



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: 11/16/2022 **VisitType:** Licensing Study

Arrival: 9:25 AM

Departure: 1:30 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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melyn.smith@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.
11/16/2022	Licensing Study	Good Standing	
05/27/2022	Monitoring Visit	Good Standing	
11/01/2021	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)	PreK	2	14	C	19	C	26	C	Centers
Main	1st Right (TN)	Infants	2	10	C	17	C	NA	NA	Floor Play, Diapering, Nap, Feeding
Main	2nd Left (Pre-k 2)	PreK	2	10	C	19	C	NA	NA	Centers
Main	2nd Right (NN)	Infants	1	5	C	9	C	NA	NA	Nap, Floor Play, Feeding
Main	3rd Left (Afterschool)		0	0	C	16	C	NA	NA	
Main	3rd Right (T2)	Two Year Olds and Three Year Olds	1	10	C	28	C	NA	NA	Story
Main	4th Left (T3)	Three Year Olds	1	14	C	16	C	NA	NA	Centers
Main	4th Right (T1)	One Year Olds	2	16	C	17	C	NA	NA	Centers
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: 79						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

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 11/16/2022

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.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 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.al.ga.gov 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)

Wendy Hodor, Program Official

Date

Melyn Smith, Consultant

Date



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Findings Report

Date: 11/16/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - The Consultant discussed with the Director to please ensure that all classrooms have lesson plans available for review.

Correction Deadline: 11/16/2022

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: 0

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

Records Reviewed: 8**Records with Missing/Incomplete Components: 0**

Child # 6	Met
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)**Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined, based on observation, in that the following potential hazards were observed on this date:

- 1st Left (Pre-K 1) – A plastic bag was observed accessible in a child's cubby. Two containers of disinfectant wipes, plastic bags, a box of gloves, and a spray bottle with cleaner were observed accessible to children in an unsecured cabinet under the handwashing sink. A box of gloves was observed accessible to children on a shelf near the handwashing sink.
- 2nd Left (Pre-K 2) – A laptop cord was observed accessible to children on a shelf near the circle time area.
- 4th Left (T3) – Plastic bags were observed accessible to children in an unsecured cabinet under the handwashing sink on this date.

POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 11/16/2022

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

Discussed maintenance of resilient surface. Please fluff and redistribute. Also, please remove the small patches of grass from the resilient surface around the playground equipment.

Food Service

591-1-1-.15 Food Service & Nutrition**Met****Comment**

Please ensure that infant feeding forms are updated regularly. The consultant also discussed the infant feeding plans with staff on this date.

Health and Hygiene

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

Comment

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)**N/A****Comment**

The Provider currently does not dispense/administer medication.

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

Safety**591-1-1-.05 Animals****Met****Comment**

Animals maintained clean and appropriately caged.

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: 19****Records with Missing/Incomplete Components: 4**

Staff # 1

Not Met

Date of Hire: 12/12/2019

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2	Met
Date of Hire: 08/01/2022	
Staff # 3	Met
Date of Hire: 05/25/2014	
Staff # 4	Met
Date of Hire: 10/10/2000	
Staff # 5	Met
Date of Hire: 08/15/2012	
Staff # 6	Met
Date of Hire: 09/22/1996	
Staff # 7	Not Met
Date of Hire: 09/01/2002	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 8	Met
Date of Hire: 09/01/2002	
Staff # 9	Met
Date of Hire: 09/20/2021	
Staff # 10	Met
Date of Hire: 11/23/2021	
Staff # 11	Not Met
Date of Hire: 10/12/2012	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	
Staff # 12	Met
Date of Hire: 09/01/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 13	Met
Date of Hire: 08/14/2018	
Staff # 14	Not Met
Date of Hire: 10/01/2015	
<u>"Missing/Incomplete Components"</u>	
.31(2)(b)2.-Staff Qualifications-Education Missing	

Records Reviewed: 19**Records with Missing/Incomplete Components: 4**

Staff # 15	Met
Date of Hire: 01/15/2019	
Staff # 16	Met
Date of Hire: 08/01/2022	
Staff # 17	Met
Date of Hire: 09/20/2021	
Staff # 18	Met
Date of Hire: 02/05/2007	
Staff # 19	Met
Date of Hire: 12/21/2021	

Staff Credentials Reviewed: 18

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.

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 #s 1, 7, 11, and 14, identified as lead teachers or lead caregivers were lacking evidence of meeting minimum academic requirements on this date. A Professional Development Plan was developed for the staff which stated that staff would enroll in a program of study to obtain an approved credential by May 16, 2022, and complete the program of study earning the credential by November 16, 2024.

POI (Plan of Improvement)

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

Correction Deadline: 12/31/2022

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.