**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

## Cover Sheet

**Date:** 3/16/2022 **VisitType:** Complaint Investigation Follow Up **Arrival:** 1:45 PM **Departure:** 3:30 PM

**CCLC-24379**

**Appletree Prep Covington**

25 Kirkland Road Covington, GA 30016 Newton County
(678) 342-7180 Shannon@appletreeprep.com

**Regional Consultant**

Beverly Pollard

Phone: (770) 357-7002
Fax: (770) 357-7001
beverly.pollard@decal.ga.gov

**Mailing Address**
Same

Quality Rated: ★ ★

| Compliance Zone Designation | | |
|---|---|---|
| 03/16/2022 | Complaint Investigation Follow Up | Good Standing |
| 03/16/2022 | Incident Investigation Closure | Good Standing |
| 01/27/2022 | Incident Investigation & Follow Up | 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 | 1L | GA PreK | 2 | 15 | C | 21 | C | NA | NA | Snack |
| Main | 1R | Infants | 2 | 5 | C | 14 | C | NA | NA | Nap |
| Main | 2L Pre-K | GA PreK | 2 | 12 | C | 21 | C | NA | NA | Snack |
| Main | 2R | Infants | 1 | 4 | C | 14 | C | NA | NA | Diapering,Floor Play |
| Main | 3L | Four Year Olds | 2 | 15 | C | 21 | C | NA | NA | Nap |
| Main | 3R | One Year Olds | 2 | 9 | C | 20 | C | NA | NA | Snack |
| Main | 4L | Six Year Olds and Over | 1 | 2 | C | 30 | C | NA | NA | Free Play |
| Main | 4R | Two Year Olds | 2 | 15 | C | 20 | C | NA | NA | Snack |
| Main | 5R | Three Year Olds | 2 | 14 | C | 20 | C | NA | NA | Snack |
| Main | 6R | | 0 | 0 | C | 20 | C | NA | NA | Not In Use |
| | | Total Capacity @35 sq. ft.: 201 | | | Total Capacity @25 sq. ft.: 0 | | | | | |
| Total # Children this Date: 91 | | Total Capacity @35 sq. ft.: 201 | | | Total Capacity @25 sq. ft.: 0 | | | | | |

| Building | Playground | Playground Occupancy | Playground Compliance |
|---|---|---|---|
| Main | A 6Wk-24 Mo | 23 | C |
| Main | B- Preschool | 42 | C |
| Main | C-School Age | 34 | C |

**Comments**
The purpose of this visit was to follow up to the previous visit conducted on January 27, 2022.

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

QUALITY RATED CHILD CARE

CAPS

**Important Quality Rated/CAPS Update:**

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk a1 855-800-7747 or qualityrated@decal.ga.gov for more information. Free techincal assistance is available!**

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), do the following:

1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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)

Tonya Porter, Program Official Date

Beverly Pollard, Consultant Date

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**Findings Report**

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**The following information is associated with a Complaint Investigation Follow Up:**

## Safety

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

**Correction Deadline: 12/21/2021**

**Corrected on 3/16/2022**
**.11(2) - This rule was corrected.**

## Staff Records

**Records Reviewed: 30** **Records with Missing/Incomplete Components: 0**

Staff # 1 Met
Date of Hire: 04/24/2015

Staff # 2 Met
Date of Hire: 01/03/2022

Staff # 3 Met
Date of Hire: 01/17/2022

Staff # 4 Met
Date of Hire: 01/13/2020

Staff # 5 Met
Date of Hire: 03/01/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 6 Met
Date of Hire: 10/25/2021

| | |
|---|---|
| Staff # 7<br>Date of Hire: 01/17/2022 | Met |
| Staff # 8<br>Date of Hire: 12/06/2021 | Met |
| Staff # 9<br>Date of Hire: 03/02/2022 | Met<br>Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 10 | Met |
| Staff # 11<br>Date of Hire: 01/10/2022 | Met |
| Staff # 12<br>Date of Hire: 02/01/2022 | Met<br>Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 13<br>Date of Hire: 10/25/2021 | Met |
| Staff # 14<br>Date of Hire: 09/24/2020 | Met |
| Staff # 15<br>Date of Hire: 01/03/2022 | Met |
| Staff # 16<br>Date of Hire: 02/14/2022 | Met<br>Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 17<br>Date of Hire: 12/20/2021 | Met |
| Staff # 18<br>Date of Hire: 09/24/2020 | Met |
| Staff # 19 | Met |
| Staff # 20<br>Date of Hire: 02/15/2022 | Met<br>Reminder - Health & Safety training is required within 90 calendar days of hired |
| Staff # 21 | Met |
| Staff # 22 | Met |

| Records Reviewed: 30 | Records with Missing/Incomplete Components: 0 | |
|---|---|---|
| Date of Hire: 08/09/2021 | | |
| Staff # 23 | | Met |
| Date of Hire: 01/03/2022 | | |
| Staff # 24 | | Met |
| Date of Hire: 11/10/2020 | | |
| Staff # 25 | | Met |
| Date of Hire: 11/15/2021 | | |
| Staff # 26 | | Met |
| Date of Hire: 12/20/2021 | | |
| Staff # 27 | | Met |
| Date of Hire: 09/20/2021 | | |
| Staff # 28 | | Met |
| Date of Hire: 02/01/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired | |
| Staff # 29 | | Met |
| Date of Hire: 01/14/2022 | | |
| Staff # 30 | | Met |
| Date of Hire: 03/14/2022 | Reminder - Health & Safety training is required within 90 calendar days of hired | |

**Staff Credentials Reviewed: 1**

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

**Comment**
Criminal record checks were observed to be complete.

**Comment**
Director provided seven file(s) for employees hired since last visit.