



**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:** 2/2/2018    **VisitType:** Licensing Study    **Arrival:** 9:20 AM    **Departure:** 3:30 PM

**CCLC-46505**

**Primrose School of Athens**

180 Athens Town Boulevard Athens, GA 30606 Clarke County  
 (706) 850-0223 wbeasley@primroseathens.com

**Regional Consultant**

Alva Huff

Phone: (770) 357-3405

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jennifer.taylor@decal.ga.gov

**Mailing Address**

180 Athens Town Blvd  
 Athens, GA 30606

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
02/02/2018	Licensing Study	Good Standing
10/31/2017	Complaint Closure	Good Standing
09/28/2017	Monitoring Visit	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 - 1R	Infants	1	1	C	8	C	NA	NA	Nap,Diapering
Main	B - 2R	Infants and One Year Olds	2	5	C	8	C	NA	NA	Diapering
Main	C - 3R		0	0	C	24	C	NA	NA	Not In Use
Main	D - 4R	Four Year Olds and Five Year Olds	1	12	C	24	C	NA	NA	Transitioning,Ce nters
Main	E - 4R		0	0	C	30	C	NA	NA	Not In Use
Main	F - 6R		0	0	C	24	C	NA	NA	Not In Use
Main	G - 5L	Two Year Olds	2	16	C	24	C	NA	NA	Outside
Main	H - 4L	Two Year Olds	2	16	C	16	C	NA	NA	Outside
Main	I - 3L	Two Year Olds	2	15	C	16	C	NA	NA	Outside,Transitio ning
Main	J - 2L	One Year Olds	2	10	C	12	C	NA	NA	Outside
Main	K - 1L	One Year Olds	2	11	C	13	C	NA	NA	Outside
Total Capacity @35 sq. ft.:			199			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 86			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Front R	13	C
Main	C - 3R	11	C

Main	D - R Back	57	C
Main	E - Middle Back	29	C
Main	F - Back L	69	C
Main	G - Front L	58	C


**Comments**

The purpose of this visit was to conduct a licensing study and to follow up on the previous visit from September 28, 2017.

Consultant observed afternoon transportation on this date.

Plan of Improvement: Developed This Date 02/02/2018

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).



**Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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

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 New Deadlines:**

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.ga.gov/>  
 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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Amanda Snellgrove, Program Official

Date

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Alva Huff, Consultant

Date



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### Findings Report

**Date:** 2/2/2018      **VisitType:** Licensing Study      **Arrival:** 9:20 AM      **Departure:** 3:30 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**

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: 12****Records with Missing/Incomplete Components: 5**

Child # 1      Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)-Allergies and Disabilities

Child # 2      Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers

Child # 3      Met

Child # 4      Not Met

"Missing/Incomplete Components"

.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers

Child # 5      Met

Child # 6	Met
Child # 7	Met
Child # 8	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Allergies and Disabilities,.08(1)-Parent Names, Work Numbers	
Child # 9	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)-Parent Names, Work Numbers	
Child # 10	Met
Child # 11	Met
Child # 12	Met

**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 twelve children's records reviewed that five children had incomplete enrollment records on this date.

**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: 2/9/2018**

	<b>Facility</b>
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**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 met by the center on this date.

**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.

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

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**Health and Hygiene**

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

**Met**

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Not Met**

**Comment**

Proper hand washing observed throughout the center.

**Comment**

Staff were observed to remind children to wash hands.

**Finding**

591-1-1-.17(5) requires that drinking fountains are safe, kept clean, have regulated pressure, not be mounted on sinks used for diaper changing, and have an angle jet with an orifice guard above the rim. Single-service drinking cups shall be provided when appropriate drinking fountains are not available, and cups shall be discarded after each use unless the cups are sanitized in a dishwasher between each use. It was determined, based on observation that children's plastic water drinking cups were not being discarded nor sanitized between each use on this date.

