



**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: 10/31/2019 **VisitType:** Licensing Study

Arrival: 10:05 AM

Departure: 5:00 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

Chilon Martin

Phone: (404) 591-5648
Fax: (404) 591-5650
chilon.martin@decal.ga.gov

Quality Rated: ★

| Compliance Zone Designation | | |
|------------------------------------|-------------------|---------------|
| 10/31/2019 | Licensing Study | Good Standing |
| 03/27/2019 | Monitoring Visit | Good Standing |
| 08/23/2018 | Complaint Closure | Good Standing |

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.

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 | 1 | 20 | C | 25 | C | NA | NA | Circle Time |
| Main | Bldg A - Rm B | Three Year Olds and Four Year Olds | 1 | 11 | C | 11 | C | NA | NA | Free Play |
| Main | Bldg B - Rm A | Infants and One Year Olds and Two Year Olds | 2 | 12 | C | 22 | C | NA | NA | Transitioning |
| Main | Bldg B - Rm B | Five Year Olds and PreK | 2 | 15 | C | 23 | C | NA | NA | Story |
| Total Capacity @35 sq. ft.: 80 | | | Total Capacity @25 sq. ft.: 0 | | | Building @35 capacity limited by Heath Department Limitations | | | | |
| Total # Children this Date: 58 | | | Total Capacity @35 sq. ft.: 80 | | | Total Capacity @25 sq. ft.: 0 | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|----------|------------|----------------------|-----------------------|
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Comments

October 31, 2019- The purpose of this visit was to conduct a licensing study and follow up from previous visit on March 27, 2019.

The summary report was discussed with the provider and a copy was left at the center.

Plan of Improvement: To Be Submitted 11/14/2019

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.decal.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@decal.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://decal.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.decal.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@decal.ga.gov

Cassandra Chambers, Program Official

Date

Chilon Martin, Consultant

Date



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Findings Report

Date: 10/31/2019 **VisitType:** Licensing Study **Arrival:** 10:05 AM **Departure:** 5:00 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities **Met**

Correction Deadline: 4/1/2019

Corrected on 10/31/2019

Previous citation observed corrected. There were current lesson plans in all classrooms in the center on this date.

591-1-1-.12 Equipment & Toys(CR) **Not Met**

Comment

A variety of equipment and toys were observed throughout the center.

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Finding

591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that a television was not secured and or mounted in the toddler room in Building B. It was sitting on top of a cubicle that was about five feet high and the television cords were hanging and were accessible to the children.

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Correction Deadline: 10/31/2019

Recited on 10/31/2019

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

Met

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 0

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|-----------|-----|
| 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

Correction Deadline: 3/27/2019

Corrected on 10/31/2019

Previous citation observed corrected on this date. All classrooms were functioning within their licensed capacity.

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

Not Met

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the walls and floor boards throughout the center had peeling paint in Building A.

Correction Deadline: 11/14/2019

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Correction Deadline: 3/27/2019

Corrected on 10/31/2019

Previous citation observed corrected on this date. There were protective coverings in all electrical outlets in the center on this date.

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

Not Met

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 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. It was further determined that the fence was detached between the middle fence and the back wooden back fence between the large playground and the play are not in use.

Other hazards on the main playground included:

- There were at least ten exposed nails that were protruding from the brown wooden fence at least one inch
- There were at least four entrapment hazards in the brown wooden fence to include gaps, holes and missing fence parts that were at least three and a half inches in length and width

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Correction Deadline: 11/7/2019

Recited on 10/31/2019

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that:

The following were hazard observed on the main playground:

- There was a large screwing protruding at least one inch from the brown climbing device on the opposite side of the steering wheel
- There was exposed tire tread on the top left tire on the brown climbing equipment
- There was exposed splintered wood on the wooden bench
- All posts on the tire swinging equipment had peeling paint
- There were four tricycles used on the playground and there was one pedal on one tricycle

Other hazards on the infant/toddler playground:

- All play equipment was weathered and had brown and black stains on them
- The fence did not latch properly and wasn't able to close properly

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Correction Deadline: 11/7/2019

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| Food Service |
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591-1-1-.15 Food Service & Nutrition

Not Met

Comment

Center menu meets USDA guidelines. The menu posted was spaghetti and meat sauce, salad with ranch dressing, applesauce and milk. Consultant observed the posted menu to match with the food that was served on this date.

