



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: 5/13/2022 **VisitType:** Licensing Study

Arrival: 10:00 AM **Departure:** 11:00 AM

CCLC-38027

Primrose School of Brookhaven

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

Regional Consultant

Roslyn Williams

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Mailing Address

3575 Durden Drive NE
 Brookhaven, GA 30319

Quality Rated: No

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.
12/03/2021	Monitoring Visit	Good Standing	
05/05/2021	Licensing Study	Good Standing	
03/15/2021	Incident Investigation by Phone	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	8	C	13	C	NA	NA	Floor Play
Building 2	Young Infants 2	Infants	2	7	C	11	C	NA	NA	Floor Play
Building 2	Young Toddlers	One Year Olds	2	11	C	13	C	NA	NA	Outside
			Total Capacity @35 sq. ft.: 37			Total Capacity @25 sq. ft.: 0				
Main	Lside/A/Front	Infants	2	8	C	8	C	NA	NA	Floor Play
Main	Lside/C/Right	One Year Olds	3	12	C	14	C	NA	NA	Transitioning
Main	Rside/D/L	One Year Olds	30	14	C	18	C	NA	NA	Transitioning
Main	Rside/E/Mid	Two Year Olds	3	15	C	18	C	NA	NA	Outside
Main	Rside/F/Front	Two Year Olds	3	15	C	17	C	NA	NA	Transitioning
Main	Upstairs G/1L	Two Year Olds	3	21	C	31	C	NA	NA	Snack
Main	Upstairs H/2L	Three Year Olds	3	20	C	30	C	NA	NA	Outside
Main	Upstairs I/Mid R	Three Year Olds	3	22	C	24	C	NA	NA	Circle Time
Main	Upstairs J/1R	Four Year Olds	2	16	C	24	C	NA	NA	Circle Time
Main	Upstairs K/2R	Five Year Olds	2	7	C	25	C	NA	NA	Homework
			Total Capacity @35 sq. ft.: 209			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 176			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

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)

Ashley Diggs, Program Official

Date

Roslyn Williams, Consultant

Date



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Findings Report

Date: 5/13/2022 **VisitType:** Licensing Study

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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)

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Address of Release Person Missing,.08(1)(a)-Work Address Missing

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

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

Not Met

Finding

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the work addresses of the Parents were not documented in three of five records reviewed. It was further determined that the telephone number of the child's primary source of health care and the addresses of the person(s) to whom the child may be released was not documented in two of five records reviewed.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 5/27/2022

	Facility
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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 secure all potential hazards out of the reach of children at all times.

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

Met

Comment

Playground observed to be clean and in good repair.

	Health and Hygiene
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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.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

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

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

Technical Assistance

Technical Assistance

591-1-1-.36 - Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Sleeping & Resting Equipment

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

Technical Assistance

Technical Assistance

591-1-1-.30(2) - Safe sleep environment procedures were discussed with the Director.

Correction Deadline: 5/13/2022

Staff Records

Records Reviewed: 35

Records with Missing/Incomplete Components: 2

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Staff # 5	Met
Staff # 6	Met
Date of Hire: 08/14/2019	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 06/07/2021	
Staff # 9	Met
Staff # 10	Met
Date of Hire: 10/31/2019	
Staff # 11	Met
Staff # 12	Met
Date of Hire: 08/09/2021	

Staff # 13 Date of Hire: 08/19/2019	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18 Date of Hire: 02/25/2021	Met
Staff # 19 Date of Hire: 03/15/2021	Met
Staff # 20	Met
Staff # 21 <u>"Missing/Incomplete Components"</u> .24(1)-Education Experience Missing	Not Met
Staff # 22 Date of Hire: 11/15/2021	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26 Date of Hire: 09/09/2021	Met
Staff # 27	Met
Staff # 28 Date of Hire: 08/23/2021	Met
Staff # 29	Met
Staff # 30 Date of Hire: 11/26/2020 <u>"Missing/Incomplete Components"</u> .24(1)-Education Experience Missing	Not Met

Records Reviewed: 35

Records with Missing/Incomplete Components: 2

Staff # 31 Date of Hire: 03/16/2021	Met
Staff # 32 Date of Hire: 08/11/2020	Met
Staff # 33 Date of Hire: 10/01/2021	Met
Staff # 34	Met
Staff # 35	Met

Staff Credentials Reviewed: 15

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

Comment
Criminal record checks were observed to be complete.

591-1-1-.24 Personnel Records **Technical Assistance**

Technical Assistance
591-1-1-.24(1) - Lead teacher credential requirements were discussed with the director.
Correction Deadline: 5/18/2022

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

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.

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

Comment
Staff observed to provide direct supervision and be attentive to children's needs.