



**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:** 5/6/2021    **VisitType:** Licensing Study    **Arrival:** 9:00 AM    **Departure:** 11:00 AM

**CCLC-35299**

**Apple Tree Prep**

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

**Regional Consultant**

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@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.
05/06/2021	Licensing Study	Good Standing	
12/09/2020	Monitoring Visit	Good Standing	
11/04/2019	POI Follow Up	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	2	12	C	18	C	NA	NA	Story,Circle Time,Nap
Main	1R		0	0	C	20	C	NA	NA	
Main	2L	Three Year Olds	2	17	C	17	C	NA	NA	Transitioning,Out side
Main	2R		0	0	C	20	C	NA	NA	
Main	3L	One Year Olds and Two Year Olds	3	11	C	21	C	NA	NA	Outside
Main	3R	PreK	2	14	C	22	C	NA	NA	Circle Time,Story
Main	4L	Two Year Olds and Three Year Olds	2	18	C	19	C	NA	NA	Centers
Main	5L	Two Year Olds and Three Year Olds	2	8	C	20	C	NA	NA	Centers
Main	6L		0	0	C	20	C	NA	NA	
Total Capacity @35 sq. ft.: 177						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 80						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

**Comments**

An administrative review was completed on May 6, 2021. Staff file, training, and background checks were all reviewed. A virtual inspection was conducted on May 6, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 05/06/2021

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.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

**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.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)

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)

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Debra Pittman-Davis, Program Official

Date

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Margarita Collier, Consultant

Date



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### Findings Report

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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 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: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

**591-1-1-.08 Children's Records**

**Met**

**Comment**

Parent authorizations obtained/completed.

**Comment**

Records were observed to be complete and well organized.

**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

**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****Comment**

Center appears clean and well maintained.

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

Playground observed to be clean and in good repair.

**Food Service****591-1-1-.15 Food Service & Nutrition****Technical Assistance****Comment**

Center menu meets USDA guidelines.

**Technical Assistance**

The consultant discussed new revision to restricted food. Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/wind pipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

**Technical Assistance**

The consultant discussed revision to the written feeding plans for children under the age of 1 years old. Age appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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

Staff state proper knowledge of diapering procedures.

**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**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.29 Required Reporting****Technical Assistance****Technical Assistance**

The consultant discussed the required reporting process via DECAL KOALA with the director (i.e., communicable illness, program operating status, child abuse, neglect, deprivation, etc.).

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**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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

Staff were observed to maintain a positive learning environment on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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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**

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**

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**Records Reviewed: 22****Records with Missing/Incomplete Components: 5**

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Staff # 1

Met

Date of Hire: 01/11/2010

Staff # 2

Not Met

Date of Hire: 09/17/2020

"Missing/Incomplete Components"

.14(2)-CPR missing

Staff # 3

Met

Date of Hire: 09/01/2003

Staff # 4	Not Met
Date of Hire: 07/07/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing	
Staff # 5	Met
Date of Hire: 06/01/2003	
Staff # 6	Met
Date of Hire: 11/04/2020	
Staff # 7	Met
Date of Hire: 07/20/2003	
Staff # 8	Met
Date of Hire: 06/10/2020	
Staff # 9	Met
Date of Hire: 08/01/2011	
Staff # 10	Met
Date of Hire: 08/01/2009	
Staff # 11	Met
Date of Hire: 06/09/2018	
Staff # 12	Met
Date of Hire: 05/04/2020	
Staff # 13	Not Met
Date of Hire: 12/21/2020	
<u>"Missing/Incomplete Components"</u>	
.14(2)-First Aid Missing,.14(2)-CPR missing	
Staff # 14	Met
Date of Hire: 02/26/2021	<u>Reminder - Health &amp; Safety training is required within 90 calendar days of hired</u>
Staff # 15	Met
Date of Hire: 10/21/2019	
Staff # 16	Met
Date of Hire: 03/12/2018	
Staff # 17	Not Met

Date of Hire: 02/08/2021

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 18

Met

Date of Hire: 02/08/2021

Staff # 19

Met

Date of Hire: 02/03/2011

Staff # 20

Not Met

Date of Hire: 08/10/2018

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing

Staff # 21

Met

Date of Hire: 01/13/2019

Staff # 22

Met

Date of Hire: 09/01/2012

**Staff Credentials Reviewed: 12**

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

**Not Met**

**Comment**

The director provided four files for staff members hired since the previous visit was conducted on December 9, 2020, The consultant observed four of four staff members to have evidence of a satisfactory comprehensive determination letter on file.

**Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on review of records that staff member #17, date of hire February 8, 2021, did not submit both a records check application to the department and fingerprints to an authorized fingerprinting site. A one-day letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure the CRC rules are maintained. Staff member #17 submitted a criminal record check application and completed the fingerprinting process on May 7, 2021. Staff member #17 received a satisfactory comprehensive determination letter as of May 7, 2021.

**Correction Deadline: 5/4/2021**



**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff member #17, date of hire did not have evidence of a valid and current satisfactory comprehensive records check determination letter on file prior to being present at the center while children were present for care. A one-day letter was left on this date.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will ensure the CRC rules are maintained. Staff member #17 submitted a criminal record check application and completed the fingerprinting process on May 7, 2021. Staff member #17 received a satisfactory comprehensive determination letter as of May 7, 2021.

**Correction Deadline: 5/4/2021**

**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 review of records that staff member #2, date of hire September 17, 2020, and staff member #4, date of hire July 7, 2020, completed CPR training online. Further review of records revealed that staff member #13, date of hire December 21, 2020, and staff member #20, date of hire August 10, 2018, did not have evidence of a current first aid and CPR training card on file.

**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: 6/3/2021**

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

Documentation observed of required staff training.

**Correction Deadline: 12/4/2019**

**Corrected on 5/6/2021**

**The previous citation was observed to be corrected. The consultant observed all required staff members to have evidence of the health and orientation training certificate on file.**

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

Staff observed to be compliant with applicable laws and regulations. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on March 31, 2021. Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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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)****Technical Assistance****Comment**

Staff observed to provide direct supervision and be attentive to children's needs.

**Technical Assistance**

The consultant discussed staff being attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.