



**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:** 3/15/2019    **VisitType:** Licensing Study    **Arrival:** 10:35 AM    **Departure:** 2:40 PM

**CCLC-12198**

**APEC Learning Center**

1099 Cascade Road, SW Atlanta, GA 30311 Fulton County  
 (404) 758-6081 info@APECprep.com

**Regional Consultant**

Lajuana Williams

Phone: (770) 357-7074

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**Mailing Address**

1099 Cascade Rd  
 Atlanta, GA 30311

**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.
03/15/2019	Licensing Study	Good Standing	
09/21/2018	Monitoring Visit	Good Standing	
04/30/2018	Complaint Closure	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	
I	A- Downstairs		0	0	C	64	C	89	C	Not In Use	
I	A- upstairs 1R	Four Year Olds and Five Year Olds	2	11	C	12	C	NA	NA	Centers	
I	B- Mid(Dining)		0	0	C	11	C	15	C	Not In Use	
I	B upstairs 2 R	One Year Olds	2	8	C	14	C	NA	NA	Floor Play	
I	C upstairs 1L	Three Year Olds	1	12	C	16	C	NA	NA	Music	
I	D-upstairs 3R	Two Year Olds	2	14	C	17	C	NA	NA	Circle Time, Transitioning	
Total Capacity @35 sq. ft.:			134			Total Capacity @25 sq. ft.:					159
II	Pre-K		0	0	C	25	C	NA	NA	Not In Use	
Total Capacity @35 sq. ft.:			25			Total Capacity @25 sq. ft.:					159
Total # Children this Date: 45			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:					159

Building	Playground	Playground Occupancy	Playground Compliance
I	PGR	72	C
I	Playground	72	C
II	Paved Surface	8	C

**Comments**

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.al.ga.gov/CCS/RulesAndRegulations.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

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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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)



#### Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Minka Dutch, Program Official

Date

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Lajuana Williams, Consultant

Date



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### Findings Report

**Date:** 3/15/2019 **VisitType:** Licensing Study

**Arrival:** 10:35 AM

**Departure:** 2:40 PM

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The following information is associated with a Licensing Study:

<b>Activities and Equipment</b>
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**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Equipment and furniture observed to be properly secured, as applicable.

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

**N/A**

**Comment**

Center does not provide swimming activities.

<b>Children's Records</b>
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**Records Reviewed: 5****Records with Missing/Incomplete Components: 0**

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

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

**Met**

**Comment**

591-1-1-.08(1) please ensure that complete information is on file for all authorized release person to include a complete address, telephone number, relationship to the child and to their guardian or parent.

**Correction Deadline: 3/15/2019**

**Facility****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**

Please be mindful to keep items that pose a hazard inaccessible to children. It was determined based on observation that a bottle of cleaner was observed in a unlocked cabinet located beneath the sink in room B downstairs. The room was not in use.

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

Playground not observed on this date due to inclement weather.

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

Food was observed to be catered. A current health inspection was observed.

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

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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

The Provider currently does not dispense/administer medication.

**Organization****591-1-1-.16 Governing Body & License****Met****Comment**

591-1-1-.16 -An amendment received for room B downstairs to be converted to a diapering classroom. A working exhaust fan observed, diapering area, and sink with warm running water. Please ensure fire place area however, is covered or completely blocked, to include the brick area t the bottom of the fireplace and surrounding it.

**Correction Deadline: 3/29/2019**

**Safety**

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

**Comment**

Center does not keep animals on premises.

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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**

Field trip documentation observed to be complete. Please ensure that emergency information is maintained on the vehicle during field trips.

Please ensure a participant list is left on site.

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**591-1-1-.36 Transportation(CR)** **N/A**

**Comment**

Center does not provide routine transportation.

**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.

**Staff Records**

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

**Comment**

Criminal record checks were observed to be complete.

**Comment**

Director designee provided two file(s) for employees hired since last visit.

**Comment**

Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry.

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

**Correction Deadline: 9/21/2018**

**Corrected on 3/15/2019**

**.09(1)(d) - Previous cite corrected.**

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**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 observation of staff records that valid and unexpired CPR and First Aid was not on file for one staff.

**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: 4/14/2019**

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

**Not Met**

**Finding**

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on the observation of staff records that the training was not on file for one staff person and the Director.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

**Correction Deadline: 4/14/2019**

**Finding**

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on observation of staff records that one staff required evidence of two hours of child abuse detection and reporting and four hours of infectious diseases, injury control, etc.

**POI (Plan of Improvement)**

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

**Correction Deadline: 3/29/2019**

**Recited on 3/15/2019**

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

**Staffing and Supervision**

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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)**

**Met**

**Comment**

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