



**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:** 10/28/2020 **VisitType:** Licensing Study

**Arrival:** 8:30 AM

**Departure:** 10:00 AM

**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

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<u>Compliance Zone Designation</u>			<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.
10/28/2020	Licensing Study	Good Standing	
11/05/2019	Licensing Study	Good Standing	
06/05/2019	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	1st Left (Pre-K 1)	PreK	2	10	C	19	C	26	C	Outside
Main	1st Right (TN)	Infants and One Year Olds	1	6	C	17	C	NA	NA	Floor Play
Main	2nd Left (Pre-k 2)	PreK	2	9	C	19	C	NA	NA	Outside
Main	2nd Right (NN)	Infants	1	6	C	9	C	NA	NA	Floor Play,Nap
Main	3rd Left (Afterschool)		0	0	C	16	C	NA	NA	
Main	3rd Right (T2)	Two Year Olds	1	7	C	28	C	NA	NA	Art
Main	4th Left (T3)	Three Year Olds	1	15	C	16	C	NA	NA	Transitioning,Mu sic
Main	4th Right (T1)	One Year Olds	2	13	C	17	C	NA	NA	Floor Play,Music
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: 66			Total Capacity @35 sq. ft.: 166			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

An Administrative Review was conducted on October 28, 2020. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 4, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on September 30, 2020 was reviewed during the virtual inspection.

Plan of Improvement: Developed This Date 10/28/2020

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](mailto: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](mailto:qualityrated@dec.state.ga.us)

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Erlene Graham, Program Official

Date

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Melyn Smith, Consultant

Date



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### Findings Report

**Date:** 10/28/2020 **VisitType:** Licensing Study

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#### CCLC-1625

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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

A variety of equipment and toys were observed throughout the center. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

N/A

#### Comment

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

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

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

Met

#### Comment

Records were observed to be complete and well organized.

**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**

No hazards observed accessible to children on this date. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were also discussed and observed during a virtual walk through on this date.

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

Playground observed to be clean and in good repair.

**Food Service****591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Hand washing requirements were discussed with the Director on this date.

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

The Provider currently does not dispense/administer medication.

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

Animals maintained clean and appropriately caged.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director on this date.

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

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed.

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Correction Deadline: 11/26/2019****Corrected on 10/28/2020****.30(1)(b)1 - Previous citation corrected, based on observation, in that mats were observed to be of sound construction and in good repair on this date during the virtual walk through.**

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**Staff Records**

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**Records Reviewed: 15****Records with Missing/Incomplete Components: 3**

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Staff # 1	Met
Date of Hire: 07/29/2015	
Staff # 2	Met
Date of Hire: 12/12/2019	
Staff # 3	Met
Date of Hire: 05/25/2014	
Staff # 4	Met
Date of Hire: 10/10/2000	
Staff # 5	Met
Date of Hire: 08/15/2012	
Staff # 6	Met
Date of Hire: 09/22/1996	
Staff # 7	Not Met
Date of Hire: 09/01/2002	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 8	Met
Date of Hire: 06/22/2020	
Staff # 9	Not Met
Date of Hire: 10/12/2012	
<u>"Missing/Incomplete Components"</u>	

**Records Reviewed: 15****Records with Missing/Incomplete Components: 3**

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

Staff # 10	Met
Staff # 11	Met
Date of Hire: 12/12/2018	
Staff # 12	Not Met
Date of Hire: 08/14/2018	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 13	Met
Date of Hire: 10/01/2015	
Staff # 14	Met
Date of Hire: 01/15/2019	
Staff # 15	Met
Date of Hire: 02/05/2007	

**Staff Credentials Reviewed: 16**

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

**Comment**

Criminal record checks were observed to be complete.

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

**Comment**

Documentation observed of required staff training.

**591-1-1-.31 Staff(CR)** **Not Met**

**Comment**

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on September 30, 2020.

**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 Staffs #7, 9, and 12, identified as lead teachers, were lacking evidence of meeting minimum academic requirements at the time of employment or promotion to lead teacher. The staff enrolled in a program of study to obtain a CDA on October 23, 2020.

**POI (Plan of Improvement)**

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience. The staff will complete the program of study and obtain the CDA by April 23, 2022.

**Correction Deadline: 10/28/2020**

**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**

Adequate supervision observed on this date during a virtual walk through on this date.