

The subreport 'Subreport1' could not be found at the specified location myKoalaService.Reports.RDLC.New_SubHeader.rdlc. Please verify that the subreport has been published and that the name is correct.

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.
12/06/2022	Licensing Study	Good Standing	
05/24/2022	Monitoring Visit	Good Standing	
11/15/2021	POI Follow Up	Good Standing	
			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	1st Left	Four Year Olds	1	11	C	16	C	NA	NA	Centers
Main	1st Right	Two Year Olds	2	18	C	23	C	NA	NA	Diapering,Circle Time
Main	2nd Left	Infants and One Year Olds	3	11	C	16	C	NA	NA	Nap,Floor Play,Feeding
Main	2nd Right	Three Year Olds	2	23	C	31	C	NA	NA	Centers
Main	3rd Left	Two Year Olds	2	15	C	18	C	NA	NA	Story
Main	3rd Right	PreK	2	21	C	26	C	NA	NA	Circle Time,Transitioning
Main	4th Left	PreK	2	22	C	23	C	NA	NA	Centers
Total Capacity @35 sq. ft.: 153					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 121					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Back Playground	69	C
Main	PG- Left Playground	20	C
Main	PG- Right	53	C

Comments

The purpose of this visit was to conduct a Licensing Study and to follow up on the previous visit.

Plan of Improvement: Developed This Date 12/06/2022

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.dec.state.ga.us/CCS/Regulations.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 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 at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical 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)

Heather Case, Program Official

Date

Melyn Smith, 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: 12/6/2022 **VisitType:** Licensing Study

Arrival: 10:15 AM

Departure: 2:10 PM

CCLC-1623

Appletree Academy #1

501 The Pass Martinez, GA 30907 Columbia County
(706) 868-6060 bjhj136315@aol.com

Mailing Address
Same

Regional Consultant

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@decal.ga.gov

The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1.12 Equipment & Toys(CR)

Technical Assistance

Comment

A variety of equipment and toys were observed throughout the center.

Technical Assistance

591-1-1.12(3) - The Consultant discussed with the Director to please ensure chairs were not stacked in classrooms when children were present and active.

Correction Deadline: 12/6/2022

591-1-1.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met
Child # 6	Met

Records Reviewed: 8

Records with Missing/Incomplete Components: 0

Child # 7

Met

Child # 8

Met

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

Met

Comment

Records were observed to be complete and well organized.

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 be mindful to keep items that pose a hazard inaccessible to children.

Correction Deadline: 5/24/2022

Corrected on 12/6/2022

.25(3) - Previous citation corrected, based on observation, in that the Center and surrounding premises were observed to be kept clean, free of debris, and in good repair on this date.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute especially after heavy or long periods of rain.

Comment

Playground observed to be clean and in good repair.

Food Service

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

Met

Comment

Center menu meets USDA guidelines.

Comment

Please ensure that infant feeding forms are updated regularly.

Health and Hygiene

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

Met

Comment

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

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

Met

Comment

Proper hand washing observed throughout the center.

Correction Deadline: 5/24/2022

Corrected on 12/6/2022

.17(8) - Previous citation corrected, based on observation, in that proper handwashing was observed throughout the center on this date.

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

Met

Comment

Documentation for medication dispensing observed complete.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Program observed complete emergency drills

Safety

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

Met

Comment

Please be mindful of voice tone in redirecting children.

Comment

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

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

Not Met

Finding

591-1-1-.13(2) requires Center Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined, based on observation that 2 of 13 children on Bus #1 and 3 of 13 children on Bus #2 were lacking dated parental permission for the field trip taken July 20, 2022 to McDonald's.

POI (Plan of Improvement)

Center Staff will have and use a system to obtain written field trip permission in advance and ensure the permission is signed and dated by the responsible person.

Correction Deadline: 12/6/2022

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

Not Met

Comment

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Technical Assistance

591-1-1-.36(7)(b) - The Consultant discussed with the Director to please ensure the emergency medical information record for each child contained all required information, as one child was missing the phone number for the child's primary physician and one child was missing the phone number for the child's emergency contact on this date.