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Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that one infant in the infant room had a completed feeding plan and there were three infants in the classroom who did not have an infant feeding plan on file.

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Correction Deadline: 11/1/2019

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that a staff member in the infant room, Building B Room A, used the microwave to heat up an infant bottle.

Correction Deadline: 10/31/2019

Correction Deadline: 3/27/2019

Corrected on 10/31/2019

Previous citation observed corrected. The center has an alternate menu for the children three-years-old and younger when there are hot dogs served in the center. The center serves grilled cheese and turkey sandwiches to the children three-years-old and younger as an alternative.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Not Met

Finding

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on observation that the two yellow and blue changing pads in the infant and toddler rooms were in need of repair as had have several tears on them.

Correction Deadline: 11/7/2019

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

Comment
Staff were observed to remind children to wash hands in the center on this date.

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

Comment
Documentation for medication dispensing observed complete.

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

Comment
Program observed complete emergency drills

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

Comment
Observed all required posted notices.

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

Comment
Discussed reporting requirements.

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

Comment
Center does not keep animals on premises. The center only had a beta fish on site for PreK standards on this date.

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

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

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

Comment
Field trip documentation observed to be complete. The last field trip taken by the center was September 26, 2019 and September 27, 2019. The center took the children to a restaurant in Lilburn, GA on Lawrenceville Highway.

Technical Assistance

The consultant discussed with the provider to re-patch the tears on the vehicle used for transportation. There were small tears in the first and second left seats as well as the fourth right seat when facing the back of the vehicle.

Correction Deadline: 11/1/2019

Sleeping & Resting Equipment

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 observation and staff statements that sheets or coverings were not provided for the children's cots in Room B in Building A.

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Correction Deadline: 11/4/2019

Recited on 10/31/2019

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Correction Deadline: 3/27/2019

Corrected on 10/31/2019

Previous citation observed corrected on this date. The bedding was properly stored and there were no sheets or covers touching each other.

Staff Records

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Staff # 1

Not Met

Date of Hire: 07/30/2019

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 2

Not Met

Records Reviewed: 9

Records with Missing/Incomplete Components: 4

Date of Hire: 05/30/2019

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 3

Not Met

Date of Hire: 07/25/2000

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 4

Not Met

Date of Hire: 07/22/2019

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 5

Met

Date of Hire: 10/01/2002

Staff # 6

Met

Date of Hire: 04/29/2019

Staff # 7

Met

Date of Hire: 08/06/2018

Staff # 8

Met

Date of Hire: 01/01/2000

Staff # 9

Met

Date of Hire: 01/01/2000

Staff Credentials Reviewed: 7

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

Met

Comment

Criminal record checks were observed to be complete.

Correction Deadline: 3/27/2019

Corrected on 10/31/2019

Previous citation observed corrected on this date. All employees present in the center had a satisfactory comprehensive on file on this date.

591-1-1-.14 First Aid & CPR

Not Met

Comment

Complete first aid kits observed in center and on vehicles.

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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 five employees did not have evidence of current first aid and CPR certification. These five staff members were outside of their 90 day hire date.

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Correction Deadline: 11/7/2019

Recited on 10/31/2019

591-1-1-.24 Personnel Records

Met

Correction Deadline: 4/1/2019

Corrected on 10/31/2019

Previous citation observed corrected on this date. The personnel files were made available to the agency.

591-1-1-.33 Staff Training

Not Met

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 a review of records that four employees had no evidence of completing the required health and safety training within 90 days of their hire date.

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Correction Deadline: 11/7/2019

Recited on 10/31/2019

Finding

591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on a review of records that the director and the cook had no evidence of completing the required Bright from the Start approved nutrition training.

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Correction Deadline: 11/7/2019

Defer

This citation will be deferred until 12/31/2019

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Correction Deadline: 12/31/2018

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

Comment

Staff observed to be compliant with applicable laws and regulations.

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| Staffing and Supervision |
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591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment

Staff observed to provide direct supervision and be attentive to children's needs.

591-1-1-.32 Supervision(CR) **Met**

Comment

Staff observed to provide direct supervision and be attentive to children's needs.