



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: 3/27/2018 **VisitType:** Monitoring Visit **Arrival:** 8:40 AM **Departure:** 11:15 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

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melyn.smith@decal.ga.gov

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.
03/27/2018	Monitoring Visit	Good Standing	
02/12/2018	Complaint Closure	Good Standing	
02/06/2018	Complaint Investigation Follow Up	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	20	C	19	NC	26	C	Circle Time
Main	1st Right (TN)	Infants and One Year Olds	1	5	C	17	C	NA	NA	Floor Play, Feeding
Main	2nd Left (Pre-k 2)	PreK	2	19	C	19	C	NA	NA	Circle Time
Main	2nd Right (NN)	Infants	1	5	C	9	C	NA	NA	Feeding, Nap, Floor Play
Main	3rd Left (Afterschool)		0	0	C	16	C	NA	NA	
Main	3rd Right (T2)	Two Year Olds and Three Year Olds	2	12	C	28	C	NA	NA	Free Play
Main	4th Left (T3)	Three Year Olds	1	13	C	16	C	NA	NA	Circle Time
Main	4th Right (T1)	One Year Olds	2	10	C	17	C	NA	NA	Circle Time
Main	5th Left (AS)	Three Year Olds and Four Year Olds	1	11	C	25	C	34	C	Centers
Total Capacity @35 sq. ft.: 166			Total Capacity @25 sq. ft.: 182							
Total # Children this Date: 95			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

Comments

The consultant discussed the upcoming deadline of October 1, 2018 for the Comprehensive Background Checks at this visit.

Plan of Improvement: Developed This Date 03/27/2018

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).



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@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). 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.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

Erlene Graham, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

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The following information is associated with a Monitoring Visit:

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)

Met

Comment

Center does not provide swimming activities.

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.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute especially under the swings and slide and after rainfall.

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Proper hand washing observed throughout the center.

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

Discussed proper medication documentation and procedures. Please ensure all dates listed on the medication form are accounted for.

Safety

591-1-1-.05 Animals	Met
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Comment

Animals maintained clean and appropriately caged.

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

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

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

Center does not participate in field trips at this time.

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

Complete documentation of transportation observed.

Comment

The consultant observed the first and second check of the vehicle upon return to the center after morning routine transportation. A fire extinguisher and first aid kit were observed present on the vehicles on this date.

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 20

Records with Missing/Incomplete Components: 1
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Staff # 1	Met
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Date of Hire: 08/12/2001

Staff # 2	Met
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Date of Hire: 03/06/2017

Staff # 3	Met
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Staff # 4	Met
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Date of Hire: 03/13/2017

Staff # 5 Met

Date of Hire: 10/10/2000

Staff # 6 Not Met

Date of Hire: 08/22/2016

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 7 Met

Date of Hire: 05/25/2014

Staff # 8 Met

Date of Hire: 08/15/2016

Staff # 9 Met

Date of Hire: 04/25/2006

Staff # 10 Met

Date of Hire: 07/29/2015

Staff # 11 Met

Date of Hire: 09/22/1996

Staff # 12 Met

Date of Hire: 04/27/2016

Staff # 13 Met

Date of Hire: 02/07/2018

Staff # 14 Met

Date of Hire: 08/06/2017

Staff # 15 Met

Staff # 16 Met

Date of Hire: 10/01/2015

Staff # 17 Met

Date of Hire: 10/10/2000

Staff # 18 Met

Date of Hire: 12/01/2015

Staff # 19 Met

Records Reviewed: 20

Records with Missing/Incomplete Components: 1

Date of Hire: 02/05/2007

Staff # 20

Met

Date of Hire: 11/13/2017

Staff Credentials Reviewed: 20

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

Not Met

Comment

Director provided two files for employees hired since last visit.

Finding

591-1-1-.09(1)(i) requires that if the Center accept a satisfactory determination letter issued by the Department for a potential Director or Employee as evidence of that individual's Satisfactory Records Check Determination, the Records Check Clearance Date must be within the preceding 12 months from the hire date, and the Center does not know or reasonably should not know that the individual's satisfactory status has not changed. It was determined, based on a review of records, that one staff hired in February 2018 had a satisfactory records check determination dated more than twelve months before the hire date.

POI (Plan of Improvement)

The Center will ensure that each potential Employee bringing a satisfactory determination letter issued by the Department has a Satisfactory Records Check Determination that is dated within the preceding 12 months from the hire date. The Center will not employ individual's whose satisfactory status has changed.

Correction Deadline: 3/28/2018

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

Met

Comment

The consultant observed all Center staff to comply with all applicable laws and regulations on this date.

Correction Deadline: 3/27/2018

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.