



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

Date: 2/6/2018 **VisitType:** Technical Assistance **Arrival:** 10:20 AM **Departure:** 12:40 PM

CCLC-36891

Appletree Learning Center and Academy III

230 Charter Lane Macon, GA 31201 Bibb County
 (478) 475-1174 stepsofexcellence@yahoo.com

Regional Consultant

Mari M. Springs

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Mailing Address
 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.
02/01/2018	Monitoring Visit	Deficient	
09/05/2017	Licensing Study	Good Standing	
01/24/2017	Monitoring Visit	Good Standing	

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A-Twos		0	0		17	C	NA	NA	
Main	B- 1 year olds		0	0		13	C	NA	NA	
Main	C- Infants		0	0		10	C	NA	NA	
Main	D-3-4 year olds		0	0		26	C	NA	NA	
Main	E- Afterschool		0	0		13	C	18	C	
Main	F-School Age		0	0		20	C	NA	NA	
Total Capacity @35 sq. ft.: 99					Total Capacity @25 sq. ft.: 104					
Total # Children this Date: 0					Total Capacity @25 sq. ft.: 104					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- School age	0	C
Main	B	45	C
Main	C	16	C

Comments

Technical Assistance Consultant completed an Initial Technical Assistance Visit on this date with the director. Consultant discussed with the director the TA Agreement Form, Technical Assistance Policies and Procedures, trainings offered with the TA Unit, compliance system, the center's compliance level, previous repeat citations. Consultant discussed with the director the DECAL KOALA, Compliance and Enforcement Determination Worksheet, the new Emergency Plans and plan of improvement for the repeat citations. Consultant provided the current director with information concerning the first year-food preparation training.

Director agreed to participate in technical assistance. A signed/dated copy of the TA Agreement was obtained on this date by the director..

New hire's CRC was observed on this date.

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.

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@decga.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://decga.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decga.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@decga.gov

Stephanie Brookins, Program Official

Date

Mari M. Springs, Consultant

Date



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Safety

Rule: 591-1-1-.36(7)(d)1. Responsible Person checked vehicle - 1st Check

Plan of Improvement: The center will require staff to properly document transportation forms and follow proper procedures to provide a safe environment for children on a daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will retake an approved transportation training course to become more knowledgeable of the proper transportation procedures.	Director	02/16/2018	Completed	02/21/2018	Each staff person that participates in transportation has completed the transportation training.	02/21/2018
2	Director will designate a third person to review the transportation forms and highlight to document the first and second check was done properly.	Director	02/28/2018	Completed	02/21/2018	Director currently has the driver to complete the first check, another second staff person to complete the third check and a different third person to highlight the transportation forms to ensure they are complete in its entirety.	02/21/2018

Rule: 591-1-1-.36(7)(d)2.Responsible Person checked vehicle - 2nd Check

Plan of Improvement: The center will require staff to properly document transportation forms and follow proper procedures to provide a safe environment for children on a daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will retake an approved transportation training course to become more knowledgeable of the proper transportation procedures.	Director	02/16/2018	Completed	02/21/2018	Director and all employees that participate in transportation have completed the transportation training.	02/21/2018
2	Director will designate a third person to review the transportation forms and highlight to document the first and second check was done properly.	Director	02/06/2018	Completed	02/21/2018	The director has a driver to complete the first check, another staff person to complete the second check and an additional staff person to review the transportation forms and highlight they have been completed in its entirety.	02/21/2018

Sleeping & Resting Equipment

Rule: 591-1-1-.30(1)(b)2Cots and Mats-Individual Use

Plan of Improvement: The center will maintain appropriate documentation to identify mats/cots for each children to ensure a healthy environment on a daily basis.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Teachers in each classroom will document and post a form identifying the child's cot.	Teacher	02/06/2018	Completed	02/21/2018	Each classroom has a sheet posted on the wall to identify individual cots for each child.	02/06/2018

Rule: 591-1-1-.33(5) Staff training-first year-food preparation

Plan of Improvement: To maintain adequate staff persons to be qualified in food preparation training to provide healthy meal for all children in care.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Consultant provided director with resources to obtain the food prep training for her and the cook. Director will ensure that both the cook and herself complete the training.	Director	02/16/2018	Completed	02/21/2018	Director and cook completed "Nutrition and Food Service Package" training.	02/16/2018