



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: 9/28/2017 **VisitType:** Monitoring Visit

Arrival: 9:00 AM

Departure: 1:45 PM

CCLC-46505

Primrose School of Athens

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

Mailing Address

180 Athens Town Blvd
 Athens, GA 30606

Regional Consultant

Alva Huff

Phone: (770) 357-3405

Fax: (770) 357-3404

jennifer.taylor@dec.al.gov

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.
09/28/2017	Monitoring Visit	Good Standing	
09/26/2017	Incident Investigation & Follow Up	Good Standing	
05/30/2017	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
Main	A - 1R	Infants	2	6	C	8	C	NA	NA	Floor Play
Main	B - 2R	Infants and One Year Olds	2	6	C	8	C	NA	NA	Feeding,Outside
Main	C - 3R		0	0	C	24	C	NA	NA	Not In Use
Main	D - 4R	Three Year Olds and Four Year Olds	2	11	C	24	C	NA	NA	Snack,Transitioning
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	Three Year Olds and Four Year Olds	2	11	C	24	C	NA	NA	Circle Time
Main	H - 4L	Two Year Olds and Three Year Olds	2	14	C	16	C	NA	NA	Centers
Main	I - 3L	Two Year Olds	2	12	C	16	C	NA	NA	Centers
Main	J - 2L	One Year Olds	2	11	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:			82			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 monitoring visit and to follow up on the previous visit from May 30, 2017. The fingerprint requirements were discussed with the director as well as the comprehensive background check.

A one-day letter was left on this date.

Consultant provided Bright from the Start transportation forms for the center.

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).



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. You are encouraged not to wait and to complete the process as soon as possible.



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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.state.ga.us.

- 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.state.ga.us/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)

Amanda Snellgrove, Program Official

Date

Alva Huff, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Met

Comment

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed capacity met on this date.

591-1-1-.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-Center Clean/Well Maintained

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

Met

Comment

Observation-Clean/Good Repair

Health and Hygiene

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

Met

Comment

Observed-Proper Diapering

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

Observed-Proper Hand Washing Throughout

Comment

Observed-Staff Remind Children Wash Hand

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

Discussed-Documentation/Procedures

Comment

Observed-Complete Documentation

Safety

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

Observed-Positive Learning Environment

591-1-1-.36 Transportation(CR)**Not Met****Finding**

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined, based on a review of records that the center did not document in writing immediately upon unloading the last child a signature of the first check for routine transportation to Athens Academy on Tuesday, September 26, 2017 and Wednesday September 27, 2017.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

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

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined, based on a review of records that the center did not document in writing immediately upon the completion of the first check a signature of the second check for a field trip conducted July 18, 2017.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/28/2017**Sleeping & Resting Equipment**

Comment

Discussed-SIDS/Infant Sleeping Position

Staff Records**Records Reviewed: 32****Records with Missing/Incomplete Components: 2**

Staff # 1 Date of Hire: 02/06/2017	Met
Staff # 2 Date of Hire: 05/23/2017	Met
Staff # 3 Date of Hire: 07/13/2017	Met
Staff # 4 Date of Hire: 03/29/2017	Met
Staff # 5 Date of Hire: 08/07/2017	Met
Staff # 6 Date of Hire: 03/16/2017	Met
Staff # 7 Date of Hire: 08/28/2017	Met
Staff # 8 Date of Hire: 05/15/2017	Met
Staff # 9 Date of Hire: 01/13/2012	Met
Staff # 10 Date of Hire: 04/17/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate	Not Met
Staff # 11 Date of Hire: 09/01/2017 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Dissatisfied	Not Met
Staff # 12 Date of Hire: 04/25/2017	Met

Staff # 13 Date of Hire: 03/29/2017	Met
Staff # 14 Date of Hire: 08/02/2017	Met
Staff # 15 Date of Hire: 03/13/2017	Met
Staff # 16 Date of Hire: 07/26/2017	Met
Staff # 17 Date of Hire: 02/28/2017	Met
Staff # 18 Date of Hire: 06/12/2017	Met
Staff # 19 Date of Hire: 10/07/2016	Met
Staff # 20 Date of Hire: 11/20/2015	Met
Staff # 21 Date of Hire: 03/13/2017	Met
Staff # 22 Date of Hire: 02/20/2017	Met
Staff # 23 Date of Hire: 06/12/2017	Met
Staff # 24 Date of Hire: 03/13/2017	Met
Staff # 25 Date of Hire: 08/22/2017	Met
Staff # 26 Date of Hire: 07/25/2016	Met
Staff # 27 Date of Hire: 04/07/2017	Met

Staff # 28 Date of Hire: 03/29/2017	Met
Staff # 29 Date of Hire: 06/01/2017	Met
Staff # 30 Date of Hire: 05/31/2017	Met
Staff # 31 Date of Hire: 08/28/2017	Met
Staff # 32 Date of Hire: 03/16/2017	Met

Staff Credentials Reviewed: 32**591-1-1-.09 Criminal Records Check(CR)****Not Met****Finding**

591-1-1-.09(1)(g) requires Provisional Employees hired on or after January 1, 2014 to have a satisfactory Preliminary Records Check Determination. A Provisional Employee cannot reside at the Center or be present at the Center while children are present for care for more than 21 days from the date of hire or first day of residency without first submitting both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on a review of records that an employee hired on September 1, 2017 did not have a satisfactory fingerprint records determination letter on file on this date. Consultant left one day letter for employee.

POI (Plan of Improvement)

The Center will ensure that Provisional Employees hired on or after January 1, 2014 have a satisfactory Preliminary Records Check Determination. The Center will have a plan to ensure that Provisional Employees hired on or after January 1, 2014 submit a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site within 21 days from the date of hire or the first day of residency. The Center will not allow a provisional employee to be at the Center while children are present if this requirement is not met.

Correction Deadline: 9/28/2017**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 an employee hired on April 21, 2017 did not have documentation of current CPR and first aid training on this date.

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: 10/28/2017

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined, based on a review of records that an employee hired on April 21, 2017 did not have documentation of current health and safety orientation training complete on this date.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 10/28/2017

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

Lead staff education requirements

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)**Met****Comment**

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff