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: 12/21/2021 **VisitType:** Incident Investigation & Follow Up **Arrival:** 12:30 PM **Departure:** 2:00 PM

CCLC-24379

Appletree Prep Covington

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Regional Consultant

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Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
12/21/2021	Incident Investigation & Follow Up	Good Standing
09/08/2021	Licensing Study	Good Standing
02/08/2021	Monitoring Visit	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		0	0	C	21	C	NA	NA	Not In Use
Main	1R		0	0	C	14	C	NA	NA	Not In Use
Main	2L Pre-K		0	0	C	21	C	NA	NA	Not In Use
Main	2R		0	0	C	14	C	NA	NA	Not In Use
Main	3L		0	0	C	21	C	NA	NA	Not In Use
Main	3R		0	0	C	20	C	NA	NA	Not In Use
Main	4L		0	0	C	30	C	NA	NA	Not In Use
Main	4R		0	0	C	20	C	NA	NA	Not In Use
Main	5R		0	0	C	20	C	NA	NA	Not In Use
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: 0		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
December 21, 2021-The purpose of this virtual visit was to complete an incident investigation and a follow up from the previous visit on September 8, 2021

The follow up report was discussed with the center and a copy was emailed to the center.

Plan of Improvement: Developed This Date 12/21/2021

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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

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

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@decal.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://decal.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)

Madeline Natzke, Program Official Date

Junya Herron, Consultant Date

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Findings Report

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The following information is associated with a Incident Investigation & Follow Up:

Children's Records

591-1-1-.08 Children's Records **Defer**

Defer
591-1-1-.08(1)-

POI (Plan of Improvement)
Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 9/8/2021

Food Service

591-1-1-.15 Food Service & Nutrition **Defer**

Defer
591-1-1-.15(2)(a)-

POI (Plan of Improvement)
The Center will train Staff to hold infants less than six months old or who can not hold their own bottle, to never prop bottles and to elevate infant's heads during feeding. The director will monitor Staff to ensure appropriate feeding procedures are followed.

Correction Deadline: 9/8/2021

Staff Records

Records Reviewed: 31 **Records with Missing/Incomplete Components: 0**

Staff # 1 Met

Date of Hire: 04/24/2015

Staff # 2	Met
Staff # 3 Date of Hire: 06/16/2021	Met
Staff # 4 Date of Hire: 01/13/2020	Met
Staff # 5	Met
Staff # 6 Date of Hire: 05/24/2021	Met
Staff # 7	Met
Staff # 8 Date of Hire: 08/02/2021	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12 Date of Hire: 01/11/2021	Met
Staff # 13 Date of Hire: 09/04/2020	Met
Staff # 14	Met
Staff # 15	Met
Staff # 16	Met
Staff # 17 Date of Hire: 09/24/2020	Met
Staff # 18 Date of Hire: 12/20/2021	Met
Staff # 19	Met
Staff # 20	Met

Records Reviewed: 31 **Records with Missing/Incomplete Components: 0**

Staff # 21 Met
Date of Hire: 05/18/2019

Staff # 22 Met

Staff # 23 Met

Staff # 24 Met

Staff # 25 Met

Staff # 26 Met
Date of Hire: 10/06/2020

Staff # 27 Met
Date of Hire: 08/06/2021

Staff # 28 Met
Date of Hire: 08/10/2021

Staff # 29 Met

Staff # 30 Met

Staff # 31 Met

Staff Credentials Reviewed: 3

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

Correction Deadline: 9/8/2021

Corrected on 12/21/2021
Records Check complete

Correction Deadline: 9/8/2021

Corrected on 12/21/2021
Records Check complete

Correction Deadline: 9/8/2021

Corrected on 12/21/2021
Records Check complete

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

Defer
591-1-1-.14(2)-

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: 10/8/2021

591-1-1-.33 Staff Training **Defer**

Defer
591-1-1-.33(2)-

POI (Plan of Improvement)
The Center will provide orientation in all missing subjects to the employee(s) and will take steps to provide a complete orientation to new Employees in the future.

Correction Deadline: 9/9/2021

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 and will ensure that the training includes all required components as required.

Correction Deadline: 10/8/2021

Defer
591-1-1-.33(5)-

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: 10/8/2021