



**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: 1/25/2018 **VisitType:** Monitoring Visit **Arrival:** 9:50 AM **Departure:** 12:20 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@dec.al.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.
01/25/2018	Monitoring Visit	Good Standing	
10/03/2017	Complaint Investigation & Monitoring Visit	Good Standing	
10/03/2017	Complaint Closure	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	Circle Time
Main	Bldg A - Rm B	Three Year Olds	1	8	C	11	C	NA	NA	Centers
Main	Bldg B - Rm A	One Year Olds	1	4	C	22	C	NA	NA	Circle Time
Main	Bldg B - Rm B	Two Year Olds	1	7	C	23	C	NA	NA	Circle Time
Total Capacity @35 sq. ft.: 80						Total Capacity @25 sq. ft.: 0	Building @35 capacity limited by Heath Department Limitations			
Total # Children this Date: 39		Total Capacity @35 sq. ft.: 80			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
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Comments

Plan of Improvement: Developed This Date 01/25/2018

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 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-.06 Bathrooms **Met**

Comment

The Consultant discussed with the Director ensuring the maintenance of the bathroom.

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.

Comment

The Consultant discussed with the Director the maintenance of playground area, due to inclement weather . Per Director, the center uses only the main playground at this time. The two playgrounds on the right side are not in use.

Health and Hygiene

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

Comment

Staff stated proper knowledge of diapering procedures.

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

Comment

Staff stated proper knowledge of hand washing procedures.

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

Comment

Per Director, the center has not administered medication since the summer of 2017. The consultant discussed with the Director proper medication documentation and procedures.

Safety

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

Comment

Center does not keep animals on premises.

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

Comment

Please be mindful of voice tone in redirecting children.

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

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Technical Assistance**

Technical Assistance

591-1-1-.36 - The Consultant discussed transportation documentation with the Director.

Technical Assistance

591-1-1-.36(3)(a-b) The Consultant discussed with the Director ensuring the center obtains two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children.

Correction Deadline: 2/4/2018

Sleeping & Resting Equipment

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

Comment

There are no infants enrolled at this time.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

Staff # 1 Met

Staff # 2 Met

Staff # 3 Met

Records Reviewed: 7**Records with Missing/Incomplete Components: 2**

Date of Hire: 07/25/2000

Staff # 4

Met

Date of Hire: 10/07/2002

Staff # 5

Not Met

Date of Hire: 01/03/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 6

Met

Date of Hire: 08/14/2000

Staff # 7

Not Met

Date of Hire: 10/23/2017

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 7**591-1-1-.09 Criminal Records Check(CR)****Not Met****Comment**

A One Day Letter was left on this date. The two staff members missing a criminal records check determination left the center on this date, and will return once a Satisfactory Determination is received by the center.

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 observation that two staff members with a hire date of October 23, 2017 and January 3, 2018 were missing a satisfactory records check determination. The two staff members 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: 1/25/2018**591-1-1-.33 Staff Training****Defer****Correction Deadline: 10/16/2017****Corrected on 1/25/2018**

.33(3) - Consultant observed previous citation to be corrected in that consultant saw Health and Safety Training completed for the two staff members.

Defer

591-1-1-.33(4)- The required 10 hours of annual training will be reviewed during the Licensing Study in the year of 2018.

POI (Plan of Improvement)

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

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.

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

Met

Comment

Adequate supervision observed on this date.