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: 10/3/2022 **VisitType:** Monitoring Visit **Arrival:** 1:00 PM **Departure:** 5:00 PM

CCLC-24379

Appletree Prep Covington

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

Regional Consultant

Kajora McCoy

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Fax:
kajora.mccoy@decal.ga.gov

Mailing Address
Same

Quality Rated: ★ ★

Compliance Zone Designation		
10/03/2022	Monitoring Visit	Good Standing
09/22/2022	Incident Investigation Closure	Good Standing
09/01/2022	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	PreK	2	14	C	21	C	NA	NA	Nap
Main	1R	Infants	2	11	C	14	C	NA	NA	Floor Play
Main	2L Pre-K	PreK	2	16	C	21	C	NA	NA	Nap
Main	2R	Infants and One Year Olds	2	7	C	14	C	NA	NA	Snack
Main	3L	Three Year Olds and Four Year Olds	1	12	C	21	C	NA	NA	Nap
Main	3R	One Year Olds and Two Year Olds	2	10	C	20	C	NA	NA	Nap
Main	4L	Three Year Olds and Six Year Olds and Over	1	17	C	30	C	NA	NA	Homework
Main	4R	Two Year Olds	2	14	C	20	C	NA	NA	Nap
Main	5R	Three Year Olds	2	13	C	20	C	NA	NA	Nap
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: 114		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
Consultant conducted an on site monitoring visit.

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.

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.'

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)

Ashlei Davison, Program Official Date

Kajora McCoy, Consultant Date

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Findings Report

Date: 10/3/2022 **VisitType:** Monitoring Visit **Arrival:** 1:00 PM **Departure:** 5:00 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

591-1-1-.03 Activities **Met**

Correction Deadline: 9/1/2022

Corrected on 10/3/2022
.03(9) - This citation was corrected on this date. The staff was observed to have pleasant interactions with the children.

591-1-1-.12 Equipment & Toys(CR) **Not Met**

Finding
591-1-1-.12(2) requires that all equipment and furniture be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint; and be kept clean. It was determined based on observation that the following hazards which could pose a hazard to the children were observed:
Classroom 4R:
- The handles were missing on the cabinet door located in the housekeeping area.
- The sink bowl was missing in the housekeeping area.
- The shelf under the housekeeping sink was broken.
- One of the handles on the stove in the housekeeping areas was broken.

POI (Plan of Improvement)
The Center will ensure that equipment and furniture are used by the age-appropriate group of children.

Correction Deadline: 10/4/2022

Recited on 10/3/2022

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment
Center does not provide swimming activities.

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

Correction Deadline: 5/24/2022

Corrected on 10/3/2022
.25(15) - This citation was corrected on this date. The storage cabinets were removed from the playground.

591-1-1-.26 Playgrounds(CR) **Technical Assistance**

Technical Assistance
591-1-1-.26(6) - Please ensure that the playground toys are in good repair.

Correction Deadline: 10/13/2022

Correction Deadline: 5/24/2022

Corrected on 10/3/2022
.26(9) - The citation was corrected on this date. The playgrounds were observed to be clean and free of hazards.

Health and Hygiene

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

Comment
Proper diapering procedures observed.

591-1-1-.17 Hygiene(CR) **Not Met**

Comment
Please ensure lids remain on trash containing organic waste.

Comment
Proper hand washing observed throughout the center.

Finding
591-1-1-.17(11) requires that containers used for the storage of disposable and non-disposable items such as diapers, washcloths and bed linens be: leak proof or have a leak proof disposable liner, covered, easily cleaned and maintained so contents are not accessible to the children. It was determined based on observation there was a pile of dirty bibs on the floor in the right corner of the classroom in room 1R.

POI (Plan of Improvement)
The Center will provide the required number and type of containers and will provide instruction regarding the use, cleaning and storage of the containers.

Correction Deadline: 10/3/2022

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

Comment
Documentation for medication dispensing observed complete.

Safety

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

Comment
Staff were observed to maintain a positive learning environment on this date.

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

Correction Deadline: 5/24/2022

Corrected on 10/3/2022
.36(4)(b) - The citation was corrected on this date. The transportation vehicle was observed to repaired with duct tape and free of hazards.

Finding
591-1-1-.36(4)(f)1. requires that all transported children be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations and according to manufacturer's directions. It was determined based on observation the children who were being transported on the first route of each school bus were not wearing seat belts.

POI (Plan of Improvement)
The Center will ensure that manufacturer directions and state and federal laws are met when using child passenger restraining systems and seat safety belts.

Correction Deadline: 10/4/2022

Finding
591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle’s interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on the consultant's observation that on October 3, 2022 for the PM route from Like Oak Elementary and Fairview Elementary, center staff was observed not conducting a first check of the vehicle as required.

POI (Plan of Improvement)
The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/4/2022

Finding
591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on the consultant's observation that on October 3, 2022 for the PM route from Like Oak Elementary and Fairview Elementary, center staff was observed not conducting a second check of the vehicle as required.

POI (Plan of Improvement)
The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 10/3/2022

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Not Met**

Technical Assistance
591-1-1-.30(1)(a)3 - Please ensure that crib sheets are changed daily or as often as needed.

Correction Deadline: 10/3/2022

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation there were two infants asleep on their stomachs in their cribs. It was further determined that a staff member stated that if children are able to roll over she placed them on their stomachs inside the crib.

POI (Plan of Improvement)
The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 10/3/2022

Finding
591-1-1-.30(2)(c) requires that infants shall not sleep in equipment other than safety-approved cribs, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the Center asleep or fall asleep in such equipment, on the floor or elsewhere, shall be transferred to a safety-approved crib. It was determined based on observation there was an infant asleep in a swing.

POI (Plan of Improvement)
The Center will only place infants in safe cribs to sleep and will transfer them to a safe crib when the infants are asleep in other equipment.

Correction Deadline: 10/3/2022

Staff Records

Records Reviewed: 36 **Records with Missing/Incomplete Components: 0**

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

Staff # 2 Met

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

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

Staff # 5	Met
Staff # 6	Met
Staff # 7	Met
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12	Met
Staff # 13	Met
Staff # 14 Date of Hire: 07/22/2016	Met
Staff # 15 Date of Hire: 07/19/2021	Met
Staff # 16	Met
Staff # 17 Date of Hire: 02/01/2022	Met
Staff # 18	Met
Staff # 19 Date of Hire: 10/25/2021	Met
Staff # 20	Met
Staff # 21	Met
Staff # 22 Date of Hire: 09/24/2020	Met
Staff # 23	Met
Staff # 24	Met
Staff # 25	Met
Staff # 26	Met

Records Reviewed: 36 **Records with Missing/Incomplete Components: 0**

Staff # 27 Met
Date of Hire: 08/09/2021

Staff # 28 Met
Date of Hire: 01/03/2022

Staff # 29 Met
Date of Hire: 11/10/2020

Staff # 30 Met
Date of Hire: 11/15/2021

Staff # 31 Met

Staff # 32 Met
Date of Hire: 07/12/2021

Staff # 33 Met
Date of Hire: 09/20/2021

Staff # 34 Met

Staff # 35 Met

Staff # 36 Met

Staff Credentials Reviewed: 3

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

Comment
Criminal record checks were observed to be complete.

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
Discussed naptime ratios.

591-1-1-.32 Supervision(CR) **Met**

Comment
Adequate supervision observed on this date.