



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: 4/20/2017 **VisitType:** Monitoring Visit **Arrival:** 2:25 PM **Departure:** 3:40 PM

CCLC-38681

APEC After School Enrichment @ Liberty Point

9000 High Point Road Union City, GA 30291 Fulton County
 (404) 809-5480 LibertyPoint@APECprep.com

Regional Consultant

Jennifer Bailey
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 jennifer.bailey@dec.al.gov

Mailing Address

1099 Cascade Rd
 Atlanta, GA 30311

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.
04/20/2017	Monitoring Visit	Good Standing	
10/27/2016	Licensing Study	Good Standing	
03/14/2016	Monitoring Visit	Good Standing	

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.

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	A- Cafeteria	Five Year Olds and Six Year Olds and Over	5	44	C	124	C	NA	NA	Snack,Transitioning
Main	B- Gym		0	0	C	129	C	NA	NA	
Main	C		0	0	C	0	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0			Building capacity limited by Insufficient Toilets/Sinks				
Total # Children this Date: 44			Total Capacity @35 sq. ft.: 200			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	411	C

Comments

The purpose of this visit is to conduct a monitoring visit and follow-up to the visit conducted on October 27, 2016.

Plan of Improvement: Developed This Date 04/20/2017

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. You are encouraged not to wait and to complete the process as soon as possible.



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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@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.

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)

Jushawn Carter, Program Official

Date

Jennifer Bailey, Consultant

Date



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Findings Report

Date: 4/20/2017 VisitType: Monitoring Visit Arrival: 2:25 PM Departure: 3:40 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

N/A

Comment

No Swimming Activities Provided

Children's Records

Records Reviewed: 1

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

.08(a)-(f)-Doctor, Clinic, Phone Numbers

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

Not Met

Finding

591-1-1-.08(a)-(f) requires Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled that includes the following information: (a) child's name, birth date, sex, address, living arrangement, name of school if applicable; (b) names of both Parents, home and work addresses, and home and work telephone numbers; (c) name(s) and addresses of the person(s) to whom the child may be released including address, telephone number, relationship to child and other identifying information; (d) name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; (e) name and telephone number of the child's primary source of health care; and (f) known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of child records that one child previously cited was missing their physician telephone number.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 4/24/2017

Recited on 4/20/2017

Facility

591-1-1-.25 Physical Plant - Safe Environment(CR) **Met**

Comment

Observation-No Hazards Accessible

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

Comment

Observation-Clean/Good Repair

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) **N/A**

Comment

Not licensed for diapered children

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

Comment

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications(CR) **N/A**

Comment

No medications dispensed at the Center.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Correction Deadline: 11/1/2016

Corrected on 4/20/2017

.21(3) - Previous citation corrected on this date in that an up-to-date fire drill log was observed.

Safety

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

Comment

Observed-Discussion/Redirection

591-1-1-.13 Field Trips(CR) **N/A**

Comment

No Field Trips at This Time

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

Comment

No Routine Transportation Provided

Sleeping & Resting Equipment

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

Not licensed for infants/no children in cribs or napping on site

Staff Records

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

Consultant entered three new staff members. One staff was observed to have a satisfactory fingerprint clearance letter and two provisional staff had a satisfactory local background check still within the 21-day period.

Correction Deadline: 10/27/2016**Corrected on 4/20/2017****.09(1)(d) - Previous citation corrected on this date in that criminal record check requirements were met.**

591-1-1-.33 Staff Training**Defer****Defer**

591-1-1-.33(2)(a)-(b)- Previous citation deferred on this date. All staff previously cited for this rule are no longer employed; no additional staff are within the required first year time frame. The rule will be reevaluated during the next regulatory visit.

POI (Plan of Improvement)

Staff will complete training.

Correction Deadline: 10/27/2016**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-Adequate Supervision