



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: 7/11/2018 **VisitType:** Technical Assistance **Arrival:** 12:25 PM **Departure:** 2:15 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.
02/28/2018	POI Follow Up	Good Standing	
02/01/2018	Monitoring Visit	Deficient	
09/05/2017	Licensing Study	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

TA Consultant spoke with the director by phone since she was not on the premises.

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@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)



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.decals.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@decals.ga.gov

Stephanie Brookins, Program Official

Date

Mari M. Springs, Consultant

Date



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Safety

Rule: 591-1-1-.13(2)Written Parental Permission to attend Field Trips

Plan of Improvement: The center will ensure that parental permission is obtained for each field trip conducted for children participating in field trip activities.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will review the field trip permission forms prior to participating in field trips to ensure that parental permission is obtained for each child on the trip.	Director	07/12/2018	Developed			
2	Director will review the field trip procedures with all staff that participate in field trips to ensure they are following proper field trip procedures.	Director	07/12/2018	Developed			

Rule: 591-1-1-.13(6)Name Tags on Field Trips

Plan of Improvement: The center will ensure that all children are supplied with proper name tags during all field trip activities.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will review the field trip procedures with all staff that participate in field trips to ensure they are following proper field trip procedures.	Director	07/12/2018	Developed			
2	Director will supply each child with a proper name tag prior to field trips that includes all the accurate information for field trips.	Director	07/12/2018	Developed			

Rule: 591-1-1-.36(4)(f)2.Vehicle Seating Capacity

Plan of Improvement: The center will ensure that all staff that participate in transportation are knowledgeable of transportation requirements to provide a safe environment for children during transportation activities.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will review the transportation procedures with all staff that participate in field trips to ensure they are following the proper transportation requirements for vehicle seating capacity and requirements.	Director	07/12/2018	Developed			
2	Director will designate a staff person to monitor field trip procedures for each trip taken.	Director	07/12/2018	Developed			

Rule: 591-1-1-.36(7)(c)2.Load/Unload Accounted For

Plan of Improvement: The center will ensure all staff that participate in transportation are knowledgeable of the transportation requirements to provide a safe environment for children during transportation activities.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	The director will review the transportation procedures with all staff that participate in transportation activities.	Director	07/12/2018	Developed			

Rule: 591-1-1-.36(7)(c)2.Load/Unload Accounted For

Plan of Improvement: The center will ensure all staff that participate in transportation are knowledgeable of the transportation requirements to provide a safe environment for children during transportation activities.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
2	The director will designate a staff person to review all transportation forms to ensure the forms are complete in its entirety following all transportation activities.	Director	07/12/2018	Developed			

Rule: 591-1-1-.32(5)Staff: Child Ratios-Rest/Sleeping

Plan of Improvement: The director will ensure that ratios are met at all times including naptime on a daily basis to ensure children are cared for in a safe environment.

Step Number	Action Step	Person Responsible	Due Date	Status	Completion Date	Action Taken	Action Date
1	Director will review the ratio requirements during the regular day and during naptime with all staff to ensure they are aware of the proper procedures.	Director	05/17/2018	Developed			