



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:** 2:00 PM **Departure:** 5:30 PM

CCLC-47820

Primrose School of Druid Hills

2910 North Druid Hills Road Atlanta, GA 30329 DeKalb County
 (678) 557-5207 lstechmesser@primrosedruidhills.com

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020
 Fax: (770) 357-7019
 roslyn.williams@decal.ga.gov

Mailing Address

2910 North Druid Hills Rd
 Atlanta, GA 30329

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.
12/08/2022	Licensing Study	Good Standing	
02/25/2022	Monitoring Visit	Good Standing	
12/07/2021	POI Follow Up	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 - A1	Infants	3	8	C	8	C	NA	NA	Transitioning
Main	B - A2	Infants	2	9	C	10	C	NA	NA	Transitioning
Main	C - B1	One Year Olds	2	11	C	12	C	NA	NA	Transitioning
Main	D - EP1	Two Year Olds	2	16	C	18	C	NA	NA	Transitioning
Main	E - EP2	Two Year Olds	2	12	C	17	C	NA	NA	Transitioning
Main	F - EP3	Two Year Olds	2	15	C	16	C	NA	NA	Transitioning
Main	G - E1	Three Year Olds	2	15	C	33	C	NA	NA	Transitioning
Main	H - C1	Three Year Olds	2	19	C	26	C	NA	NA	Transitioning
Main	I - C2	Three Year Olds	3	14	C	25	C	NA	NA	Transitioning
Main	J - D1	Four Year Olds	1	15	C	24	C	NA	NA	Transitioning
Main	K - D2	Six Year Olds and Over	2	21	C	24	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 213					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 155			Total Capacity @35 sq. ft.: 213			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A - Far Right	26	C
Main	B - School Age	34	C
Main	C - Preschool	48	C
Main	D - Infant	6	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/RulesAndRegulations.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)

Elizabeth Bennett, Program Official

Date

Roslyn Williams, Consultant

Date



**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

Findings Report

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

Arrival: 2:00 PM

Departure: 5:30 PM

CCLC-47820

Primrose School of Druid Hills

2910 North Druid Hills Road Atlanta, GA 30329 DeKalb County
(678) 557-5207 lstechmesser@primrosedruidhills.com

Mailing Address

2910 North Druid Hills Rd
Atlanta, GA 30329

Regional Consultant

Roslyn Williams

Phone: (770) 357-7020

Fax: (770) 357-7019

roslyn.williams@decal.ga.gov

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: 3

Child # 1

Not Met

"Missing/Incomplete Components"

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

Child # 2

Met

Child # 3

Not Met

"Missing/Incomplete Components"

.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, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined based on review of records that the work address for the parent was not documented in three 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: 12/15/2022

Facility

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 in the bathrooms was not working properly in the following rooms, A,D,E,F,G,H,I, 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)**Technical Assistance****Technical Assistance**

591-1-1-.25 - Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

Technical Assistance

591-1-1-.25(3) - Routine center maintenance was discussed with the director.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR) **Not Met**

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on review of records that on the medication authorization form dated December 5, 2022, staff did not document the the dates that medication was to be administered. It was further determined that staff did not document if the medication was dispensed on December 6, 2022, and the second dose on December 7, 2022.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 12/8/2022

Safety

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

Comment

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

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

Comment

Proper field trip documentation and regulations regarding checklists, name tags and permission forms was discussed on this date.

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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 was touching in rooms D, and K. It was further determined that the cots were accessible to children in rooms 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.

Staff Records

Records Reviewed: 38

Records with Missing/Incomplete Components: 2

Staff # 1 Not Met

Date of Hire: 07/10/2017

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 2 Met

Date of Hire: 05/29/2021

Staff # 3 Met

Date of Hire: 09/13/2022

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

Staff # 4 Met

Date of Hire: 07/07/2522

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

Staff # 5 Met

Date of Hire: 08/01/2017

Staff # 6 Met

Date of Hire: 05/22/2022

Staff # 7 Met

Date of Hire: 11/08/2021

Staff # 8 Met

Date of Hire: 05/25/2021

Staff # 9 Met

Date of Hire: 03/25/2019

Staff # 10 Met

Date of Hire: 06/01/2021

Staff # 11 Met

Date of Hire: 02/21/2022

Staff # 12 Met

Date of Hire: 03/15/2021

Staff # 13 Met

Date of Hire: 07/14/2020

Staff # 14	Met
Date of Hire: 07/23/2019	
Staff # 15	Met
Date of Hire: 10/12/2018	
Staff # 16	Met
Date of Hire: 09/20/2017	
Staff # 17	Met
Date of Hire: 07/12/2021	
Staff # 18	Met
Date of Hire: 11/17/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19	Met
Date of Hire: 08/15/2022	
Staff # 20	Met
Date of Hire: 05/13/2019	
Staff # 21	Met
Date of Hire: 07/12/2021	
Staff # 22	Met
Date of Hire: 05/16/2022	
Staff # 23	Met
Date of Hire: 08/13/2017	
Staff # 24	Not Met
Date of Hire: 10/25/2021	
<u>"Missing/Incomplete Components"</u>	
.24(1)-Education Experience Missing	
Staff # 25	Met
Date of Hire: 07/25/2022	
Staff # 26	Met
Date of Hire: 08/10/2020	
Staff # 27	Met
Date of Hire: 07/17/2018	

Records Reviewed: 38**Records with Missing/Incomplete Components: 2**

Staff # 28 Met
Date of Hire: 11/02/2017

Staff # 29 Met
Date of Hire: 07/29/2020

Staff # 30 Met
Date of Hire: 11/15/2021

Staff # 31 Met
Date of Hire: 07/14/2020

Staff # 32 Met
Date of Hire: 01/22/2002

Staff # 33 Met
Date of Hire: 03/22/2021

Staff # 34 Met
Date of Hire: 06/20/2022

Staff # 35 Met
Date of Hire: 08/15/2022

Staff # 36 Met
Date of Hire: 10/03/2022

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

Staff # 37 Met
Date of Hire: 10/24/2022

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

Staff # 38 Met
Date of Hire: 07/01/2022

Staff Credentials Reviewed: 7

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

Comment

Criminal record checks were observed to be complete.

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.