



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: 10/4/2018 **VisitType:** Licensing Study **Arrival:** 12:15 PM **Departure:** 3:50 PM

CCLC-1625

Appletree Academy III

460 Fury's Ferry Road Martinez, GA 30907 Columbia County
 (706) 650-2003 erlenegraham@msn.com

Regional Consultant

Melyn Smith

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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. |
|------------------------------------|-------------------|---------------|--|
| 10/04/2018 | Licensing Study | Good Standing | |
| 03/27/2018 | Monitoring Visit | Good Standing | |
| 02/12/2018 | Complaint Closure | 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 | 1st Left (Pre-K 1) | PreK | 2 | 20 | C | 19 | NC | 26 | C | Outside |
| Main | 1st Right (TN) | Infants and One Year Olds | 2 | 10 | C | 17 | C | NA | NA | Feeding,Nap,Floor Play |
| Main | 2nd Left (Pre-k 2) | PreK | 2 | 17 | C | 19 | C | NA | NA | Centers |
| Main | 2nd Right (NN) | Infants | 1 | 5 | C | 9 | C | NA | NA | Floor Play,Nap |
| Main | 3rd Left (Afterschool) | Three Year Olds and Four Year Olds | 1 | 12 | C | 16 | C | NA | NA | Nap |
| Main | 3rd Right (T2) | Two Year Olds and Three Year Olds | 2 | 19 | C | 28 | C | NA | NA | Nap |
| Main | 4th Left (T3) | Three Year Olds | 1 | 11 | C | 16 | C | NA | NA | Nap |
| Main | 4th Right (T1) | One Year Olds | 2 | 12 | C | 17 | C | NA | NA | Nap |
| Main | 5th Left (AS) | | 0 | 0 | C | 25 | C | 34 | C | |
| Total Capacity @35 sq. ft.: 166 | | | | | | Total Capacity @25 sq. ft.: 182 | | | | |
| Total # Children this Date: 106 | | | | | | Total Capacity @25 sq. ft.: 182 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|----------------------------|----------------------|-----------------------|
| Main | PG- Left Side | 71 | C |
| Main | PG- Middle Playground | 47 | C |
| Main | PG- Right Front Playground | 20 | C |
| Main | PG- Right Playground | 55 | C |

Comments

The consultant discussed the changes to the Criminal Background Check regulations effective October 1, 2018 on this date.

Plan of Improvement: Developed This Date 10/04/2018

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.state.ga.us/CCS/Regulations.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.

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.state.ga.us.

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
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.state.ga.us

Erlene Graham, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 10/4/2018 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR)

Not Met

Comment

A variety of equipment and toys were observed throughout the center.

Finding

591-1-1-.12(1) requires each Employee and child in attendance to use all indoor and outdoor furniture, activity materials, and equipment in a safe and appropriate manner and in accordance with the manufacturer's instructions, recommendations, and intended use. All equipment and furniture shall be used only by the age-appropriate group of children. It was determined, based on observation, that an infant was observed sitting in a high chair without being strapped in on this date in the 2nd Right Classroom.

POI (Plan of Improvement)

The Center will ensure Staff are trained in and children are taught the proper use of all furniture, materials and equipment; will implement a plan for this information to be reviewed with both groups on an ongoing basis; and for monitoring proper and age-appropriate usage.

Correction Deadline: 10/4/2018

Finding

591-1-1-.12(3) requires that equipment and furniture be placed so as to permit the children's freedom of movement and to minimize danger of accident and collision. It was determined, based on observation, that stacked chairs were observed present in the 3rd Left and 3rd Right classrooms on this date.

POI (Plan of Improvement)

Center staff will re-position the identified equipment and/or furniture and the director will view each classroom to verify appropriate make changes, as needed, and have a system to monitor these items.

Correction Deadline: 10/4/2018

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 9**Records with Missing/Incomplete Components: 4**

| | |
|---|---------|
| Child # 1 | Met |
| Child # 2 | Met |
| Child # 3 | Met |
| Child # 4 | Not Met |
| <u>"Missing/Incomplete Components"</u> .08(3)-Address of Release Person Missing | |
| Child # 5 | Met |
| Child # 6 | Not Met |
| <u>"Missing/Incomplete Components"</u> .08(1)-Doctor, Clinic, Phone Numbers | |
| Child # 7 | Not Met |
| <u>"Missing/Incomplete Components"</u> .08(3)-Address of Release Person Missing | |
| Child # 8 | Not Met |
| <u>"Missing/Incomplete Components"</u> .08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers | |
| Child # 9 | Met |

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the 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. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding 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 review of records, that three of nine children's files reviewed were lacking the addresses for release persons. It was further determined that two of nine children's files were lacking information for the child's primary physician.

