



**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:** 3/14/2017 **VisitType:** Licensing Study

**Arrival:** 4:10 PM

**Departure:** 5:50 PM

**CCLC-36799**

**APEC After School Enrichment @ Sandtown**

5400 Campbellton Road Atlanta, GA 30331 Fulton County  
 (404) 867-4856 Sandtown@APECprep.com

**Regional Consultant**

Jennifer Bailey

Phone: (770) 357-7024

Fax: (770) 357-7023

jennifer.bailey@dec.al.ga.gov

**Mailing Address**

1099 Cascade Rd SW  
 Atlanta, GA 30311

<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.
03/14/2017	Licensing Study	Good Standing	
10/04/2016	Monitoring Visit	Good Standing	
03/07/2016	Monitoring Visit	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	G102/G103	Six Year Olds and Over	2	8	C	38	C	NA	NA	Free Play, Homework
Main	Gym		0	0	C	228	C	NA	NA	Not In Use
Main	Rm. B-Activity Area		0	0	C	0	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0			Building capacity limited by Centers Request				
Total # Children this Date: 8			Total Capacity @35 sq. ft.: 100			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	248	C

**Comments**

The purpose of this visit is to conduct a licensing study and follow-up to the visit conducted on October 4, 2016.

Plan of Improvement: Developed This Date 03/14/2017

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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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Email: [QualityRated@decal.ga.gov](mailto:QualityRated@decal.ga.gov) or Call: 855-800-7747

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Austin Brown, Program Official

Date

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Jennifer Bailey, 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**

Observed-Variety Throughout Center

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

**N/A**

**Comment**

No Swimming Activities Provided

### Children's Records

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

**Technical Assistance**

**Comment**

Parent Agreements Obtained/Completed

**Technical Assistance**

591-1-1-.08(a)-(f) - Discussed ensuring that enrollment forms are complete in each child's file.

**Correction Deadline: 3/14/2017**

**591-1-1-.23 Parental Authorization**

**Met**

**Comment**

Parent Authorizations Obtained/Completed

### Facility

**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Observation-Clean and Well Maintained

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Observation-Center Clean/Well Maintained

**Comment**

Reminder-Keep Hazards Inaccessible

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Comment**

Observation-Clean/Good Repair

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
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**Comment**

Menu Meets USDA Guidelines

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>N/A</b>
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**Comment**

After school program only (not licensed for diapered children)

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Observed-Staff Remind Children Wash Hand

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<b>591-1-1-.20 Medications(CR)</b>	<b>N/A</b>
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**Comment**

No medications dispensed at the center, per policy.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Not Met</b>
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**Finding**

591-1-1-.21(3) requires that the Center conduct and document fire drills monthly and tornado and/or other emergency situations every six months. It was determined based on a review of the emergency drill log that the Center did not have documentation of conducting a tornado drill as required.

**POI (Plan of Improvement)**

The center will hold the necessary drills on a regular basis and maintain adequate documentation of these drills for two years.

**Correction Deadline: 3/19/2017**

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<b>591-1-1-.27 Posted Notices</b>	<b>Met</b>
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**Comment**

Observed-All Notices Posted

<b>Safety</b>
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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

Observed-Discussion/Redirection

**Comment**

Observed-Positive Learning Environment

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

Observed-Complete Documentation

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

No Routine Transportation Provided

**Comment**

Observed-Complete Field Trip Documentation

**Sleeping & Resting Equipment****591-1-1-.30 Safe Sleeping and Resting Requirements(CR)****N/A****Comment**

After-school program only (not licensed for infants; no children napping at the center)

**Staff Records****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Observed satisfactory fingerprint clearance letters on file for 2/2 employees.

**591-1-1-.14 First Aid & CPR****Met****Comment**

Observed-50% Certified First Aid &amp; CPR

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

Observed - Documentation Of Training

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Direct Supervision/Attentive Staff