**POI (Plan of Improvement)**

The Center will check drinking fountains regularly to ensure they meet the requirements. When drinking fountains are not available, the Center will provide single-service drinking cups and throw them away after each use or use cups that are sanitized in a dishwasher between each use.

**Correction Deadline: 2/2/2018**

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

**Met**

**Comment**

Documentation for medication dispensing observed complete.

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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**

Age-appropriate discussion and/or redirection observed.

**Comment**

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

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

**Met**

**Correction Deadline: 9/29/2017**

Corrected on 2/2/2018

.36(7)(d)1. - Previous citation corrected in that consultant observed complete transportation documentation for routine transportation and field trips on this date.

Correction Deadline: 9/28/2017

Corrected on 2/2/2018

.36(7)(d)2. - Previous citation corrected in that consultant observed complete transportation documentation for routine transportation and field trips on this date.

## Sleeping & Resting Equipment

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

**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: 34**

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

Staff # 1	Met
Date of Hire: 02/06/2017	
Staff # 2	Met
Date of Hire: 05/23/2017	
Staff # 3	Met
Date of Hire: 01/02/2018	
Staff # 4	Met
Date of Hire: 07/13/2017	
Staff # 5	Met
Date of Hire: 03/29/2017	
Staff # 6	Met
Date of Hire: 08/07/2017	
Staff # 7	Met
Date of Hire: 03/16/2017	
Staff # 8	Met
Date of Hire: 12/08/2017	
Staff # 9	Met
Date of Hire: 08/29/2016	

Staff # 10 Date of Hire: 11/02/2017	Met
Staff # 11 Date of Hire: 01/13/2012	Met
Staff # 12 Date of Hire: 04/17/2017	Met
Staff # 13 Date of Hire: 04/25/2017	Met
Staff # 14 Date of Hire: 03/29/2017	Met
Staff # 15 Date of Hire: 08/02/2017	Met
Staff # 16 Date of Hire: 03/13/2017	Met
Staff # 17 Date of Hire: 07/26/2017	Met
Staff # 18 Date of Hire: 02/28/2017	Met
Staff # 19 Date of Hire: 06/12/2017	Met
Staff # 20 Date of Hire: 10/07/2016	Met
Staff # 21 Date of Hire: 08/11/2016	Met
Staff # 22 Date of Hire: 11/20/2015	Met
Staff # 23 Date of Hire: 03/13/2017	Met
Staff # 24 Date of Hire: 12/13/2017	Met

**Records Reviewed: 34**

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

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Staff # 25 Date of Hire: 02/20/2017	Met
Staff # 26 Date of Hire: 06/12/2017	Met
Staff # 27 Date of Hire: 03/13/2017	Met
Staff # 28 Date of Hire: 08/22/2017	Met
Staff # 29 Date of Hire: 10/17/2017	Met
Staff # 30 Date of Hire: 04/07/2017	Met
Staff # 31 Date of Hire: 03/29/2017	Met
Staff # 32 Date of Hire: 06/01/2017	Met
Staff # 33 Date of Hire: 08/28/2017	Met
Staff # 34 Date of Hire: 03/16/2017	Met

**Staff Credentials Reviewed: 34**

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

**Met**

**Comment**

Director provided (5) file(s) for employees hired since the last visit.

**Correction Deadline: 9/28/2017**

**Corrected on 2/2/2018**

**.09(1)(g) - Previous citation corrected in that consultant observed complete criminal records checks for thirty-four (34) employees on this date.**

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

**Met**

**Correction Deadline: 10/28/2017**

**Corrected on 2/2/2018**

**.14(2) - Previous citation corrected in that consultant observed first aid and CPR training for current employees within the first 90 days complete on this date.**

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**591-1-1-.33 Staff Training**

**Met**

**Correction Deadline: 10/28/2017**

**Corrected on 2/2/2018**

**.33(3) - Previous citation corrected in that consultant observed health and safety orientation training for current employees within the first 90 days complete on this date.**

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**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.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

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