



**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:** 2/14/2018    **VisitType:** Monitoring Visit    **Arrival:** 9:45 AM    **Departure:** 3:30 PM

**CCLC-23628**

**Appletree Prep**

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

**Regional Consultant**

Alva Huff

Phone: (770) 357-3405

Fax: (770) 357-3404

jennifer.taylor@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
02/14/2018	Monitoring Visit	Good Standing
08/30/2017	Licensing Study	Good Standing
03/23/2017	Complaint Closure	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	1L-Seedlings	Infants	2	6	C	14	C	NA	NA	Floor Play
Main	1R-PreK1		0	0	C	21	C	NA	NA	Not In Use
Main	2L-Sprouts	Infants and One Year Olds	2	6	C	18	C	NA	NA	Nap
Main	2R-PreK2	PreK	2	18	C	20	C	NA	NA	Outside
Main	3L-Little Buds	One Year Olds	4	14	C	18	C	NA	NA	Lunch
Main	3R-Golden Apple	Three Year Olds and Four Year Olds	2	19	C	20	C	NA	NA	Transitioning, Lunch
Main	4L-Blossoms	Two Year Olds	3	13	C	19	C	NA	NA	Lunch, Diapering, Transitioning
Main	4L-Full Bloomers		0	0	C	30	C	NA	NA	Not In Use
Main	5L(yellow apple)	Two Year Olds	3	18	C	20	C	NA	NA	Lunch
Main	6L-Red Apple	Three Year Olds and Four Year Olds	2	18	C	20	C	NA	NA	Lunch

Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 112    Total Capacity @35 sq. ft.: 200

Total Capacity @25 sq. ft.: 0


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

**Comments**

The purpose of this visit was to conduct a monitoring visit and to follow up on the previous visit from August 30, 2017.

Plan of Improvement: Developed This Date 02/14/2018

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@decals.ga.gov](mailto:CCSRefutations@decals.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://decals.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.decals.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@decals.ga.gov](mailto:qualityrated@decals.ga.gov)

Kristin Norris, 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**

**Correction Deadline: 8/30/2017**

**Corrected on 2/14/2018**

.12(2) - Previous citation corrected in that consultant observed dramatic play stove set and refrigerator set in good repair 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 met on this date.

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

**Comment**

No hazards observed accessible to children on this date.

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

**Comment**

Playground observed to be clean and in good repair.

#### Food Service

**591-1-1-.18 Kitchen Operations** **Met**

**Correction Deadline: 8/30/2017**

Corrected on 2/14/2018

.18(10) - Previous citation corrected in that consultant observed garbage/trash cans with tight fitting lids in all classrooms on this date.

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)**

**Met**

**Comment**

Proper diapering procedures observed.

**Comment**

Staff state proper knowledge of diapering procedures.

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

**Met**

**Correction Deadline: 8/30/2017**

Corrected on 2/14/2018

.17(7) - Previous citation corrected in that consultant observed staff to ensure children's hands were washed as required on this date.

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.20 - Consultant discussed proper medication documentation, procedures, and storage with administrative staff on this date.

<b>Safety</b>
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**591-1-1-.11 Discipline(CR)**

**Met**

**Comment**

Age-appropriate discussion and/or redirection observed.

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

**Not Met**

**Finding**

591-1-1-.36(7)(a) requires that each vehicle contains current information including: the full names of all children to be transported, each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Center's name, telephone number and the name of the driver of the vehicle. It was determined, based on a review of records that the center did not document in writing the name of the driver of the vehicle for routine transportation conducted for the weeks of January 15-19, 2018; January 22-26, 2018; January 29 - February 2, 2018; and February 5-9, 2018.

**POI (Plan of Improvement)**

The Center will ensure that the Center's information and the children's information is included on each vehicle.

**Correction Deadline: 2/15/2018**

**Finding**

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined, based on a review of records that the center did not document in writing the time of arrival for routine transportation conducted from Rocky Branch Elementary School to Appletree Prep on January 30, 2018 and February 2, 2018. It was further determined, that the center did not document in writing the time of departure for routine transportation conducted from Appletree Prep to Rocky Branch Elementary School on February 9, 2018.

**POI (Plan of Improvement)**

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

**Correction Deadline: 2/15/2018**

**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 a second check for routine transportation conducted from Rocky Branch Elementary School to Appletree Prep on January 9, 2018 (first and second load) and January 12, 2018.

**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: 2/14/2018**

**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.

**Staff Records**

**Records Reviewed: 26**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 08/31/2016	
Staff # 2	Met
Date of Hire: 01/16/2017	
Staff # 3	Met
Date of Hire: 07/22/2015	

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Staff # 4 Date of Hire: 01/24/2017	Met
Staff # 5 Date of Hire: 05/02/2016	Met
Staff # 6 Date of Hire: 12/11/2017	Met
Staff # 7 Date of Hire: 05/01/2017	Met
Staff # 8 Date of Hire: 07/26/2017	Met
Staff # 9 Date of Hire: 05/23/2016	Met
Staff # 10 Date of Hire: 08/07/2013	Met
Staff # 11 Date of Hire: 08/07/2017	Met
Staff # 12 Date of Hire: 10/30/2017	Met
Staff # 13 Date of Hire: 02/29/2016	Met
Staff # 14 Date of Hire: 02/06/2018	Met
Staff # 15 Date of Hire: 12/11/2017	Met
Staff # 16 Date of Hire: 06/26/2017	Met
Staff # 17 Date of Hire: 08/14/2017	Met
Staff # 18 Date of Hire: 10/10/2016	Met

**Records Reviewed: 26****Records with Missing/Incomplete Components: 1**

Staff # 19 Date of Hire: 12/05/2017	Met
Staff # 20 Date of Hire: 08/12/2013	Met
Staff # 21 Date of Hire: 08/31/2017	Met
Staff # 22 Date of Hire: 09/12/2017	Met
Staff # 23 Date of Hire: 06/01/2016	Met
Staff # 24 Date of Hire: 09/27/2017 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing	Not Met
Staff # 25 Date of Hire: 08/30/2017	Met
Staff # 26 Date of Hire: 11/21/2013	Met

**Staff Credentials Reviewed: 26****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided (8) file(s) for employees hired since the last visit.

**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 October 3, 2017 did not have documentation of current first aid and CPR 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.

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591-1-1-.31 Staff(CR)

Met

**Comment**

Lead teacher requirements met on this date.

<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.