



**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: 3/27/2019 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 2:55 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.
03/27/2019	Monitoring Visit	Good Standing	
08/23/2018	Complaint Closure	Good Standing	
08/23/2018	Complaint Investigation & Licensing Study	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, Transitioning
Main	Bldg A - Rm B	Three Year Olds and Four Year Olds	1	12	NC	11	NC	NA	NA	Outside
Main	Bldg B - Rm A	Infants and One Year Olds and Two Year Olds	3	18	C	22	C	NA	NA	Outside, Transitioning, Floor Play, Lunch
Main	Bldg B - Rm B	PreK	2	21	C	23	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 80						Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Heath Department Limitations		
Total # Children this Date: 71			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 Monitoring Visit and to follow up from the previous visit on August 23, 2018. The consultant left the Rule for Food Service and Nutrition and LiveScan Directions resources on this date.

A one-day letter was left on this date. An Affidavit for Verifying Completion of Background Check Video Units was left on this date.

Plan of Improvement: Developed This Date 03/27/2019

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.dec.state.ga.us/CCS/Regulations.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@dec.state.ga.us.

- 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.state.ga.us/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.dec.state.ga.us/>
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.state.ga.us

Cassandra Chambers, Program Official

Date

Chrische Walker, Consultant

Date



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Findings Report

Date: 3/27/2019 **VisitType:** Monitoring Visit **Arrival:** 9:40 AM **Departure:** 2:55 PM

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The following information is associated with a Monitoring 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 observation that current lesson plans were not current 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: 4/1/2019

Recited on 3/27/2019

591-1-1-.12 Equipment & Toys(CR)

Not Met

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 on the left side toddler room in Room A in Building B.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 3/27/2019

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

N/A

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms**Met****Correction Deadline: 9/22/2018****Corrected on 3/27/2019****.06(1) - The previous citation has been corrected on this date. The consultant observed a working toilet in the preschool room in Room B in Building A.**

591-1-1-.19 License Capacity(CR)**Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that 12 children were utilizing a space that was licensed for 11 children in Room B in Building A.

POI (Plan of Improvement)

The Center will limit the number of children in this space to the licensed capacity.

Correction Deadline: 3/27/2019

591-1-1-.25 Physical Plant - Safe Environment(CR)**Not Met****Technical Assistance**

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children in lower cabinets near sinks in classrooms in Building A and in Building B. Also, please ensure that staff belongings are placed in an area that is not accessible to the children in Room B in Building A.

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 observation that one unused electrical outlet did not have a protective cap on near the classroom sink and bathroom in the Pre-K Room B in Building B.

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: 3/27/2019**Recited on 3/27/2019**

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

On this date, the director stated that the far right side playground is not in use on this date. The playground is being repaired and will be renovated.

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 area not in use.

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: 4/10/2019**Recited on 3/27/2019**

Food Service

591-1-1-.15 Food Service & Nutrition**Not Met****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 observation that children under three years of age were served hotdogs on March 5, 2019 in the Toddler Room, Building B -Room A, according to the center's menu and statements.

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: 3/27/2019**Recited on 3/27/2019**

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**

Staff were observed to remind children to wash hands.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Safety

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

Age-appropriate discussion and/or redirection observed.

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

591-1-1-.36 - On this date the vehicle was not on site for observation. The director stated that the vehicle's tires are being repaired. The consultant was not able to review checklists, agreement forms, and inspection for the vehicle due to the paperwork being on the vehicle.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****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 statement and observation that sheets or coverings were not provided for the children's cots in Room B in Building A and in Room A in Building A.

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: 4/1/2019

Recited on 3/27/2019

Correction Deadline: 8/23/2018

Corrected on 3/27/2019

.30(2) - The previous citation has been corrected on this date. The consultant did not observe clips or any objects attached to a sleeping infant's pacifier.

Correction Deadline: 8/23/2018

Corrected on 3/27/2019

.30(2)(c) - The previous citation has been corrected on this date. The consultant did not observe a sleeping child in a car safety seat equipment. Staff stated that children are immediately transferred to a crib, if in a car seat.

Finding

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on observation that the children's bedding was stored touching in the Pre-K Room A in Building A.

POI (Plan of Improvement)

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 3/27/2019

Staff Records

Records Reviewed: 11

Records with Missing/Incomplete Components: 4

Staff # 1 Not Met

Date of Hire: 07/25/2000

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 2 Met

Date of Hire: 10/07/2002

Staff # 3 Met

Date of Hire: 08/23/2018

Staff # 4 Not Met

Date of Hire: 01/01/1996

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Records Reviewed: 11**Records with Missing/Incomplete Components: 4**

Staff # 5 Date of Hire: 08/07/2018	Met
Staff # 6 Date of Hire: 02/07/2015	Met
Staff # 7 Date of Hire: 02/01/2019	Met
Staff # 8 Date of Hire: 08/01/2018	Met
Staff # 9 Date of Hire: 07/24/2018	Met
Staff # 10 Date of Hire: 01/01/1996 <u>"Missing/Incomplete Components"</u> .09-Criminal Records Check Missing	Not Met
Staff # 11 Date of Hire: 03/12/2010 <u>"Missing/Incomplete Components"</u> .33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing	Not Met

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Not Met****Technical Assistance**

591-1-1-.09(1)(c) - The consultant discussed with the director and the cook to ensure that all owners proceed with completing the fingerprinting process to receive a background check from the Department of Early Care and Learning. The consultant also discussed with the director and the cook that all persons with a national determination letter can be on the premises as long as the person is under the constant and direct supervision of someone with a valid satisfactory comprehensive determination letter issued by the Department of Early Care and Learning.

Correction Deadline: 3/27/2019

Finding

591-1-1-.09(1)(d) requires the Center to ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. It was determined based on observation that three staff members hired on October 7, 2002, March 12, 2010, and February 1, 2019 was present with a national satisfactory records check determination and was not supervised by a Director or an Employee with a valid and current satisfactory Comprehensive Records Check Determination in Room A in Building B. A one-day letter was left on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Provisional Employee has a valid and current satisfactory Fingerprint Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center and must be supervised at all times by a Director or Employee with a valid and current satisfactory Comprehensive Records Check Determination. The Fingerprint Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Provisional Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Fingerprint Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will ensure CRC rules are maintained.

Correction Deadline: 3/27/2019

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

Met

Correction Deadline: 8/23/2018

Corrected on 3/27/2019

.09(1)(i) - The previous citation has been corrected on this date. The consultant observed the staff to have completed a comprehensive determination letter.

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

Not Met

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 one employee hired on March 12, 2010 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: 4/30/2019

Recited on 3/27/2019

Finding

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on observation that personnel files was not readily available for the consultant during the visit. The director was not present and all staff files were not available for review.

POI (Plan of Improvement)

The Center will secure required information for all Personnel and have the files available for the consultant during visits. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 4/1/2019

591-1-1-.33 Staff Training**Not Met****Comment**

Discussed staff training. Please obtain required documentation.

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 two employees hired on September 25, 2000 and March 12, 2010, did not complete health and safety by December 29, 2016.

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: 4/30/2019**Recited on 3/27/2019****Comment**

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

Defer

591-1-1-.33(6)-The consultant will review staff training at the next regulatory visit. Staff files were not available during the visit.

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

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.