



**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: 1/7/2020 **VisitType:** Licensing Study **Arrival:** 8:45 AM **Departure:** 11:30 AM

CCLC-3463

Appleton Early Learning Center

680 Fairburn Rd SW Atlanta, GA 30331 Fulton County
(404) 699-0765 appletonlearning@yahoo.com

Regional Consultant

Michelle Smith

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Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
01/07/2020	Licensing Study	Good Standing
08/07/2019	Monitoring Visit	Good Standing
05/20/2019	POI Follow Up	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	A 1R	Infants and One Year Olds	2	11	C	12	C	NA	NA	Floor Play,Story
Main	B 2R	Two Year Olds	2	20	C	51	C	NA	NA	Story
Main	C Rear Right	Three Year Olds	1	16	C	17	C	NA	NA	Circle Time
Main	D- Rear Left	Four Year Olds	1	14	C	44	C	NA	NA	Centers
Main	E- Front Left	Three Year Olds	1	12	C	12	C	NA	NA	Story
Total Capacity @35 sq. ft.: 136						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 73			Total Capacity @35 sq. ft.: 136			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of this visit was to conduct a Licensing Study as follow up to the visit conducted 8.7.19. Consultant discussed and reviewed report with Center Director on this date.

Plan of Improvement: Developed This Date 01/07/2020

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

Ramani Jackson, Program Official

Date

Michelle Smith, 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-.03 Activities**Technical Assistance****Technical Assistance**

591-1-1-.03(2) - Consultant discussed with Center Director to ensure that current lesson plans are posted in each classroom.

Correction Deadline: 1/7/2020

591-1-1-.12 Equipment & Toys(CR)**Met****Comment**

Equipment and furniture observed to be properly secured, as applicable.

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: 0**

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

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1)(b) requires Center Staff to maintain a file for each child that includes parental authorizations, including, but not limited to, written authorization for the Center to obtain emergency medical care for the child when the Parent is not available. It was determined based on review of records that one child did not have a medical authorization form completed by the parent as required on this date.

POI (Plan of Improvement)

The Center will develop and follow a system to place and maintain all types of parental authorizations in these files.

Correction Deadline: 1/7/2020

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)**Technical Assistance****Technical Assistance**

591-1-1-.25(8) - Consultant discussed with Center Director to ensure that the A 1R Classroom has a cap or cover on the electrical outlet near the changing surface.

Correction Deadline: 1/7/2020

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

Correction Deadline: 8/23/2019**Corrected on 1/7/2020**

.26(9) - Consultant observed the infant/toddler swing to be clean and in good condition.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Correction Deadline: 4/26/2019****Corrected on 1/7/2020**

.15(8) - Consultant discussed medical adverse actions with the Center Director. Consultant discussed the proper steps to handle an allergic reaction to food served at the facility.

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)**Not Met****Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that one child did wash their hands upon arrival in the A 1R Classroom as required to prevent the spread of diseases and germs.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 1/7/2020

591-1-1-.20 Medications(CR)**Met****Correction Deadline: 6/3/2019****Corrected on 1/7/2020****.20(1) - Consultant observed a new medical authorization plan in use by the facility.**

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures**Not Met****Finding**

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on review of records that emergency lock down and tornado drills were not conducted every six months as required.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 1/12/2020

591-1-1-.29 Required Reporting**Met****Correction Deadline: 6/26/2019****Corrected on 1/7/2020****.29(3) - Consultant discussed the required reporting process with Center Director on this date.**

Safety

591-1-1-.05 Animals**Met****Comment**

Animals maintained clean and appropriately caged.

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**

Field trip documentation observed to be complete.

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

Complete documentation of transportation observed for a field trip on October 2, 2019.

Sleeping & Resting Equipment

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

Discussed SIDS and infant sleeping position.

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

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Staff # 4	Met
Date of Hire: 01/01/1985	
Staff # 5	Met
Date of Hire: 08/24/2007	
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Date of Hire: 11/07/2005	
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Date of Hire: 01/22/2019	
Staff # 13	Met
Date of Hire: 03/19/2019	

Staff Credentials Reviewed: 4

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

Criminal record checks were observed to be complete. Consultant observed 16 of 16 Center Staff to have valid Satisfactory Comprehensive Criminal records Check determination letters issued by the Department as required.

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

591-1-1-.33(3)-Consultant will evaluate during the next regulatory visit.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 5/15/2019

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**

Adequate supervision observed on this date.