



**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:** 6/18/2021    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 11:30 AM

**CCLC-23628**

**Appletree Prep**

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

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@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.
06/18/2021	Monitoring Visit	Good Standing	
03/16/2021	Complaint Investigation by Phone	Good Standing	
11/17/2020	Licensing Study	Good Standing	

**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	Left Hall: 1R-Seedlings	Infants and One Year Olds	2	10	C	14	C	NA	NA	Floor Play, Free Play	
Main	Left Hall: 2L-PreK2		0	0	C	21	C	29	C	Centers	
Main	Left Hall: 2R-Sprouts	One Year Olds	3	6	C	18	C	NA	NA	Centers	
Main	Left Hall: 1L-PreK1	Four Year Olds and Five Year Olds	2	13	C	21	C	29	C	Circle Time	
Main	Middle: Little Buds	Two Year Olds	3	9	C	18	C	NA	NA	Centers	
Main	Right Hall: 1L-Blossoms	One Year Olds and Two Year Olds	4	13	C	19	C	NA	NA	Outside	
Main	Right Hall: 1R-Golden Apple		0	0	C	21	C	NA	NA		
Main	Right Hall: 2L-Yellow Apple		0	0	C	20	C	NA	NA		
Main	Right Hall: 2R-Full Bloomers	Five Year Olds and Six Year Olds and Over	2	23	C	30	C	42	C	Centers	
Main	Right Hall: 3L-Red Apple	Three Year Olds and Four Year Olds	2	15	C	20	C	NA	NA	Centers	
Total Capacity @35 sq. ft.: 202					Total Capacity @25 sq. ft.: 236						
Total # Children this Date: 89			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

**Comments**

A virtual visit was completed on June 18, 2021. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on June 15, 2021 was reviewed during the virtual inspection.

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).



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](mailto: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.decal.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@decal.ga.gov](mailto:qualityrated@decal.ga.gov)

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Kristin Norris, Program Official

Date

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Margarita Collier, 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**

A variety of equipment and toys were observed throughout the center.

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

**Met**

**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.

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

**Met**

**Comment**

Center appears clean and well maintained.

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

**Technical Assistance**

**Technical Assistance**

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.).
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Refluff resilient surface as needed.

### Food Service

**Technical Assistance**

The consultant discussed new revision to restricted food. Foods that are associated with young children’s choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/wind pipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Technical Assistance**

The consultant discussed revision to the written feeding plans for children under the age of 1 years old. Age appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child’s primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**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 stated the proper handwashing procedures for children and staff.

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

**Met**

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.29 Required Reporting**

Technical Assistance

**Technical Assistance**

The consultant discussed the required reporting process via DECAL KOALA with the director (i.e., communicable illness, program operating status, child abuse, neglect, deprivation, etc.).

**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 consultant observed the following vehicle to have evidence of a current vehicle inspection report:

- Vehicle Tag #PKE6725 - Expires July 31, 2021
- Vehicle Tag #RLQ09046 - Expires July 31, 2021

**Sleeping & Resting Equipment**

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records****Records Reviewed: 37****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 10/26/2018	
Staff # 3	Met
Date of Hire: 02/19/2018	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 09/21/2020	
Staff # 6	Met
Staff # 7	Met
Date of Hire: 02/08/2012	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 05/13/2013	
Staff # 10	Met
Date of Hire: 07/22/2015	
Staff # 11	Met
Date of Hire: 09/21/2020	
Staff # 12	Met
Staff # 13	Met
Date of Hire: 09/17/2020	
Staff # 14	Met
Date of Hire: 11/21/2016	
Staff # 15	Met
Date of Hire: 12/11/2017	

Staff # 16 Date of Hire: 07/24/2019	Met
Staff # 17	Met
Staff # 18 Date of Hire: 08/15/2016	Met
Staff # 19 Date of Hire: 08/07/2013	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22 Date of Hire: 12/09/2019	Met
Staff # 23	Met
Staff # 24 Date of Hire: 04/01/2021	Met
Staff # 25 Date of Hire: 11/14/2018	Met
Staff # 26 Date of Hire: 11/30/2018	Met
Staff # 27	Met
Staff # 28	Met
Staff # 29 Date of Hire: 08/05/2019	Met
Staff # 30 Date of Hire: 05/14/2019	Met
Staff # 31 Date of Hire: 03/22/2021	Met
Staff # 32	Met
Staff # 33 Date of Hire: 04/19/2021	Met

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

**Records Reviewed: 37**

**Records with Missing/Incomplete Components: 0**

Staff # 34 Met

Staff # 35 Met

Date of Hire: 06/18/2015

Staff # 36 Met

Date of Hire: 06/10/2021

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

Staff # 37 Met

**Staff Credentials Reviewed: 5**

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

**Technical Assistance**

**Comment**

Criminal record checks were observed to be complete.

**Technical Assistance**

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors, and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

**Comment**

The director provided two files for two staff members hired since the previous visit was conducted on March 16, 2021. The consultant observed two of two newly hired staff members to have evidence of a satisfactory comprehensive determination letter on file.

**591-1-1-.33 Staff Training**

**Technical Assistance**

**Technical Assistance**

The consultant discussed the following with the director regarding health and safety orientation training:

- Ensure that all newly hired staff members complete health and safety orientation training within the first 90-days of their date of hire.
- Staff will be allowed to transfer their health and safety orientation training if they change employment to another facility if the health and safety orientation training is an approved 10-hour training meeting the new requirements and the training has been obtained within the preceding 12 months.
- Staff members cannot re-take the health and safety orientation training in order to meet the required 10 hours of annual training for at least five years.

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on June 15, 2021.

**Staffing and Supervision**



**Comment**

Center observed to maintain appropriate staff:child ratios.

**Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

**Technical Assistance**

The consultant discussed staff being attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.