



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: 10/24/2018 **VisitType:** Monitoring Visit

Arrival: 11:00 AM

Departure: 2:00 PM

CCLC-935

An Apple a Day Early Learning Center

3152 Creek Dr. Duluth, GA 30096 Gwinnett County
 (770) 476-5481 anappleadayelc@gmail.com

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@decal.ga.gov

Mailing Address

Same

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.
10/24/2018	Monitoring Visit	Good Standing	
06/14/2018	Complaint Closure	Good Standing	
04/19/2018	Complaint Investigation Follow Up	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	
Building 1	1L	Infants	1	3	C	10	C	NA	NA	Feeding	
Building 1	1R	PreK	2	18	C	18	C	NA	NA	Lunch, Transitioning	
Building 1	2L	One Year Olds and Two Year Olds	1	8	C	13	C	NA	NA	Transitioning, Lunch	
Building 1	2R		0	0	C	15	C	NA	NA		
Building 1	3L	Two Year Olds	1	7	C	13	C	NA	NA	Nap	
Building 1	3R	Three Year Olds and Four Year Olds	1	12	C	14	C	NA	NA	Lunch	
Building 1	4L		0	0	C	0	C	NA	NA		
Building 1	Back R		0	0	C	0	C	NA	NA		
Total Capacity @35 sq. ft.:			83			Total Capacity @25 sq. ft.:					0
Building 2	PreK B	PreK	2	18	C	35	C	NA	NA	Circle Time	
Building 2	PreK C	PreK	2	19	C	22	C	NA	NA	Circle Time, Transitioning	
Total Capacity @35 sq. ft.:			57			Total Capacity @25 sq. ft.:					0

Building 3	PreK A		0	0	C	27	C	NA	NA
Building 3	PreK B		0	0	C	0	C	NA	NA
Total Capacity @35 sq. ft.: 27						Total Capacity @25 sq. ft.: 0			
Total # Children this Date: 85			Total Capacity @35 sq. ft.: 167			Total Capacity @25 sq. ft.: 0			


Building	Playground	Playground Occupancy	Playground Compliance
Building 1	PG A	0	C
Building 1	PG B	0	C

Comments

The purpose of the visit was to conduct a monitoring visit. A one-day letter was left on this date.

Plan of Improvement: Developed This Date 10/24/2018

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).



Please refer to the website, <http://www.dec.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@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).

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

Renaë Johnson, Program Official

Date

LaQuita Clark, Consultant

Date



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

Findings Report

Date: 10/24/2018 VisitType: Monitoring Visit

Arrival: 11:00 AM

Departure: 2:00 PM

CCLC-935

An Apple a Day Early Learning Center

3152 Creek Dr. Duluth, GA 30096 Gwinnett County
(770) 476-5481 anappleadayelc@gmail.com

Mailing Address
Same

Regional Consultant

LaQuita Clark

Phone: (706) 497-1536

Fax: (706) 688-0418

jennifer.taylor@dec.al.ga.gov

The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

Equipment and furniture observed to be properly secured, as applicable.

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

Met

Comment

Pool not in use at this time, gates observed locked.

Facility

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)

Technical Assistance

Technical Assistance

Consultant discussed with the director to please respray roots throughout the playground.

Comment

Playground observed to be clean and in good repair.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

A current inspection was observed for all vehicles used in transporting children this date. Complete transportation checklists and transportation documentation were observed on file.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain 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. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of transportation documentation, that the owner and one staff member participating in transportation did not have current evidence of transportation training on file.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 11/3/2018**Sleeping & Resting Equipment**

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

Safety approved cribs and cots were observed. Staff were observed to follow safe sleep procedures.

Staff Records**Records Reviewed: 14****Records with Missing/Incomplete Components: 4**

Staff # 1

Met

Date of Hire: 01/19/2018

Staff # 2

Not Met

Date of Hire: 07/31/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3

Met

Records Reviewed: 14**Records with Missing/Incomplete Components: 4**

Date of Hire: 08/03/2017

Staff # 4 Met

Date of Hire: 08/01/2016

Staff # 5 Met

Date of Hire: 01/26/2018

Staff # 6 Met

Date of Hire: 08/13/2007

Staff # 7 Met

Date of Hire: 08/01/2009

Staff # 8 Met

Date of Hire: 02/02/2005

Staff # 9 Not Met

Date of Hire: 08/01/1982

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 10 Met

Date of Hire: 09/30/2005

Staff # 11 Met

Date of Hire: 03/11/2004

Staff # 12 Not Met

Date of Hire: 04/20/2006

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 13 Met

Date of Hire: 10/15/2013

Staff # 14 Not Met

Date of Hire: 01/06/2016

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff Credentials Reviewed: 14**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met**

Finding

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined, based on review of staff files, an application had not been submitted to the department and fingerprints were not completed for the director to obtain a comprehensive background check on this date.

POI (Plan of Improvement)

The Center will ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required.

Correction Deadline: 10/25/2018

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 review of staff files, one staff member did not have evidence of at least a satisfactory determination letter on file.

POI (Plan of Improvement)

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.

Correction Deadline: 10/24/2018

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. Please obtain copies of credentials for at least one staff member in each classroom for review during your licensing study.

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.