



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

Date: 7/27/2017 **VisitType:** Licensing Study **Arrival:** 8:15 AM **Departure:** 11:50 AM

CCLC-21664

Appletree - ABC Preschool

4665 Webb Bridge Road Alpharetta, GA 30005 Fulton County
 (770) 343-8680 gailmorrill@appletree-abc.com

Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

Mailing Address

Same

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.
07/27/2017	Licensing Study	Good Standing	
01/05/2017	Monitoring Visit	Good Standing	
07/21/2016	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	A: 1R - GA PreK		0	0	C	25	C	NA	NA	Not In Use
Main	B: 2R - GA PreK		0	0	C	25	C	NA	NA	Not In Use
Main	C: 3R - GA PreK		0	0	C	20	C	NA	NA	Not In Use
Main	D: 4R	Three Year Olds	2	9	C	20	C	NA	NA	Free Play
Main	E: 5R		0	0	C	9	C	NA	NA	Not In Use
Main	F: 4L - Toddlers	Infants	1	2	C	15	C	NA	NA	Floor Play
Main	G: 3L - Twos	One Year Olds	1	2	C	15	C	NA	NA	Free Play
Main	H: 2L	Six Year Olds and Over	1	10	C	25	C	NA	NA	Free Play
Main	I: 1L - Preschool	Three Year Olds	1	11	C	25	C	NA	NA	Transitioning, Centers
Total Capacity @35 sq. ft.: 179			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 34			Total Capacity @35 sq. ft.: 179			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Preschool Right	149	C
Main	Toddler Left	67	C

Comments

The purpose of this visit was to conduct a monitoring visit and to follow up to previous visit conducted on January 5 2017.

The program has current liability insurance coverage with Markel Insurance company on this date.

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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.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.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)

Linda Hampton, Program Official

Date

Shannon Curtis, 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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

591-1-1.08 Children's Records

Met

Comment

Observed-Records Complete/Well Organized

Facility

591-1-1.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

591-1-1.25 Physical Plant - Safe Environment(CR)

Met

Comment

Observation-No Hazards Accessible

591-1-1.26 Playgrounds(CR)

Met

Comment

Observation-Clean/Good Repair

Food Service

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

Met

Comment

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Met

Comment

Staff Stated Proper Knowledge

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

Met

Comment

Observed-Staff Remind Children Wash Hand

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

Met

Comment

Observed-Complete Documentation

Policies and Procedures

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

Met

Comment

Consultant observed evidence of monthly fire drills conducted as of June 21, 2017 on this date.

Correction Deadline: 8/1/2017

591-1-1-.27 Posted Notices

Met

Comment

Observed-All Notices Posted

Safety

591-1-1-.05 Animals

Met

Comment

No Animals Kept

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

Met

Comment

Observed-Discussion/Redirection

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

Met

Comment

Observed-Complete Documentation

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

Observed-Complete Documentation

Comment

Vehicle had fire extinguisher and first aid kit

Sleeping & Resting Equipment

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

Discussed-SIDS/Infant Sleeping Position

Staff Records

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Criminal Records Check complete for all staff on this date.

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

Observed-100% Certified First Aid & CPR

Comment

Observed-Center/Vehicle Kits Complete

591-1-1-.24 Personnel Records**Not Met****Finding**

591-1-1-.24(1) requires the center to maintain a personnel file on the Director, all Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance, and other Support Staff for the duration of the term of employment plus one calendar year, and it shall contain the following: identifying information to include: name, date of birth, social security number, current address and current telephone number; employment history; as applicable to the position held: evidence of education and qualifying work experience; evidence of all training required by these rules which shall include: title of training, date of training, trainer's signature, location of training and number of clock hours obtained; a statement completed by the staff member that the information provided is true and accurate; any other records required by these rules; and as applicable to the position held, evidence of required orientation including date and signature of person providing the orientation; It was determined based on review of staff files one employee hired on May 22, 2017 does not have evidence of required orientation including date and signature of person providing the orientation on this date.

POI (Plan of Improvement)

The Center will secure required information for all Personnel. The Center will ensure that complete information is in the personnel file for all Directors, Employees, Provisional Employees, Personnel, Staff, Students-in-Training, Volunteers, Clerical, Housekeeping, Maintenance and other Support Staff.

Correction Deadline: 7/31/2017

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

Observed - Documentation Of annual Training and Health & Safety Orientation Training for 2016 on this date.

591-1-1-.31 Staff(CR)**Met****Comment**

Lead staff education requirements

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Observed-Adequate Supervision