/2022

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

Staff # 36 Met

Date of Hire: 08/23/2021



**Records Reviewed: 40**

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

Staff # 37 Date of Hire: 03/16/2021	Met
Staff # 38 Date of Hire: 08/11/2020	Met
Staff # 39 Date of Hire: 07/13/2022	Met
Staff # 40	Met

**Staff Credentials Reviewed: 12**

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

**Comment**  
Criminal record checks were observed to be complete.

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

**Comment**  
Please replace/add missing/expired item(s) in first aid kit(s).

**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.

**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.