



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: 11/18/2021 **VisitType:** Monitoring Visit

Arrival: 12:00 PM

Departure: 1:15 PM

CCLC-2012

Applebrook Country Day School

5608 Reeds Bridge Road Ringgold, GA 30736 Catoosa County
 (706) 866-3900 jenny@applebrook.org

Regional Consultant

Margarita Collier

Phone: (770) 342-7934

Fax: (678) 891-5989

margarita.collier@dec.al.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.
11/18/2021	Monitoring Visit	Good Standing	
01/14/2021	Licensing Study	Good Standing	
07/15/2020	Monitoring Visit	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-1st Right (infants)	Infants	2	9	C	14	C	NA	NA	Floor Play, Feeding
Main	B-2nd Right (1 Year)	Infants and One Year Olds	2	7	C	16	C	NA	NA	Nap
Main	C-3rd Right (3 Year Olds)	Two Year Olds and Three Year Olds	1	10	C	13	C	18	C	Nap
Main	D-4th Right (2 Year Olds)	Two Year Olds	2	15	C	15	C	NA	NA	Nap
Main	E-4th Right Back(3 & 4 Year Olds)	Three Year Olds and Four Year Olds	2	21	C	26	C	37	C	Nap
Main	F-1st Left (2 Year Olds)	One Year Olds	2	14	C	19	C	NA	NA	Nap
Main	G-Back	GA PreK	2	18	C	29	C	40	C	Nap
Total Capacity @35 sq. ft.: 132			Total Capacity @25 sq. ft.: 159							
Total # Children this Date: 94			Total Capacity @35 sq. ft.: 132			Total Capacity @25 sq. ft.: 159				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground	38	C
Main	Playground	73	C

Comments

All staff members background checks were all reviewed. A virtual inspection was conducted on November 18, 2021 with the Director. An in person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 11/18/2021

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.dec.al.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



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.dec.al.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@dec.al.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@dec.al.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.al.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)

Jenny Beene, Program Official

Date

Margarita Collier, Consultant

Date



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Findings Report

Date: 11/18/2021 **VisitType:** Monitoring Visit

Arrival: 12:00 PM

Departure: 1:15 PM

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The following information is associated with a Monitoring Visit:

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)

Met

Comment

Swimming activities provided off site.

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

Center appears clean and well maintained.

591-1-1-.26 Playgrounds(CR)

Technical Assistance

Technical Assistance

Please ensure to monitor the playground areas for the following hazards:

- Normal wear and tear of playground equipment and toys.
- Potential entrapment hazards in the fence surrounding the playground area.
- Biting and/or stinging insects (i.e. ants, bees, etc.)
- Loose and/or weak tree branches surrounding the playground area.
- Standing water in and around playground equipment after inclement weather.
- Refluff resilient surface as needed.

Health and Hygiene

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

Staff state proper knowledge of diapering procedures.

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

Staff stated the proper handwashing procedures for children and staff members.

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

The Provider currently does not dispense/administer medication.

Safety

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)	Met
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Comment

Field trip documentation observed to be complete.

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

Complete documentation of transportation observed.

Comment

The following vehicles were observed to have evidence of a current vehicle inspection report:

- Vehicle tag # RTX 4661 - Expires July 11, 2022

- Vehicle tag #RTX 4663 - Expires July 11, 2022

Sleeping & Resting Equipment

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

Staff Records

Records Reviewed: 32

Records with Missing/Incomplete Components: 1
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Staff # 1	Not Met
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Date of Hire: 03/24/2008

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 2	Met
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Date of Hire: 04/07/2003

Staff # 3	Met
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Date of Hire: 06/24/2019

Staff # 4 Met

Date of Hire: 01/06/2020

Staff # 5 Met

Date of Hire: 11/17/2010

Staff # 6 Met

Date of Hire: 08/12/2021

Staff # 7 Met

Date of Hire: 08/20/2018

Staff # 8 Met

Date of Hire: 08/17/2021

Staff # 9 Met

Date of Hire: 09/13/2021

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

Staff # 10 Met

Date of Hire: 07/19/2021

Staff # 11 Met

Date of Hire: 07/16/2018

Staff # 12 Met

Date of Hire: 12/02/2014

Staff # 13 Met

Date of Hire: 06/23/2021

Staff # 14 Met

Date of Hire: 01/03/1994

Staff # 15 Met

Date of Hire: 07/18/2019

Staff # 16 Met

Date of Hire: 07/24/2017

Staff # 17 Met

Date of Hire: 09/24/2007

Staff # 18 Met

Records Reviewed: 32**Records with Missing/Incomplete Components: 1**

Date of Hire: 05/04/2006

Staff # 19 Met

Date of Hire: 07/26/2021

Staff # 20 Met

Date of Hire: 01/03/1994

Staff # 21 Met

Date of Hire: 09/20/2020

Staff # 22 Met

Date of Hire: 08/09/2021

Staff # 23 Met

Date of Hire: 08/03/2020

Staff # 24 Met

Date of Hire: 09/19/2020

Staff # 25 Met

Date of Hire: 08/08/2019

Staff # 26 Met

Date of Hire: 05/04/2020

Staff # 27 Met

Date of Hire: 08/31/2020

Staff # 28 Met

Date of Hire: 08/29/2011

Staff # 29 Met

Date of Hire: 06/17/2019

Staff # 30 Met

Date of Hire: 09/13/2021

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

Staff # 31 Met

Date of Hire: 08/21/1996

Staff # 32 Met

Date of Hire: 04/02/2012

Staff Credentials Reviewed: 8

Technical Assistance

The consultant discussed the following information regarding criminal record checks with the director:

- Monitor the expiration dates of all staff members', therapist, independent contractors, and/or volunteers criminal record check letters.
- Submit a portability request via DECAL KOALA for newly hired staff members, therapist, independent contractors and/or volunteers that have a previous satisfactory comprehensive criminal record check letter issued by the department.
- Ensure that all newly hired staff members, therapist, independent contractors, and/or volunteers have evidence of a satisfactory comprehensive criminal record check letter prior to providing services to children present for care.
- Ensure that all newly hired, seasonal staff members, therapist, and/or independent contractors with a six-month break of employment from child care submit an updated criminal record check application and complete the fingerprinting process prior to rendering services for child care services.

Finding

591-1-1-.09(1.) (b) requires the Center to ensure that every Director has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on review of records that staff member #1, date of hire March 24, 2008, did not have evidence of a current satisfactory comprehensive determination letter on file. Staff member #1 was observed to have a previous satisfactory comprehensive determination letter that expired on November 17, 2021. A one-day letter was left.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that the Director has a valid and current satisfactory Comprehensive 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. The Comprehensive 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 Director has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive 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.

Correction Deadline: 11/18/2021

Finding

591-1-1-.09(1)(l)3. requires the Center to immediately require a new Comprehensive Records Check Determination for a Director, Employee or Provisional Employee at least once every five years. It was determined based on review of records that staff member #1, date of hire March 24, 2008, did not have evidence of current satisfactory comprehensive determination letter on file. Staff member #1's previous satisfactory comprehensive determination letter on file that expired on November 17, 2021. A one-day letter was left.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that each Director, Employee and Provisional Employee has a Comprehensive Records Check Determination on file that has been issued within the past five years. 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.

Correction Deadline: 11/18/2021

591-1-1-.31 Staff(CR)

Met

Comment

Staff observed to be compliant with applicable laws and regulations.

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**

Staff observed to provide direct supervision and be attentive to children's needs.