



**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: 8/23/2018 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 10:45 AM **Departure:** 5:30 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

Chrische Walker
Phone: (770) 359-5166
Fax: (678) 891-5618
chrische.walker@decal.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.
08/23/2018	Complaint Closure	Good Standing	
08/23/2018	Complaint Investigation & Licensing Study	Good Standing	
05/30/2018	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	Lunch
Main	Bldg A - Rm B	Three Year Olds	1	10	C	11	C	NA	NA	Lunch
Main	Bldg B - Rm A	Infants and One Year Olds	4	16	C	22	C	NA	NA	Story,Nap
Main	Bldg B - Rm B	PreK	2	14	C	23	C	NA	NA	Outside
Total Capacity @35 sq. ft.: 80					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Heath Department Limitations			
Total # Children this Date: 60		Total Capacity @35 sq. ft.: 80			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

The purpose of today's visit was to conduct a Licensing Study and to follow up from the previous visit on May 30, 2018. The consultant left an Emergency Preparedness Plan Draft and a First Aid Checklist. The consultant discussed the upcoming changes to the background check requirements.

A one-day-letter was left on this date.

The complaint investigation was not closed on this date.

Plan of Improvement: Developed This Date 08/23/2018

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.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.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.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.ga.gov

Cassandra Chambers, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1-.03 Activities

Not Met

Finding

591-1-1-.03(2) requires the Center to keep current lesson plans on site that reflect appropriate instruction practices and activities to support children's development The Center shall have sufficient and varied play and learning equipment and materials to support the above program of activities in all developmental areas. It was determined based on the consultant's observation that current lesson plans were not planned for the children in the Preschool Room B in Building A and in the Infant and Toddler Room A in Building B.

POI (Plan of Improvement)

The Center will keep current lesson plans on site that include appropriate instruction practices and activities and will have sufficient and varied play and learning equipment and materials to support the activities.

Correction Deadline: 8/23/2018

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: 5

Records with Missing/Incomplete Components: 0

Child # 1

Met

Child # 2

Met

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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-.06 Bathrooms

Not Met

Comment

Please monitor bathrooms for necessary supplies.

Finding

591-1-1-.06(1) requires the center to provide a specified minimum number of flush toilets and hand washing sinks with running water for the use of all children, at least one flush toilet for children being potty-trained and to not substitute nursery potty chairs for a required flush toilet. It was determined based on the consultant's observation that only one flush toilet was utilized for 20 Pre-K children in Room A and ten preschool children in Room B in Building A on this date. The consultant observed only toilet in working condition in between these two classrooms.

POI (Plan of Improvement)

The center will add the required number of flush toilets and/or sinks or decrease the licensed capacity.

Correction Deadline: 9/22/2018

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

Correction Deadline: 6/22/2018

Corrected on 8/23/2018

.25(3) - The previous citation has been corrected on this date. The consultant observed the ceiling in the Pre-K in Building B to be repaired.

Comment

Please monitor the Pre-K Room B in building B for possible odor.

Correction Deadline: 8/23/2018

Finding

591-1-1-.25(8) requires protective caps on all unused electrical outlets within children's reach and requires that electrical outlets in use be made inaccessible to children. It was determined based on the consultant's observation that four unused outlets within the children's reach was observed without protective caps in the Pre-K room B classroom in building B. The unused outlets were observed to be near the block area wall, near the classroom sink, and on a power electrical plug near the classroom computers.

POI (Plan of Improvement)

The Center will train Staff to check outlets and replace protective caps when needed and identify and monitor how outlets in use are inaccessible to children.

Correction Deadline: 8/23/2018

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

591-1-1-.26 - Discussed with the director the maintenance of resilient surface on the Pre-K and preschool back playground. Please fluff and redistribute the mulch on the preschool playground. The far right side playground is not in use on this date. The playground is being repaired due to the growing tree vines on the ground.

Finding

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on the consultant's observation that a fence was detached at the top of the fence on the preschool playground, causing a potential hazard to the children. The detached fence was located near the swings on the large preschool playground.

POI (Plan of Improvement)

The Center will routinely check and repair any hazards on the fence. The Center will train Staff to identify and report any fence hazards.

Correction Deadline: 9/14/2018

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****Comment**

Please ensure that infant feeding forms are updated regularly.

Correction Deadline: 5/30/2018**Corrected on 8/23/2018**

.15(3) - The previous citation has been corrected on this date. The consultant observed bottles in the infant room to be labeled with the child's first name. The staff and center will continue to monitor all labeled bottles.

