



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: 11/1/2021 **VisitType:** Licensing Study **Arrival:** 1:00 PM **Departure:** 2:30 PM

CCLC-1625

Appletree Academy III

460 Fury's Ferry Road Martinez, GA 30907 Columbia County
 (706) 650-2003 erlenegraham@msn.com

Regional Consultant

Melyn Smith

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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.
11/01/2021	Licensing Study	Good Standing	
03/30/2021	Monitoring Visit	Good Standing	
10/28/2020	Licensing Study	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	1st Left (Pre-K 1)	GA PreK	2	13	C	19	C	26	C	Outside
Main	1st Right (TN)	Infants	1	5	C	17	C	NA	NA	Nap
Main	2nd Left (Pre-k 2)	GA PreK	2	7	C	19	C	NA	NA	Story
Main	2nd Right (NN)	Infants	2	5	C	9	C	NA	NA	Floor Play,Nap
Main	3rd Left (Afterschool)		0	0	C	16	C	NA	NA	
Main	3rd Right (T2)	Two Year Olds	1	9	C	28	C	NA	NA	Music
Main	4th Left (T3)	Three Year Olds	1	9	C	16	C	NA	NA	Centers
Main	4th Right (T1)	One Year Olds	2	13	C	17	C	NA	NA	Free Play
Main	5th Left (AS)		0	0	C	25	C	34	C	
Total Capacity @35 sq. ft.: 166						Total Capacity @25 sq. ft.: 182				
Total # Children this Date: 61			Total Capacity @35 sq. ft.: 166			Total Capacity @25 sq. ft.: 182				

Building	Playground	Playground Occupancy	Playground Compliance
Main	PG- Left Side	71	C
Main	PG- Middle Playground	47	C
Main	PG- Right Front Playground	20	C
Main	PG- Right Playground	55	C

Comments

An Administrative Review was conducted on November 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on November 10, 2021 with the Director and Owner. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 11/01/2021

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.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 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.state.ga.us/>
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.state.ga.us

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.state.ga.us.

- 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.state.ga.us/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)

Erlene Graham, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

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The following information is associated with a Licensing Study:

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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 1

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Met
Child # 6	Met
Child # 7	Met

Child # 8

Met

591-1-1-.08 Children's Records**Technical Assistance****Technical Assistance**

591-1-1-.08(1) - The Consultant discussed with the Director to ensure children's files contained all required information, as one of eight children's files reviewed was lacking the addresses for the release persons on this this date.

Correction Deadline: 11/1/2021**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**

No hazards observed accessible to children on this date.

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

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Staff state proper knowledge of diapering procedures.

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

Staff were observed to remind children to wash hands.

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

Documentation for medication dispensing observed complete.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Not Met**

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined, based on review of records, that the center was lacking documentation for conducting a lockdown drill between January and October 2021, when it was required for lockdown drills be conducted every six months. It was further determined that the center was lacking documentation for conducting a tornado drill between January and June 2021, when it was required for tornado drills be conducted every six months.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 11/30/2021

Safety

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

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

591-1-1-.13 Field Trips(CR)**N/A****Comment**

Center does not participate in field trips at this time.

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

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

Comment

Complete documentation of transportation observed.

Comment

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

Sleeping & Resting Equipment

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

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 16	Records with Missing/Incomplete Components: 0
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Staff # 1

Met

Date of Hire: 12/12/2019

Staff # 2

Met

Date of Hire: 08/02/2021

Staff # 3

Met

Date of Hire: 08/02/2021

Staff # 4

Met

Date of Hire: 05/25/2014

Staff # 5 Date of Hire: 10/10/2000	Met
Staff # 6 Date of Hire: 08/15/2012	Met
Staff # 7 Date of Hire: 09/22/1996	Met
Staff # 8 Date of Hire: 09/01/2002	Met
Staff # 9 Date of Hire: 06/22/2020	Met
Staff # 10 Date of Hire: 08/02/2021	Met
Staff # 11 Date of Hire: 10/12/2012	Met
Staff # 12 Date of Hire: 08/14/2018	Met
Staff # 13 Date of Hire: 10/01/2015	Met
Staff # 14 Date of Hire: 01/15/2019	Met
Staff # 15 Date of Hire: 02/05/2007	Met
Staff # 16 Date of Hire: 08/02/2021	Met

Staff Credentials Reviewed: 15

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

Criminal record checks were observed to be complete.

Comment

Director provided four files for employees hired since last visit.

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****Comment**

Documentation observed of required staff training.

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**

Adequate supervision observed on this date during the virtual walk through.