Correction Deadline: 12/7/2022

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined, based on review of records, that the driver or other designated person failed to document the following:

- One of 13 children was lacking the mark/symbol for loading and unloading the vehicle from the Center to McDonald's and from McDonald's to the Center during a field trip on July 20, 2022.
- Two of 13 children were lacking the mark/symbol for unloading the vehicle at the Center at the conclusion of the field trip on June 9, 2022, to Brookfield Park.
- Three of four children were lacking the mark/symbol for loading and unloading the vehicle used for routine transportation from Steven's Creek Elementary to the Center on December 2, 2022.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 12/6/2022

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined, based on review of records, that the arrival and departure times were not documented for transportation to and from Brookfield Park on June 9, 2022, for Bus #2.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 12/6/2022

Sleeping & Resting Equipment

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

Met

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 34

Records with Missing/Incomplete Components: 3

Staff # 1

Met

Date of Hire: 08/23/2021

Staff # 2

Not Met

Date of Hire: 10/04/2022

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

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 3	Met
Date of Hire: 03/15/1993	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 04/25/2005	
Staff # 6	Met
Date of Hire: 06/07/2021	
Staff # 7	Met
Date of Hire: 10/10/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 8	Met
Date of Hire: 08/24/2020	
Staff # 9	Met
Date of Hire: 08/01/2001	
Staff # 10	Met
Date of Hire: 09/16/2021	
Staff # 11	Met
Date of Hire: 09/04/2018	
Staff # 12	Met
Date of Hire: 05/28/2008	
Staff # 13	Met
Date of Hire: 10/06/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 14	Met
Date of Hire: 08/06/2021	
Staff # 15	Met
Date of Hire: 10/31/1994	
Staff # 16	Met
Date of Hire: 10/31/1994	
Staff # 17	Met
Date of Hire: 03/29/2021	

Records Reviewed: 34**Records with Missing/Incomplete Components: 3**

Staff # 18	Not Met
Date of Hire: 10/03/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 19	Met
Date of Hire: 03/01/2021	
Staff # 20	Met
Date of Hire: 09/20/2021	
Staff # 21	Met
Date of Hire: 09/29/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 22	Met
Date of Hire: 03/22/2017	
Staff # 23	Met
Date of Hire: 08/06/2001	
Staff # 24	Met
Date of Hire: 02/01/2022	
Staff # 25	Not Met
Date of Hire: 04/26/2021	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 26	Met
Date of Hire: 02/04/2022	
Staff # 27	Met
Date of Hire: 03/28/2016	
Staff # 28	Met
Date of Hire: 01/15/2019	
Staff # 29	Met
Date of Hire: 10/24/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 30	Met
Date of Hire: 04/26/2021	

Staff # 31 Met
Date of Hire: 09/20/2021

Staff # 32 Met
Date of Hire: 08/23/1996

Staff # 33 Met
Date of Hire: 11/03/2022 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 34 Met
Date of Hire: 05/16/2022

Staff Credentials Reviewed: 8

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 records, that Staff #2 hired on October 4, 2022, and Staff #18 hired on October 3, 2022, were identified as teacher assistants did not have evidence of submitting both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required before beginning employment at the Center.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - 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. 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. The Center will ensure the CRC rules are maintained.

Correction Deadline: 12/7/2022

Finding

591-1-1-.09(1)(c) requires the Center to ensure that every Employee 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 Employee 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 #2 hired October 4, 2022, and Staff #18 hired October 3, 2022, were lacking a valid and current satisfactory Comprehensive Records Check Determination on file prior to beginning employment and being present at the center. The staff were identified as teacher assistants who provided direct care to children.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will ensure that every Employee 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 Employee 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. The center will ensure the CRC rules are maintained.

Correction Deadline: 12/7/2022

591-1-1-.14 First Aid & CPR	Met
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Comment

Complete first aid kits observed in center and on vehicles.

Comment

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training	Met
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Comment

Documentation observed of required staff training.

591-1-1-.31 Staff(CR)	Not Met
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Comment

Staff observed to be compliant with applicable laws and regulations.

Finding

591-1-1-.31(2)(b)2. requires teachers and lead caregivers to meet minimum academic requirements and qualifying experience at the time of employment. It was determined, based on review of records, that Staff #25 identified as a lead teacher was lacking evidence of meeting the minimum academic requirements on this date.

POI (Plan of Improvement)

A teacher/lead caregiver will be hired that meets the minimum academic requirements and qualifying work experience.

Correction Deadline: 12/30/2022

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR)	Met
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Comment

Center observed to maintain appropriate staff:child ratios.

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

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