



**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: 2/2/2018 **VisitType:** Complaint Investigation Follow Up **Arrival:** 9:00 AM **Departure:** 1:50 PM

CCLC-1626

Appletree Learning Center and Academy

4700 East Ponce De Leon Avenue Stone Mountain, GA 30083 DeKalb County
(770) 493-4176 dettif@yahoo.com

Mailing Address
Same

Regional Consultant

Ashli Conners
Phone: (770) 405-7960
Fax: (404) 591-5808
ashli.conners@decals.ga.gov

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.
02/02/2018	Complaint Investigation Follow Up	Good Standing	
01/25/2018	Monitoring Visit	Good Standing	
10/03/2017	Complaint Investigation & 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	Bldg A - Rm A	PreK	2	20	C	25	C	NA	NA	Centers	
Main	Bldg A - Rm B	Three Year Olds	1	7	C	11	C	NA	NA	Free Play	
Main	Bldg B - Rm A	One Year Olds and Two Year Olds	2	13	C	22	C	NA	NA	Floor Play	
Main	Bldg B - Rm B	PreK	2	20	C	23	C	NA	NA	Transitioning	
Total Capacity @35 sq. ft.:			80			Total Capacity @25 sq. ft.:		0			Building @35 capacity limited by Health Department Limitations
Total # Children this Date:			60			Total Capacity @25 sq. ft.:			0		

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 02/02/2018

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@decals.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://decals.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.decals.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@decals.ga.gov

Cassandra Chambers, Program Official	Date	Ashli Conners, Consultant	Date
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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Staff # 1	Not Met
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 2	Met
Staff # 3	Not Met
Date of Hire: 07/25/2000	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	
Staff # 4	Met
Date of Hire: 10/07/2002	
Staff # 5	Met
Date of Hire: 08/01/2017	
Staff # 6	Met
Date of Hire: 01/03/2018	
Staff # 7	Not Met
Date of Hire: 08/14/2000	
<u>"Missing/Incomplete Components"</u>	
.33(5)-10 Hrs. Annual Training	

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Staff # 8

Met

Date of Hire: 10/23/2017

Staff # 9

Not Met

Date of Hire: 03/27/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 9

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

Not Met

Comment

The Consultant left a One Day Letter on this date.

Correction Deadline: 2/2/2018

Corrected on 2/2/2018

.09(1)(a) - Consultant observed previous citation to be corrected in that consultant saw a Satisfactory Records Check Determination completed for the two staff members missing the Criminal Records Check.

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on Consultant's review of records that one staff member with a hire date of September 1 2017, was missing a satisfactory records check determination. The staff member completed the fingerprints and will need to register the information by completing the background check application in order to complete the livescan fingerprinting process.

POI (Plan of Improvement)

The Center will obtain the Required Satisfactory Records Check Determination before an individual is present at the Center while any child is present for care or before residing in a Center.

Correction Deadline: 2/2/2018

591-1-1-.33 Staff Training

Not Met

Finding

Previously Cited: 591-1-1-.33(4) requires ten clock hours of annual training for supervisory and caregiver staff, except for independent contractors, Students-in-Training and volunteers, in the subjects of early childhood education, child development or subjects related to the position. It was determined based on Consultant's review of records that two staff members did not have the required ten hours of annual training for the year of 2016.

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on Consultant's review of records that three staff members with a hire date of July 25, 2000, November 16, 2015, and August 14, 2000 were missing the required 10 clock hours of annual training for the year of 2017.

POI (Plan of Improvement)

Previously Cited: Director will ensure staff completes ten clock hours of annual training for the year of 2017.

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2018

Recited on 2/2/2018