



**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:** 12/12/2025 **VisitType:** Licensing Study

**Arrival:** 3:40 PM **Departure:** 4:35 PM

**CCLC-3389**

**PRIME TIME - SUMMIT HILL ELEMENTARY SCHOOL**

13855 PROVIDENCE ROAD Alpharetta, GA 30004 Fulton County  
(770) 664-1220

Lead Consultant

LaToya Longshore

Phone: (470) 542-7388

Fax: (404) 478-8102

latoya.longshore@decal.ga.gov

**Mailing Address**  
Same

**Quality Rated:** ★

| <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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|-----------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/12/2025                         | Licensing Study | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10/18/2024                         | Licensing Study | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 04/30/2024                         | Licensing Study | 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                            | Cafeteria      | Six Year Olds and Over | 3     | 24       | C                             | 119        | C            | NA         | NA           | Outside, Snack |
| Main                            | Computer A-131 |                        | 0     | 0        | C                             | 20         | C            | NA         | NA           |                |
| Main                            | Gym            |                        | 0     | 0        | C                             | 127        | C            | NA         | NA           |                |
| Total Capacity @35 sq. ft.: 266 |                |                        |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                |
| Total # Children this Date: 24  |                |                        |       |          | Total Capacity @25 sq. ft.: 0 |            |              |            |              |                |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
| Main     | Playground | 166                  | C                     |

| <b>Enrolled Children</b> |         |         |         |         |                    |                   |
|--------------------------|---------|---------|---------|---------|--------------------|-------------------|
| Under 1 years            | 1 years | 2 years | 3 years | 4 years | 5 years (Prekonly) | 5 years and older |
| 0                        | 0       | 0       | 0       | 0       | 0                  | 49                |

**Comments**

The Licensing study was completed on site. The results of the visit was discussed with the site Director.

Plan of Improvement: Developed This Date

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.decal.ga.gov/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

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.

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#### 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 user id 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.

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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 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@decal.ga.gov](mailto:qualityrated@decal.ga.gov) for more information. Free technical assistance is available!**



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Summary Report

Date: 12/12/2025 VisitType: Licensing Study

Arrival: 3:40 PM Departure: 4:35 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 on this date.

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

Comment

Center does not provide swimming activities.

Facility

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

Comment

Licensed capacity observed to be routinely met by center on this date.

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

Comment

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

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

Comment

Playground observed to be clean and in good repair on this date.

Health and Hygiene

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

Comment

No children enrolled who require diapering. School age children attend only for after school hours.

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

Comment

Please ensure soiled items are stored inaccessible to children.

591-1-1-.20 Medications(CR) N/A

Comment

The Provider currently does not dispense/administer medication.

Safety

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|                            |            |
|----------------------------|------------|
| <b>591-1-1-.05 Animals</b> | <b>N/A</b> |
|----------------------------|------------|

**Comment**

Center does not keep animals on premises.

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

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

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.13 Field Trips(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Center does not participate in field trips at this time.

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Center does not provide routine transportation.

|                                         |
|-----------------------------------------|
| <b>Sleeping &amp; Resting Equipment</b> |
|-----------------------------------------|

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|                                                               |            |
|---------------------------------------------------------------|------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>N/A</b> |
|---------------------------------------------------------------|------------|

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

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|                            |
|----------------------------|
| <b>Records Reviewed: 7</b> |
|----------------------------|

|                                                      |
|------------------------------------------------------|
| <b>Records with Missing/Incomplete Components: 1</b> |
|------------------------------------------------------|

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Staff # 1

Not Met

Date of Hire: 08/13/2025

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

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|                                                                             |                |
|-----------------------------------------------------------------------------|----------------|
| <b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b> | <b>Not Met</b> |
|-----------------------------------------------------------------------------|----------------|

**Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on a review of staff records, staff #1 was observed outside with 9 school aged children without the most recently issued determination letter electronically ported.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will audit staff files to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will routinely check staff list to ensure Criminal Records Check rules are maintained.

**Correction Deadline: 12/12/2025**

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|                                            |            |
|--------------------------------------------|------------|
| <b>591-1-1-.14 First Aid &amp; CPR(CR)</b> | <b>Met</b> |
|--------------------------------------------|------------|

**Comment**

Please add First Aid & CPR cards to personnel files for staff #1.

**Finding**

591-1-1-.33(5)(a) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers, shall attend ten (10) clock hours of diverse training which is offered by an accredited college, university or vocational program or other Department-approved source. It was determined a review of staff records, there was no evidence of completed annual training on file for staff # 1.

**POI (Plan of Improvement)**

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

**Correction Deadline: 1/11/2026**

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

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <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.