Finding

591-1-1-.15(7) prohibits the serving of peanuts, hotdogs, raw carrots, popcorn, fish with bones, and grapes to children under three years of age. Children older than three (3) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. Foods and drinks with little or no nutritional value, i.e., sweets, soft drinks, etc. shall be served only on special occasions and only in addition to the required nutritious meals and snacks. Powdered nonfat dry milk shall only be used for cooking purposes. It was determined based on the consultant's observation that children under three years of age were served hotdogs in the Toddler Room, Building B -Room A.

POI (Plan of Improvement)

The Center will train Staff and monitor food served to children to ensure that the food does not present a choking hazard.

Correction Deadline: 8/23/2018

591-1-1-.18 Kitchen Operations**Met****Comment**

Kitchen appears clean and well organized. The consultant discussed with the director on monitoring the temperatures in the kitchen's freezer and refrigerator with thermometers.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Comment

Please ensure lids remain on trash containing organic waste in Room A in Building B, the infant and one-year-olds classroom.

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

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Comment

Great job conducting fire drills and other emergency drills.

Correction Deadline: 8/28/2018

591-1-1-.27 Posted Notices **Met**

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting **Met**

Comment

Discussed the new online required reporting requirements.

Safety

591-1-1-.05 Animals **N/A**

Comment

Center does not keep animals on premises.

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

Comment

Age-appropriate discussion and/or redirection observed.

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

Comment

Field trip documentation observed to be complete. Great job!

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

Comment

Complete documentation of transportation observed. Great job!

Correction Deadline: 6/4/2018

Corrected on 8/23/2018

.36(4)(b) - The previous citation has been corrected on this date. The consultant observed the third and fourth seating on the right hand side of the white bus with the tag number AYM2527 to be repaired with gray tape.

Sleeping & Resting Equipment

Comment

Discussed SIDS and infant sleeping position.

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on the consultant's observation that sheets or coverings were not provided for the children's cots in the Pre-K Room B in Building B.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 8/23/2018

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on the consultant's observation that an medium sized clip was attached to a sleeping infant's pacifier in the infant classroom, Building B Room A.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 8/23/2018

Finding

591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on the consultant's observation that a safety-approved crib was not used, when an infant fell asleep in a car safety seat equipment in the Infant Classroom in Building B.

POI (Plan of Improvement)

The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 8/23/2018

Staff Records

Records Reviewed: 13

Records with Missing/Incomplete Components: 6

Staff # 1

Not Met

Date of Hire: 07/25/2000

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 2

Met

Date of Hire: 08/23/2018

Staff # 3

Met

Date of Hire: 10/07/2002

Staff # 4

Not Met

Date of Hire: 04/18/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 5

Met

Date of Hire: 08/23/2018

Staff # 6

Not Met

Date of Hire: 05/10/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 7

Not Met

Date of Hire: 08/07/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 8

Not Met

Date of Hire: 08/14/2000

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff # 9

Met

Date of Hire: 08/01/2018

Staff # 10

Met

Date of Hire: 07/24/2018

Staff # 11

Met

Date of Hire: 08/23/2018

Staff # 12

Met

Date of Hire: 06/02/2018

Staff # 13

Not Met

Date of Hire: 03/12/2010

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 13

591-1-1-.09 Criminal Records Check(CR)**Not Met****Comment**

Director provided ten files for employees hired since last visit. The consultant discussed the portability requirements for all new hires.

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 employee hired on August 7, 2018, did not have a current satisfactory background check preceding 12 months from the hire date. The employee's portability exceeded the 12 months and the satisfactory letter expired on July 28, 2018. A one-day-letter was left on this 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. The center will begin the fingerprint process for the staff member.

Correction Deadline: 8/23/2018**591-1-1-.14 First Aid & CPR****Not Met****Comment**

Please replace/add missing items first aid kits in the center and on the vehicle.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on a review of records that two employees hired on March 12, 2010 and August 14, 2000, did not have current evidence of first aid and CPR certification.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 9/22/2018**591-1-1-.33 Staff Training****Not Met****Technical Assistance**

591-1-1-.33 - Please ensure completed orientation checklists are documented and signed.

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on the consultant's review of records that two employees hired on September 25, 2000 and March 12, 2010, did not complete health and safety by December 29, 2016. It was further determined that two staff members hired on April 18, 2018 and May 10, 2018, did not complete the health and safety orientation course within the first 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 9/22/2018

Comment

Discussed: Health and Safety Training is required for each staff member with direct care responsibilities within 90 calendar days of their hire date.

Comment

Please remember that the Director and any persons with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 9/22/2018

Finding

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 the director and two staff members, did not complete ten clock hours for annual training for the 2017 calendar year.

POI (Plan of Improvement)

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 8/23/2018

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.

Comment

Adequate supervision observed on this date.