



**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:** 11/9/2022 **VisitType:** Monitoring Visit

**Arrival:** 1:15 PM

**Departure:** 5:40 PM

**CCLC-23628**

**Appletree Prep**

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

**Regional Consultant**

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@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. |
|------------------------------------|---|---------------|--|
| 11/09/2022                         | Monitoring Visit                          | Good Standing |  |
| 04/14/2022                         | Complaint Closure                         | Good Standing |  |
| 03/14/2022                         | Complaint Investigation & Licensing Study | Good Standing |  |

  

|                      |   |
|----------------------|---|
| <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. |

**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                           | 1     | 5        | C    | 14         | C            | NA         | NA           | Floor Play          |
| Main     | Left Hall: 2L-PreK2          | PreK                              | 2     | 15       | C    | 21         | C            | 29         | C            | Nap                 |
| Main     | Left Hall: 2R-Sprouts        | Infants and One Year Olds         | 2     | 7        | C    | 18         | C            | NA         | NA           | Nap                 |
| Main     | Left Hall:1L-PreK1           | PreK                              | 1     | 15       | C    | 21         | C            | 29         | C            | Nap                 |
| Main     | Middle: Little Buds          | One Year Olds                     | 2     | 15       | C    | 18         | C            | NA         | NA           | Nap,Transitioning   |
| Main     | Right Hall: 1L-Blossoms      | Two Year Olds                     | 2     | 14       | C    | 19         | C            | NA         | NA           | Nap                 |
| Main     | Right Hall: 1R-Golden Apple  |                                   | 2     | 0        | C    | 21         | C            | NA         | NA           | Nap,Transitioning   |
| Main     | Right Hall: 2L-Yellow Apple  | Two Year Olds and Three Year Olds | 2     | 15       | C    | 20         | C            | NA         | NA           | Transitioning,Nap   |
| Main     | Right Hall: 2R-Full Bloomers | PreK                              | 2     | 19       | C    | 30         | C            | 42         | C            | Outside             |
| Main     | Right Hall: 3L-Red Apple     | Three Year Olds                   | 2     | 13       | C    | 20         | C            | NA         | NA           | Transitioning,Snack |

Total Capacity @35 sq. ft.: 202

Total Capacity @25 sq. ft.: 236

Total # Children this Date: 118

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**

Reminders: Refer to the published communicable disease chart for guidance regarding communicable diseases. In most scenarios, only outbreaks/clusters should be reported to the local health districts.

Please be sure to contact the Oconee County Department of Health, if there are outbreaks/clusters of positive COVID-19 cases immediately, and get their guidance. Please be sure to also complete a Required Report in DECAL KOALA for all individual cases of 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 is 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.

All amendments are required to be electronically entered in DECAL KOALA effective August 2, 2021.

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.

For centers conducting transportation, please remember that the transportation training certificates must be renewed every two years for everyone participating in transportation including the director.

Provided updated orientation checklist.

Plan of Improvement: No Plan Developed 01/01/0001

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.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.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.

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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](http://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.'

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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)

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Kristin Norris, Program Official

Date

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Dianne Clarke, Consultant

Date



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**Findings Report**

**Date:** 11/9/2022 **VisitType:** Monitoring Visit **Arrival:** 1:15 PM **Departure:** 5:40 PM

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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**

**Correction Deadline: 3/14/2022**

**Corrected on 11/9/2022**

**.25(3) - The previous citation was observed to be corrected in that the cabinet door was in good repair. Please ensure that cabinets are locking and in good repair. If not, ensure that staff remove hazardous items from the cabinet.**

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

**Met**

**Correction Deadline: 3/24/2022**

**Corrected on 11/9/2022**

**.26(6) - The previous citation was observed to be corrected in that the items were not observed on the playground. Please ensure that staff are aware of equipment that are not in good repair and remove them.**

**Health and Hygiene**

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

Correction Deadline: 3/28/2022

Corrected on 11/9/2022

.10(4) - The previous citation was observed to be corrected, in that there were new changing pads on the changing table. Please ensure that staff are aware that the changing pads can have no tears and they inform management immediately.

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

**Comment**

Proper hand washing observed throughout the center.

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

**Comment**

Documentation for medication dispensing observed complete.

**Safety**

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

**Comment**

Age-appropriate discussion and/or redirection observed.

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

Correction Deadline: 3/31/2022

Corrected on 11/9/2022

.36(4)(b) - The previous citation was observed to be corrected, in that the seat belts were in repair. Please ensure to repair the seat belts even when the seats will not be in use. Ensure that the driver is checking that the seat belts are in good repair and are notifying management.

