



**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:** 11/5/2019 **VisitType:** Licensing Study **Arrival:** 11:55 AM **Departure:** 3:35 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

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

**Mailing Address**

Same

**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.
11/05/2019	Licensing Study	Good Standing	
06/05/2019	Monitoring Visit	Good Standing	
10/04/2018	Licensing Study	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	19	C	19	C	26	C	Nap
Main	1st Right (TN)	Infants and One Year Olds	3	10	C	17	C	NA	NA	Nap, Floor Play, Feeding
Main	2nd Left (Pre-k 2)	PreK	2	15	C	19	C	NA	NA	Story, Nap
Main	2nd Right (NN)	Infants	2	5	C	9	C	NA	NA	Nap, Feeding, Floor Play
Main	3rd Left (Afterschool)		0	0	C	16	C	NA	NA	
Main	3rd Right (T2)	Two Year Olds	2	17	C	28	C	NA	NA	Nap
Main	4th Left (T3)	Three Year Olds	1	14	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: 92					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

Plan of Improvement: Developed This Date 11/05/2019

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.

### 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.

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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Erlene Graham, Program Official

Date

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Melyn Smith, Consultant

Date



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### Findings Report

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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.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 15**

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

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met
Child # 7	Met
Child # 8	Met
Child # 9	Met

**Records Reviewed: 15**

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

Child # 10	Met
Child # 11	Met
Child # 12	Met
Child # 13	Met
Child # 14	Met
Child # 15	Met

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

**Met**

**Correction Deadline: 6/12/2019**

**Corrected on 11/5/2019**

.08(1) - Previous citation corrected, based on review of records, that fifteen children's files reviewed contained all required information on this date.

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed capacity observed to be routinely met by center.

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

**Technical Assistance**

**Correction Deadline: 6/5/2019**

**Corrected on 11/5/2019**

.25(13) - Previous citation corrected, based on observation, in that no hazards were observed accessible to children on this date.

**Correction Deadline: 6/19/2019**

**Corrected on 11/5/2019**

.25(3) - Previous citation corrected, based on observation, in that the Center and surrounding premises were observed to be clean, free of debris, and in good repair on this date.

**Technical Assistance**

591-1-1-.25(3) - The consultant discussed with the director to ensure bolts attaching toilets to the floor are covered with protective caps on this date.

**Correction Deadline: 11/5/2019**

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

**Met**

**Comment**

Playground observed to be clean and in good repair.

**Correction Deadline: 6/12/2019**

**Corrected on 11/5/2019**

.26(9) - Previous citation corrected, based on observation, in that the playgrounds were observed to be clean, free of litter, and free of hazards on this date.

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

**Correction Deadline: 6/5/2019**

**Corrected on 11/5/2019**

**.20(4) - Previous citation corrected, based on observation, in that the center does not dispense medication at this time and no medication was observed accessible to children on this date.**

<b>Safety</b>
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<b>591-1-1-.05 Animals</b>	<b>Met</b>
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**Comment**

Animals maintained clean and appropriately caged.

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<b>591-1-1-.11 Discipline(CR)</b>	<b>Met</b>
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**Comment**

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

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<b>591-1-1-.13 Field Trips(CR)</b>	<b>Met</b>
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**Comment**

Field trip documentation observed to be complete for the field trip taken June 26, 2019 to Artsy Me.

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<b>591-1-1-.36 Transportation(CR)</b>	<b>Met</b>
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**Comment**

Complete documentation of transportation observed.

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>	<b>Not Met</b>
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**Technical Assistance**

591-1-1-.30(1)(a)3 - The consultant discussed with the director to ensure each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant, as a loose sheet was observed on an unoccupied crib in the TN Classroom which was changed during the visit on this date.

**Correction Deadline: 11/5/2019**

**Finding**

591-1-1-.30(1)(b)1 requires that cots and mats are of sound construction and of sufficient size to accommodate comfortably the size and weight of the child; and that mats are in good repair, washable, covered with a waterproof material and at least two inches (2") thick. It was determined, based on observation, that torn mats with foam exposed, which prevented the mats from being washable, were observed in the T2 Classroom, the PS-1 Classroom, and the A/S Classroom on this date.

**POI (Plan of Improvement)**

The Center will ensure that cots and mats are of sound construction and of sufficient size to accommodate the size and weight of the child and mats are in good repair, washable, covered with a waterproof material and is at least two inches thick.

**Correction Deadline: 11/26/2019**

**Recited on 11/5/2019**

**Staff Records**

**Records Reviewed: 12**

**Records with Missing/Incomplete Components: 1**

Staff # 1	Met
Date of Hire: 07/29/2015	
Staff # 2	Met
Date of Hire: 05/25/2014	
Staff # 3	Met
Date of Hire: 10/10/2000	
Staff # 4	Met
Date of Hire: 08/15/2012	
Staff # 5	Not Met
Date of Hire: 09/22/1996	
<u>"Missing/Incomplete Components"</u>	
.33(6)-Training Documentation Missing	
Staff # 6	Met
Date of Hire: 09/01/2002	
Staff # 7	Met
Date of Hire: 10/12/2012	
Staff # 8	Met
Staff # 9	Met
Date of Hire: 12/12/2018	
Staff # 10	Met
Date of Hire: 08/14/2018	
Staff # 11	Met
Date of Hire: 01/15/2019	
Staff # 12	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-.31 Staff(CR)****Met****Comment**

Staff observed to be compliant with applicable laws and regulations.

**Correction Deadline: 9/5/2019****Corrected on 11/5/2019****.31(2)(b)2. - Previous citation corrected, based on review of records, that teachers and lead caregivers had evidence of meeting minimum academic requirements or proof of enrollment to obtain an education credential on this date.****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.