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: 10/10/2018

| |
|-----------------|
| 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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined, based on observation, that plastic bags were observed accessible to children in the 3rd Right, 4th Right, and 4th Left classrooms. It was further determined that a container of petroleum jelly was observed accessible to children in a child's cubby in the 1st Left classroom.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 10/4/2018**Finding**

591-1-1-.25(17) requires that the Center premises be free of plants and shrubs which are poisonous or hazardous. It was determined, based on observation, that mushrooms were observed present on the Middle Playground and Right Playground on this date.

POI (Plan of Improvement)

The harmful item will be removed.

Correction Deadline: 10/4/2018

591-1-1-.26 Playgrounds(CR)**Not Met****Finding**

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined, based on observation, that ten of ten swing chains were observed rusted on the Left Side Playground on this date.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 10/19/2018**Finding**

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined, based on observation, that ant beds were observed on the Left Side Playground, Middle Playground, and Right Playground on this date.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 10/11/2018

| |
|---------------------------|
| Health and Hygiene |
|---------------------------|

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

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**Met****Comment**

Documentation for medication dispensing observed complete.

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

Animals maintained clean and appropriately caged.

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

Staff were observed to maintain a positive learning environment on this date.

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

Field trip documentation observed to be complete for the field trip to Gymnastics Gold on July 11, 2018.

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

Complete documentation of transportation observed. Routine afternoon transportation from the elementary schools to the center was observed on this date.

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

Pleasant naptime environment observed.

Staff Records**Records Reviewed: 23****Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 08/14/2018

Staff # 2

Met

Date of Hire: 08/12/2001

Staff # 3

Met

Date of Hire: 03/06/2017

Staff # 4

Met

Date of Hire: 03/13/2017

| | |
|--|---------|
| Staff # 5 Date of Hire: 03/05/2018 | Met |
| Staff # 6 Date of Hire: 10/10/2000 | Met |
| Staff # 7 Date of Hire: 08/22/2016 | Met |
| Staff # 8 Date of Hire: 05/25/2014 | Met |
| Staff # 9 Date of Hire: 08/01/2018 | Met |
| Staff # 10 Date of Hire: 08/15/2016 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing | Not Met |
| Staff # 11 Date of Hire: 04/25/2006 | Met |
| Staff # 12 Date of Hire: 07/29/2015 | Met |
| Staff # 13 Date of Hire: 09/22/1996 | Met |
| Staff # 14 Date of Hire: 02/12/2018 | Met |
| Staff # 15 Date of Hire: 04/27/2016 <u>"Missing/Incomplete Components"</u> .31(2)(b)2.-Staff Qualifications-Education Missing | Not Met |
| Staff # 16 Date of Hire: 02/07/2018 | Met |
| Staff # 17 Date of Hire: 08/06/2017 | Met |
| Staff # 18 | Met |

Records Reviewed: 23**Records with Missing/Incomplete Components: 3**

Date of Hire: 09/10/2018

Staff # 19

Met

Date of Hire: 10/01/2015

Staff # 20

Not Met

Date of Hire: 10/10/2000

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 21

Met

Date of Hire: 12/01/2015

Staff # 22

Met

Date of Hire: 02/05/2007

Staff # 23

Met

Date of Hire: 08/01/2018

Staff Credentials Reviewed: 23

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

Criminal record checks were observed to be complete.

Comment

Director provided six files for employees hired since last visit.

591-1-1-.09 Criminal Records Check(CR)**Met****Correction Deadline: 3/28/2018****Corrected on 10/4/2018****.09(1)(i) - Previous citation corrected, based on review of records, in that all employees had satisfactory comprehensive criminal background check determination letters on file dated within the preceding 12 months from the hire date on this date.****591-1-1-.31 Staff(CR)****Not Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined, based on review of records, that three staff identified as lead teachers were lacking the required academic requirements on this date.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The staff will enroll in a program of study within six months from this date and obtain the educational credential within eighteen months.

Correction Deadline: 4/4/2019

| |
|---------------------------------|
| Staffing and Supervision |
|---------------------------------|

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

Center observed to maintain appropriate staff:child ratios.

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

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