



**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:** 9/28/2021    **VisitType:** Monitoring Visit    **Arrival:** 1:30 PM    **Departure:** 4:40 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

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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.  <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.
09/28/2021	Monitoring Visit	Good Standing	
06/18/2021	Monitoring Visit	Good Standing	
03/16/2021	Complaint Investigation by Phone	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	Left Hall: 1R-Seedlings	Infants	2	10	C	14	C	NA	NA	Feeding,Free Play,Nap	
Main	Left Hall: 2L-PreK2		0	0	C	21	C	29	C		
Main	Left Hall: 2R-Sprouts	Infants and One Year Olds	4	9	C	18	C	NA	NA	Diapering,Free Play,Snack	
Main	Left Hall:1L-PreK1	GA PreK	2	13	C	21	C	29	C	Outside	
Main	Middle: Little Buds	One Year Olds	2	11	C	18	C	NA	NA	Snack	
Main	Right Hall: 1L-Blossoms	One Year Olds and Two Year Olds	2	16	C	19	C	NA	NA	Snack	
Main	Right Hall: 1R-Golden Apple	GA PreK	2	19	C	21	C	NA	NA	Circle Time	
Main	Right Hall: 2L-Yellow Apple		0	0	C	20	C	NA	NA		
Main	Right Hall: 2R-Full Bloomers	Four Year Olds	1	9	C	30	C	42	C	Transitioning	
Main	Right Hall: 3L-Red Apple	Two Year Olds and Three Year Olds	2	18	C	20	C	NA	NA	Story	
Total Capacity @35 sq. ft.: 202						Total Capacity @25 sq. ft.: 236					
Total # Children this Date: 105			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 inspection was conducted on September 28, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Reminders: Please be sure to contact the Gwinnett 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.

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.

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

Plan of Improvement: Developed This Date 09/28/2021

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 New Deadlines:**

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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)

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), e-mail the following information to [CCSRefutations@dec.al.ga.gov](mailto:CCSRefutations@dec.al.ga.gov).

- 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.al.ga.gov/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.

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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

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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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center does not provide swimming activities.

### Facility

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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(13) - Discussed regarding ensuring that teachers keep cabinets with hazardous materials and items that read keep out of reach of children inaccessible at all times.

**Correction Deadline: 9/28/2021**

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

### Health and Hygiene

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Staff state proper knowledge of diapering procedures.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Proper hand washing observed throughout the center.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Documentation for medication dispensing observed complete. Please be sure to note on form when child does not get the medication at the requested time.

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**Safety**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Age-appropriate discussion and/or redirection observed. Talking is also used for discipline.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. 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.

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**Staff Records****Records Reviewed: 37****Records with Missing/Incomplete Components: 1**

Staff # 1 Met

Date of Hire: 10/10/2020

Staff # 2 Met

Date of Hire: 10/26/2018

Staff # 3 Met

Date of Hire: 02/19/2018

Staff # 4 Met

Date of Hire: 06/16/2021

Staff # 5 Met

Date of Hire: 02/23/2021

Staff # 6 Met

Date of Hire: 02/10/2021

Staff # 7 Met

Date of Hire: 02/08/2012

Staff # 8 Met

Date of Hire: 01/06/2020

Staff # 9 Met

Date of Hire: 05/13/2013

Staff # 10 Met

Date of Hire: 07/22/2015

Staff # 11 Met

Staff # 12 Met

Date of Hire: 08/17/2021

Staff # 13 Met

Date of Hire: 11/21/2016

Staff # 14 Met

Date of Hire: 12/11/2017

Staff # 15 Met

Date of Hire: 08/15/2016

Staff # 16 Met

Date of Hire: 08/07/2013

Staff # 17 Met

Date of Hire: 01/11/2021

Staff # 18 Met

Date of Hire: 09/28/2021

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

Staff # 19 Met

Date of Hire: 08/03/2020

Staff # 20 Met

Date of Hire: 11/30/2018

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Staff # 21 Date of Hire: 02/24/2020	Met
Staff # 22 Date of Hire: 08/30/2021	Met
Staff # 23 Date of Hire: 07/28/2021	Met
Staff # 24 Date of Hire: 10/05/2020 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 25 Date of Hire: 08/05/2019	Met
Staff # 26 Date of Hire: 05/14/2019	Met
Staff # 27 Date of Hire: 07/01/2021	Met
Staff # 28 Date of Hire: 03/22/2021	Met
Staff # 29 Date of Hire: 08/13/2012	Met
Staff # 30 Date of Hire: 04/09/2021	Met
Staff # 31 Date of Hire: 07/19/2021	Met
Staff # 32 Date of Hire: 06/18/2015	Met
Staff # 33	Met
Staff # 34 Date of Hire: 09/07/2021	Met
Staff # 35 Date of Hire: 06/10/2021	Met

Staff # 36 Met  
Date of Hire: 02/03/2021

Staff # 37 Met  
Date of Hire: 08/13/2021

**Staff Credentials Reviewed: 12**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. 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. They should never be by themselves.

**591-1-1-.31 Staff(CR) Not Met**

**Finding**

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined based on a review of records that staff #24 did not have current evidence of an education credential.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The director has identified one staff who has a current certification to correct the citation.

**Correction Deadline: 12/31/2021**

**Staffing and Supervision**

**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

**591-1-1-.32 Supervision(CR) Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date. Discussed new 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.