



**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:** 6/12/2019    **VisitType:** Monitoring Visit    **Arrival:** 11:30 AM    **Departure:** 12:45 PM

**CCLC-35299**

**Apple Tree Prep**

810 Olympic Drive Athens, GA 30601 Clarke County  
(706) 546-9446 debra@appletreeprep.com

**Regional Consultant**

Emma Smith

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emma.smith@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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
06/12/2019	Monitoring Visit	Good Standing	
10/30/2018	Incident Investigation Closure	Good Standing	
10/30/2018	Incident Investigation/Monitoring Visit	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	1L	Infants	1	1	C	18	C	NA	NA	Transitioning, Floor Play
Main	1R	Six Year Olds and Over	3	13	C	20	C	NA	NA	Outside
Main	2L	One Year Olds	2	7	C	17	C	NA	NA	Nap, Transitioning, Lunch
Main	2R		0	0	C	20	C	NA	NA	Not In Use
Main	3L	Three Year Olds	2	15	C	21	C	NA	NA	Nap, Lunch
Main	3R		0	0	C	22	C	NA	NA	Not In Use
Main	4L	One Year Olds	1	4	C	19	C	NA	NA	Nap
Main	5L	Two Year Olds	2	8	C	20	C	NA	NA	Nap, Lunch
Main	6L	One Year Olds and Two Year Olds	2	7	C	20	C	NA	NA	Nap, Transitioning
<b>Total Capacity @35 sq. ft.: 177</b>						<b>Total Capacity @25 sq. ft.: 0</b>				
<b>Total # Children this Date: 55</b>			<b>Total Capacity @35 sq. ft.: 177</b>			<b>Total Capacity @25 sq. ft.: 0</b>				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A - Infant/Toddler	25	C
Main	Playground B - Preschool	48	C

**Comments**

The purpose of this visit is to conduct a Monitoring Visit and follow-up to the previous visit on 10/30/2018.

Plan of Improvement: Developed This Date 06/12/2019

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](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.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](mailto:qualityrated@dec.state.ga.us)

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Debra Pittman-Davis, Program Official

Date

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Emma Smith, 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-.03 Activities**

**Not Met**

**Finding**

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development. The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined by consultant observation that classrooms did not have updated lesson plans on this date.

**POI (Plan of Improvement)**

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

**Correction Deadline: 6/12/2019**

**Recited on 6/12/2019**

**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.

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

No hazards observed accessible to children on this date.

**Correction Deadline: 10/30/2018****Corrected on 6/12/2019**

**.25(3) - The previous citation was corrected on this date. The consultant did not observe soiled or stained rugs or toilet bowls at the center on this date.**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

591-1-1-.26(6) - Please ensure to remove any play equipment on the playground that is deflated or broken.

**Correction Deadline: 6/22/2019**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Not Met****Finding**

591-1-1-.15(4) requires that a feeding chair or similar equipment designed for feeding children shall be provided for the use of each child being fed who is capable of sitting up but who is unable to sit unassisted at a table and must be cleaned with a disinfectant after each use. Such chair or similar equipment shall have a broad base to prevent tipping, a surface that the child cannot raise, a strap or other device which prevents the child from sliding out of the chair, and a feeding surface free of cracks. It was determined based on an observation that one infant was sitting in a high chair and was observed to not be strapped in with the safety straps.

**POI (Plan of Improvement)**

The Center will inspect feeding equipment to ensure it meets each of the listed criteria and to verify a feeding chair or equipment is provided for each child who requires one. The Center will train staff and monitor to ensure that the feeding equipment is cleaned with a disinfectant after each use.

**Correction Deadline: 6/12/2019****Recited on 6/12/2019**

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**Health and Hygiene**

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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Documentation for medication dispensing observed complete for one medication being dispensed at this time.

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**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Please be mindful of voice tone in redirecting children.

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

Center does not provide routine transportation.

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**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

**Comment**

Pleasant naptime environment observed.

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**Staff Records**

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**Records Reviewed: 16****Records with Missing/Incomplete Components: 0**

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Staff # 1	Met
Date of Hire: 02/22/2019	
Staff # 2	Met
Date of Hire: 10/25/2018	
Staff # 3	Met
Date of Hire: 08/04/2016	
Staff # 4	Met
Date of Hire: 08/01/2013	
Staff # 5	Met
Date of Hire: 08/01/2011	
Staff # 6	Met
Date of Hire: 12/20/2018	
Staff # 7	Met
Date of Hire: 07/20/2003	
Staff # 8	Met
Date of Hire: 02/07/2011	
Staff # 9	Met
Date of Hire: 01/11/2010	
Staff # 10	Met
Date of Hire: 10/01/2008	

**Records Reviewed: 16**

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

Staff # 11 Date of Hire: 01/14/2019	Met
Staff # 12 Date of Hire: 09/01/2012	Met
Staff # 13 Date of Hire: 02/27/2019	Met
Staff # 14 Date of Hire: 06/01/2003	Met
Staff # 15 Date of Hire: 08/01/2009	Met
Staff # 16 Date of Hire: 09/01/2004	Met

**Staff Credentials Reviewed: 16**

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

**Comment**

Criminal record checks were observed to be complete for all sixteen staff members on this date.

**Comment**

Director provided 4 file(s) for employees hired since last visit.

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

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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.