**Sleeping & Resting Equipment**

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

Correction Deadline: 3/14/2022

Corrected on 11/9/2022

.30(1)(b)3 - The previous citation was observed to be corrected, in that children were observed to have sheets and blankets during nap time. Please ensure that teachers are making sure that every child has a sheet and blanket at naptime each day.

**Staff Records**

**Records Reviewed: 46**

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

Staff # 1 Met

Date of Hire: 10/26/2018

Staff # 2 Met

Date of Hire: 02/19/2018

Staff # 3 Met

Date of Hire: 06/20/2022

|  |  |
|--|--|
| Staff # 4<br>Date of Hire: 02/10/2021  | Met  |
| Staff # 5                              | Met  |
| Staff # 6<br>Date of Hire: 02/08/2012  | Met  |
| Staff # 7                              | Met  |
| Staff # 8                              | Met  |
| Staff # 9                              | Met  |
| Staff # 10<br>Date of Hire: 03/21/2022 | Met  |
| Staff # 11<br>Date of Hire: 10/31/2022 | Met<br><u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 12                             | Met  |
| Staff # 13<br>Date of Hire: 12/11/2017 | Met  |
| Staff # 14<br>Date of Hire: 11/07/2022 | Met<br><u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 15                             | Met  |
| Staff # 16<br>Date of Hire: 08/29/2022 | Met<br><u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 17<br>Date of Hire: 08/31/2020 | Met  |
| Staff # 18                             | Met  |
| Staff # 19<br>Date of Hire: 08/24/2022 | Met<br><u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u> |
| Staff # 20                             | Met  |
| Staff # 21                             | Met  |

Date of Hire: 03/14/2022

Staff # 22 Met

Date of Hire: 11/30/2018

Staff # 23 Met

Date of Hire: 10/03/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 24 Met

Date of Hire: 02/24/2020

Staff # 25 Met

Date of Hire: 08/30/2021

Staff # 26 Met

Date of Hire: 11/22/2026 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 27 Met

Date of Hire: 07/13/2022

Staff # 28 Met

Date of Hire: 07/28/2021

Staff # 29 Met

Date of Hire: 05/31/2022

Staff # 30 Met

Date of Hire: 10/05/2020

Staff # 31 Met

Date of Hire: 05/14/2019

Staff # 32 Met

Date of Hire: 03/22/2021

Staff # 33 Met

Staff # 34 Met

Date of Hire: 04/18/2022

Staff # 35 Met

Date of Hire: 11/18/2021

Staff # 36 Met

**Records Reviewed: 46****Records with Missing/Incomplete Components: 0**

Date of Hire: 09/29/2022

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

Staff # 37

Met

Date of Hire: 07/26/2022

Staff # 38

Met

Staff # 39

Met

Date of Hire: 08/22/2022

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

Staff # 40

Met

Date of Hire: 01/03/2022

Staff # 41

Met

Date of Hire: 06/18/2015

Staff # 42

Met

Date of Hire: 10/24/2022

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

Staff # 43

Met

Date of Hire: 09/07/2021

Staff # 44

Met

Staff # 45

Met

Date of Hire: 02/03/2021

Staff # 46

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 childcare industry.

-Please ensure that all staff, volunteers, independent contractors, substitutes etc...has their records check electronically ported to the center's list in KOALA before being present at the facility.

-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****Met**



**Correction Deadline: 4/13/2022**

**Corrected on 11/9/2022**

**.14(2) The previous citation was observed to be corrected, in that staff has completed CPR and First Aid. Please ensure that staff completes CPR and First Aid in person and not online.**

**591-1-1-.24 Personnel Records**

**Technical Assistance**

**Technical Assistance**

591-1-1-.24(1) - Please ensure that interns have a file with the required documentation such as orientation and application.

**Correction Deadline: 11/14/2022**

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

**Met**

**Correction Deadline: 4/13/2022**

**Corrected on 11/9/2022**

**.33(5) - The previous citation was observed to be corrected, in that the staff is no longer employed. Please ensure that staff completes their annual training by December 31.**

**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**

**Correction Deadline: 3/28/2022**

**Corrected on 11/9/2022**

**.32(7) - The previous citation was observed to be corrected in that the plan that the center put in place is that no devices are allowed in the building and teachers supervise when using devices for homework.**

**Discussed revision to the supervision rule which states: 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.**