



**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: 12/1/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:20 PM

CCLC-35299

Apple Tree Prep

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Regional Consultant

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Same

Quality Rated: ★ ★

Compliance Zone Designation			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.
12/01/2021	Licensing Study	Good Standing	
08/05/2021	POI Follow Up	Good Standing	
06/09/2021	Incident 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	1L	Infants and One Year Olds	2	8	C	18	C	NA	NA	Floor Play,Snack
Main	1R	Four Year Olds and Five Year Olds	1	7	C	20	C	NA	NA	Centers
Main	2L	Infants and One Year Olds	2	12	C	17	C	NA	NA	Free Play
Main	2R	Four Year Olds	1	7	C	20	C	NA	NA	Free Play
Main	3L	Three Year Olds	2	16	C	21	C	NA	NA	Snack,Circle Time
Main	3R		0	0	C	22	C	NA	NA	Not In Use
Main	4L	One Year Olds and Two Year Olds	2	8	C	19	C	NA	NA	Snack
Main	5L	Two Year Olds	2	16	C	20	C	NA	NA	Circle Time
Main	6L	Two Year Olds	2	8	C	20	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 177						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 82			Total Capacity @35 sq. ft.: 177			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A - Infant/Toddler	25	C
Main	Playground B - Preschool	48	C
Main	Playground C - Field	38	C

Comments

An Administrative Review was conducted on November 30, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on December 1, 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.

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 12/01/2021

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

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@decals.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://decals.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.

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)

Debra Pittman-Davis, Program Official

Date

Dianne Clarke, Consultant

Date



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Findings Report

Date: 12/1/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 4:20 PM

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The following information is associated with a Licensing Study:

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)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

Not Met

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on observation that there was a hole at the top of the white lattice on the left side of Playground B.

POI (Plan of Improvement)

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use. The provider taped the hole until the lattice can be repaired or the lattice replaced.

Correction Deadline: 12/1/2021

Health and Hygiene

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.

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.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Finding

591-1-1-.21(1)(p) requires the Center to have a written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Center; to have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions and shall include assurance that no Center Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on a review of records that the emergency procedures were not observed to be recorded that they were completed through December 2021.

POI (Plan of Improvement)

The Center will write or revise an emergency plan that includes all of the required items.

Correction Deadline: 12/6/2021

Safety

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Redirection and talking with the children are used as discipline. Please remember to reiterate to staff regarding having children write statements is not to be used.

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

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

Sleeping & Resting Equipment

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.

Staff Records

Records Reviewed: 20**Records with Missing/Incomplete Components: 1**

Staff # 1 Date of Hire: 01/11/2010	Met
Staff # 2 Date of Hire: 09/01/2003	Met
Staff # 3 Date of Hire: 06/01/2003	Met
Staff # 4 Date of Hire: 11/04/2020	Met
Staff # 5	Met
Staff # 6 Date of Hire: 07/01/2003 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing	Not Met
Staff # 7 Date of Hire: 06/10/2020	Met
Staff # 8	Met
Staff # 9 Date of Hire: 11/08/2001	Met
Staff # 10 Date of Hire: 08/01/2009	Met
Staff # 11 Date of Hire: 02/10/2021	Met

Records Reviewed: 20**Records with Missing/Incomplete Components: 1**

Staff # 12	Met
Date of Hire: 10/18/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 10/21/2019	
Staff # 14	Met
Staff # 15	Met
Date of Hire: 03/10/2018	
Staff # 16	Met
Date of Hire: 10/14/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 17	Met
Date of Hire: 02/08/2021	
Staff # 18	Met
Date of Hire: 08/10/2018	
Staff # 19	Met
Date of Hire: 05/03/2021	
Staff # 20	Met
Date of Hire: 09/01/2012	

Staff Credentials Reviewed: 8**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. Staff should never be by themselves.

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

Discussed staff training. Please ensure to obtain the required four hours of nutrition training.

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date. Please ensure that staff complete the training within 90 days.

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 #6 did not have evidence of the academic requirements for lead teachers.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The provider will complete an application for variance.

Correction Deadline: 3/1/2022

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.