



**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:** 8/25/2021 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 11:30 AM

**CCLC-21664**

**Appletree - ABC Preschool**

4665 Webb Bridge Road Alpharetta, GA 30005 Fulton County  
 (770) 343-8680 gailmorrill@appletree-abc.com

**Regional Consultant**

Emma Smith

Phone: (770) 357-5106

Fax: (770) 357-5107

emma.smith@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/25/2021	Licensing Study	Good Standing	
02/15/2021	Monitoring Visit	Good Standing	
07/28/2020	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	A: 1R - GA PreK	PreK	2	14	C	25	C	NA	NA	Nap, Transitioning
Main	B: 2R - GA PreK	PreK	2	13	C	25	C	NA	NA	Circle Time, Story
Main	C: 3R - GA PreK	PreK	2	10	C	20	C	NA	NA	Circle Time
Main	D: 4R	Three Year Olds	1	3	C	20	C	NA	NA	Outside
Main	E: 5R		0	0	C	9	C	NA	NA	Not In Use
Main	F: 4L - Toddlers	One Year Olds	1	5	C	15	C	NA	NA	Nap
Main	G: 3L - Twos	Two Year Olds	1	3	C	15	C	NA	NA	Nap
Main	H: 2L		0	0	C	25	C	NA	NA	
Main	I: 1L - Preschool	Three Year Olds	1	8	C	25	C	NA	NA	Centers
Total Capacity @35 sq. ft.:			179		Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 56			Total Capacity @35 sq. ft.:		Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool Right	149	C
Main	Toddler Left	67	C

### Comments

An Administrative Review was conducted on August 24, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on August 25, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

Consultant discussed and provided flyer regarding the CCLC Virtual Core Rules Refresher Sessions, OLLI Beyond the Rules and Active Supervision trainings, and GA PDS information flyer on this date.

Consultant discussed that as of August 2, 2021, amendments will need to be submitted via DECAL Koala and also discussed COVID-19 reporting.

Plan of Improvement: No Plan Developed

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/RuleAndRegulations.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.

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#### 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](mailto: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.

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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](mailto:qualityrated@decal.ga.gov)

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Gail Morrill, Program Official

Date

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Emma Smith, Consultant

Date



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### Findings Report

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The following information is associated with a Licensing Study:

### 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)**

**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
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

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<b>591-1-1-.19 License Capacity(CR)</b>	<b>Met</b>
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**Comment**

Licensed capacity observed to be routinely met by center.

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<b>591-1-1-.25 Physical Plant - Safe Environment(CR)</b>	<b>Met</b>
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**Comment**

Center appears clean and well maintained.

**Comment**

Consultant observed cleaning supplies locked in cabinet inaccessible to children on this date.

**Comment**

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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<b>591-1-1-.26 Playgrounds(CR)</b>	<b>Met</b>
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**Technical Assistance**

591-1-1-.26 - Discussed maintenance of resilient surface. Please fluff and redistribute.

**Comment**

Playground observed to be clean and in good repair.

<b>Food Service</b>
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<b>591-1-1-.15 Food Service &amp; Nutrition</b>	<b>Met</b>
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**Comment**

Center menu meets USDA guidelines.

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<b>591-1-1-.18 Kitchen Operations</b>	<b>Met</b>
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**Comment**

Kitchen appears clean and well organized.

<b>Health and Hygiene</b>
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<b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b>	<b>Met</b>
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**Comment**

Staff state proper knowledge of diapering procedures.

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<b>591-1-1-.17 Hygiene(CR)</b>	<b>Met</b>
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**Comment**

Proper hand washing observed throughout the center.

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

The Provider currently does not dispense/administer medication.

<b>Policies and Procedures</b>
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<b>591-1-1-.21 Operational Policies &amp; Procedures</b>	<b>Met</b>
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**Comment**

Consultant observed complete emergency preparedness plans on this date.

**Comment**

Program observed complete emergency drills on this date.

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

Observed all required posted notices.

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**Safety**

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

Center does not keep animals on premises.

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**591-1-1-.11 Discipline(CR)****Technical Assistance****Technical Assistance**

591-1-1-.11 - A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through on this date. Regulations regarding proper discipline were discussed with the director and staff on this date.

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**591-1-1-.13 Field Trips(CR)****Technical Assistance****Technical Assistance**

591-1-1-.13 - Consultant discussed ensuring vehicle tag numbers are written on all transportation checklists.

**Comment**

Consultant observed field trip wrist bracelets on this date.

**Technical Assistance**

591-1-1-.13(6) - Consultant discussed emergency medical vehicle documentation forms with the director on this date.

**Correction Deadline: 8/25/2021**

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

A current/completed inspection was observed for all three vehicles used in transporting children this date.

**Comment**

Consultant observed all three vehicles had an approved fire extinguisher and first aid kit on this date.

**Technical Assistance**

591-1-1-.36(3)(a-b) - Discussed transportation renewal for three staff members. Consultant discussed transportation training requirements with the director on this date.

**Correction Deadline: 9/4/2021**

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**Sleeping & Resting Equipment**

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

Pleasant naptime environment observed.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

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**Staff Records**

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**Records Reviewed: 17****Records with Missing/Incomplete Components: 0**

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Staff # 1

Met

**Records Reviewed: 17****Records with Missing/Incomplete Components: 0**

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Date of Hire: 01/23/2017

Staff # 2 Met

Staff # 3 Met

Date of Hire: 08/15/2008

Staff # 4 Met

Date of Hire: 01/23/2019

Staff # 5 Met

Staff # 6 Met

Date of Hire: 07/01/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 7 Met

Date of Hire: 10/09/2007

Staff # 8 Met

Date of Hire: 08/06/2015

Staff # 9 Met

Date of Hire: 07/01/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 10 Met

Date of Hire: 09/03/2019

Staff # 11 Met

Date of Hire: 12/22/2020

Staff # 12 Met

Staff # 13 Met

Date of Hire: 01/12/2018

Staff # 14 Met

Staff # 15 Met

Staff # 16 Met

Date of Hire: 08/04/2004

Staff # 17 Met

**Staff Credentials Reviewed: 14**

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<b>591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)</b>	<b>Met</b>
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**Comment**

Criminal record checks were observed to be complete for all 17 staff on this date.

**Comment**

Director provided two files for employees hired since last visit.

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<b>591-1-1-.14 First Aid &amp; CPR</b>	<b>Met</b>
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**Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

**Comment**

Please be mindful of training expiration dates and ensuring all staff have in person CPR/First training.

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<b>591-1-1-.33 Staff Training</b>	<b>Met</b>
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**Comment**

Documentation observed of required staff training.

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<b>591-1-1-.31 Staff(CR)</b>	<b>Met</b>
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**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date.