



**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: 12/16/2019 **VisitType:** Licensing Study

Arrival: 8:30 AM

Departure: 2:10 PM

CCLC-23628

Appletree Prep

2881 Monroe Highway, Suite 201 Bogart, GA 30622 Oconee County
(770) 725-4117 kristin@appletreeprep.com

Regional Consultant

Quintayna Collins

Phone: (770) 359-4401

Fax:

Jennifer.Taylor@decal.ga.gov

Mailing Address

Same

Quality Rated: ★ ★

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.
12/16/2019	Licensing Study	Good Standing	
06/27/2019	Complaint Closure	Good Standing	
06/25/2019	Complaint Investigation 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	Left Hall: 1R-Seedlings	Infants and One Year Olds	2	9	C	14	C	NA	NA	Free Play,Breakfast
Main	Left Hall: 2L-PreK2	PreK	2	19	C	21	C	29	C	Centers
Main	Left Hall: 2R-Sprouts	Infants	3	3	C	18	C	NA	NA	Nap,Feeding,Floor Play
Main	Left Hall:1L-PreK1	Five Year Olds and PreK	2	20	C	21	C	29	C	Centers
Main	Middle: Little Buds	One Year Olds and Two Year Olds	3	14	C	18	C	NA	NA	Transitioning,Breakfast
Main	Right Hall: 1L-Blossoms	Two Year Olds	3	14	C	19	C	NA	NA	Circle Time
Main	Right Hall: 1R-Golden Apple	Three Year Olds and Four Year Olds	2	12	C	21	C	NA	NA	Breakfast
Main	Right Hall: 2L-Yellow Apple	Two Year Olds and Three Year Olds	3	17	C	20	C	NA	NA	Transitioning
Main	Right Hall: 2R-Full Bloomers	Two Year Olds	1	6	C	30	C	42	C	Free Play
Main	Right Hall: 3L-Red Apple	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Circle Time

Total Capacity @35 sq. ft.: 202

Total Capacity @25 sq. ft.: 236

Total # Children this Date: 129

Total Capacity @35 sq. ft.: 202

Total Capacity @25 sq. ft.: 236


Building @25 capacity limited by Fire Marshall Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	A	50	C
Main	B	71	C
Main	C	37	C

Comments

Plan of Improvement: Developed This Date 12/16/2019

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

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
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.state.ga.us

Kristin Norris, Program Official

Date

Quintayna Collins, Consultant

Date



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Findings Report

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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

Swimming activities provided off site.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

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

Met

Comment

Records were observed to be complete and well organized.

Facility

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) **Met**

Comment

Center appears clean and well maintained.

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) **Met**

Comment

Documentation for medication dispensing observed complete.

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) **Met**

Comment

Complete documentation of transportation observed.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 21

Records with Missing/Incomplete Components: 0

Staff # 1

Met

Date of Hire: 10/26/2018

Staff # 2 Date of Hire: 02/19/2018	Met
Staff # 3 Date of Hire: 02/08/2012	Met
Staff # 4 Date of Hire: 05/13/2013	Met
Staff # 5 Date of Hire: 07/22/2015	Met
Staff # 6 Date of Hire: 11/21/2016	Met
Staff # 7 Date of Hire: 12/11/2017	Met
Staff # 8 Date of Hire: 07/24/2019	Met
Staff # 9 Date of Hire: 08/05/2019	Met
Staff # 10 Date of Hire: 08/15/2016	Met
Staff # 11 Date of Hire: 08/07/2013	Met
Staff # 12 Date of Hire: 08/30/2017	Met
Staff # 13 Date of Hire: 10/03/2018	Met
Staff # 14 Date of Hire: 11/30/2018	Met
Staff # 15 Date of Hire: 07/21/2019	Met
Staff # 16 Date of Hire: 09/12/2017	Met

Records Reviewed: 21

Records with Missing/Incomplete Components: 0

Staff # 17 Date of Hire: 01/16/2019	Met
Staff # 18 Date of Hire: 05/14/2019	Met
Staff # 19 Date of Hire: 08/13/2012	Met
Staff # 20 Date of Hire: 06/18/2015	Met
Staff # 21 Date of Hire: 12/05/2017	Met

Staff Credentials Reviewed: 7

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met

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 review of records staff member #14 on August 5, 2019 had not been ported.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will 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 ensure CRC rules are maintained. The center will request portability as soon as the staff member's information is obtained.

Correction Deadline: 12/16/2019

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

Comment

Complete first aid kits observed in center and on vehicles.

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.