



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

Cover Sheet

Date: 3/14/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 11:25 AM **Departure:** 5:55 PM

CCLC-23628

Appletree Prep

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Regional Consultant

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Mailing Address

Same

Quality Rated: ★ ★ ★

Compliance Zone Designation		
03/14/2022	Complaint Investigation & Licensing Study	Good Standing
09/28/2021	Monitoring Visit	Good Standing
06/18/2021	Monitoring Visit	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	Left Hall: 1R-Seedlings	Infants and One Year Olds	3	7	C	14	C	NA	NA	Nap
Main	Left Hall: 2L-PreK2	Four Year Olds and Five Year Olds	3	15	C	21	C	29	C	Transitioning, Lunch
Main	Left Hall: 2R-Sprouts	Infants	2	8	C	18	C	NA	NA	Nap, Free Play, Feeding
Main	Left Hall: 1L-PreK1		0	0	C	21	C	29	C	
Main	Middle: Little Buds	One Year Olds and Two Year Olds	2	12	C	18	C	NA	NA	Nap
Main	Right Hall: 1L-Blossoms	Two Year Olds and Three Year Olds	2	17	C	19	C	NA	NA	Nap
Main	Right Hall: 1R-Golden Apple	Three Year Olds and Four Year Olds	1	14	C	21	C	NA	NA	Nap
Main	Right Hall: 2L-Yellow Apple	Three Year Olds	1	15	C	20	C	NA	NA	Nap
Main	Right Hall: 2R-Full Bloomers	Five Year Olds and Six Year Olds and Over	1	9	C	30	C	42	C	Centers
Main	Right Hall: 3L-Red Apple	Three Year Olds and Four Year Olds	1	10	C	20	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 202

Total Capacity @25 sq. ft.: 236

Total # Children this Date: 107

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

On this date, consultant followed up to previous visit and conducted an on-site Licensing study. Consultant requested provider submit required documents for the Administrative Review process.

A CI was also conducted.

Reminders: Please be sure to contact the Oconee County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Please also complete a Required Report in DECAL KOALA for all communicable diseases within 24 hours. Be sure to select "Notifiable Communicable Diseases" to report closures for COVID cases.

Please be sure to enter all temporary closures in DECAL KOALA under the Required Report tab whenever your facility closed temporarily for one day or more.

Incident Reports are to be submitted via DECAL KOALA with all signed staff statements for staff and the director.

As of August 2, 2021, all amendments are required to be entered in DECAL KOALA.

Please be sure to hide staff who are no longer employed in your DECAL KOALA account. Please reach out for help with this, if needed.

Plan of Improvement: Developed This Date 03/14/2022

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.decal.ga.gov/CCS/RulesAndRegulations.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



Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Kristin Norris, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 3/14/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 11:25 AM **Departure:** 5:55 PM

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The following information is associated with a Licensing Study 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.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Emergency Contact information Missing

Child # 3

Met

Child # 4

Met

Child # 5

Met

Technical Assistance

591-1-1-.08(1) - Please ensure that all children's enrollment applications are completed with the requested information prior to beginning at the center including their emergency contacts address.

Correction Deadline: 3/14/2022

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)**Not Met****Technical Assistance**

591-1-1-.25(13) - Please remember that toilet brushes are not to be stored accessible to the children.

Correction Deadline: 3/14/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that cabinet door under the diaper changing station was observed to be broken in the Middle Little Buds classroom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring. The door was removed until it can be repaired during the visit.

Correction Deadline: 3/14/2022

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that two pink airplanes were observed to have cracks with sharp edges on the back near the wheel one on the right and one on the left side on playground A.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters. The airplanes were removed during the visit.

Correction Deadline: 3/24/2022

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR)**Not Met****Comment**

Staff state proper knowledge of diapering procedures.

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the changing pads in the Left Hall: 1R Seedlings and 2R Sprouts classrooms both had a tear on the side.

POI (Plan of Improvement)

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

Correction Deadline: 3/28/2022

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

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Finding**

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that the first row left and right seat backs in vehicle PEK 6725 were observed to have holes and vehicle tag number QAK 8040 the first and third left seat belts were not working.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 3/31/2022

Sleeping & Resting Equipment**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****Not Met****Finding**

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on observation that six children in the Right Hall" 2L- Yellow Apple classroom did not have sheets on their mats during naptime.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 3/14/2022

Staff Records

Staff # 1 Date of Hire: 10/26/2018	Met
Staff # 2 Date of Hire: 02/19/2018	Met
Staff # 3 Date of Hire: 02/10/2021	Met
Staff # 4 Date of Hire: 02/08/2012	Met
Staff # 5 Date of Hire: 07/22/2015	Met
Staff # 6 Date of Hire: 03/21/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 7 Date of Hire: 01/31/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8 Date of Hire: 02/07/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 9 Date of Hire: 12/11/2017	Met
Staff # 10 Date of Hire: 08/15/2016	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 11 Date of Hire: 02/19/2028	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12 Date of Hire: 08/31/2020	Met
Staff # 13	Met
Staff # 14 Date of Hire: 03/14/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff # 15 Date of Hire: 11/30/2018	Met
Staff # 16 Date of Hire: 02/24/2020	Met
Staff # 17 Date of Hire: 08/30/2021	Met
Staff # 18 Date of Hire: 11/22/2026	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 19 Date of Hire: 07/28/2021	Met
Staff # 20 Date of Hire: 10/05/2020	Met
Staff # 21 Date of Hire: 05/14/2019	Met
Staff # 22 Date of Hire: 03/22/2021	Met
Staff # 23	Met
Staff # 24 Date of Hire: 08/13/2012	Not Met
<u>"Missing/Incomplete Components"</u> .14(2)-CPR missing	
Staff # 25 Date of Hire: 11/18/2021	Met
Staff # 26 Date of Hire: 07/19/2021	Met
Staff # 27 Date of Hire: 05/13/2013	Met
Staff # 28 Date of Hire: 02/07/2022	Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 29	Met

Records Reviewed: 33**Records with Missing/Incomplete Components: 2**

Date of Hire: 01/03/2022

Staff # 30 Met

Date of Hire: 06/18/2015

Staff # 31 Met

Date of Hire: 09/07/2021

Staff # 32 Met

Date of Hire: 02/03/2021

Staff # 33 Met

Date of Hire: 08/13/2021

Staff Credentials Reviewed: 13**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

-Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

-Please ensure that records checks are redone if there is a six-month break in service.

-Please also ensure that satisfactory records checks are updated before the expiration date.

-Ensure that all therapists and other independent contractors have an updated records check on file, before being present at the center.

-Please ensure that staff with a national background check is always present with a staff who has a comprehensive background check. Staff should never be by themselves.

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 record that staff #24 did not have evidence of current CPR. The course was completed online.

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.

Correction Deadline: 4/13/2022**591-1-1-.33 Staff Training Not Met**

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on a review of records that staff #10 did not have evidence of ten hours of annual training for 2021.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 4/13/2022

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

Met

Correction Deadline: 12/31/2021

Corrected on 3/14/2022

.31(2)(b)2. - The previous citation was observed to be corrected in that there was a new lead teacher placed in the position. Please ensure that staff meets the qualifications for lead with current evidence of credentials.

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)

Not Met

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that staff in the Left Hall: 2R Sprouts was not seated with a child during mealtimes as the child was in a highchair eating.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 3/14/2022