



**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: 12/27/2018 **VisitType:** Licensing Study

Arrival: 10:40 AM

Departure: 5:35 PM

CCLC-10777

The Clifton School/The Clifton Site

1700 Clifton Road, NE Atlanta, GA 30329 DeKalb County
(404) 636-4073 cbritt@thecliftonschool.org

Regional Consultant

Laurel Benta

Phone: (770) 357-3279

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carrie.spangler@decal.ga.gov

Mailing Address

Same

Quality Rated: No

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.
12/27/2018	Licensing Study	Good Standing	
10/04/2018	Incident Investigation Closure	Good Standing	
08/23/2018	Incident Investigation & Follow Up	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	132 Holly	One Year Olds	3	8	C	12	C	NA	NA	Lunch
Main	134 Mulberry	One Year Olds	2	4	C	12	C	NA	NA	Lunch
Main	144 Red Bug	One Year Olds and Two Year Olds	2	3	C	12	C	NA	NA	Lunch
Main	146 Dogwood	Two Year Olds	2	8	C	12	C	NA	NA	Lunch
Main	152 Maple	Two Year Olds	1	6	C	15	C	NA	NA	Nap
Main	154 Sweet Gum	Two Year Olds and Three Year Olds	3	4	C	15	C	NA	NA	Diapering, Outside
Main	164 Willow		0	0	C	15	C	NA	NA	
Main	166 Laurel	Two Year Olds and Three Year Olds	3	11	C	15	C	NA	NA	Story
Main	176/Library		0	0	C	26	C	NA	NA	
Main	178-Silver Bell	One Year Olds and Two Year Olds	2	6	C	18	C	NA	NA	Nap
Main	180 Birch	Three Year Olds and Four Year Olds	2	37	C	20	NC	NA	NA	Lunch
Main	182 Chestnut	Four Year Olds and Five Year Olds and Six Year Olds and Over	3	16	C	20	C	NA	NA	Transitioning, Nap
Main	186 Elm	Two Year Olds and Three Year Olds	2	7	C	20	C	NA	NA	Nap
Main	188 Hickory	Two Year Olds and Three Year Olds	2	9	C	20	C	NA	NA	Nap


Main	192 Oak	Four Year Olds and Five Year Olds	2	12	C	20	C	NA	NA	Nap,Transitioning
Main	194 Cypress	Three Year Olds	3	8	C	20	C	NA	NA	Nap
Main	A1-120 Fern	Infants	5	8	C	13	C	NA	NA	Free Play
Main	A2-122 VA Creepers		0	0	C	13	C	NA	NA	
Main	A3-124 Primrose		0	0	C	13	C	NA	NA	
Main	A4-126 Lily	Infants and One Year Olds	3	8	C	13	C	NA	NA	Free Play,Nap
Total Capacity @35 sq. ft.:			324		Total Capacity @25 sq. ft.:		0			
Total # Children this Date:			155		Total Capacity @35 sq. ft.:		324			
					Total Capacity @25 sq. ft.:		0			

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant	24	C
Main	Older Toddler	70	C
Main	PS	136	C
Main	Young Toddlers	45	C

Comments

Plan of Improvement: Developed This Date 12/27/2018

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

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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS).

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

Cindy Britt, Program Official

Date

Laurel Benta, 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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(1) - Please ensure that current lesson plans are posted for all classrooms.

Correction Deadline: 12/27/2018

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

591-1-1-.12(2) - Please monitor the red, library couch in the Pre-k classroom for tears.

Correction Deadline: 12/27/2018

591-1-1-.35 Swimming Pools & Water-related Activities(CR)

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Met

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing,.08(1)(a)-Work Number Missing

Child # 5

Met

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Please ensure that work address, work number and doctor information are documented for all children.

Correction Deadline: 12/27/2018

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

Comment

Center appears clean and well maintained. Please monitor the walls for chipped paint.

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following was observed:

- Two out of three sinks had rust which was accessible to children in the Oak Classroom.
- The handle on the middle toilet had a leak that caused a pool of water on the floor around the toilet in the Oak Classroom bathroom.
- The metal handle behind the far left toilet was detached and hanging off the wall and was accessible to children in the Dogwood classroom bathroom.

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 1/4/2019

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute on the preschool playground.

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)

Met

Comment

Documentation for medication dispensing observed complete.

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

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)**Met****Comment**

Field trip documentation observed to be complete.

591-1-1-.36 Transportation(CR)**N/A****Comment**

Center does not provide routine transportation.

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

Discussed SIDS and infant sleeping position.

Staff Records**Records Reviewed: 68****Records with Missing/Incomplete Components: 13**

Staff # 1	Met
Date of Hire: 01/02/2004	
Staff # 2	Met
Date of Hire: 08/11/2017	
Staff # 3	Met
Date of Hire: 06/01/2010	
Staff # 4	Met
Staff # 5	Met
Date of Hire: 03/18/2002	
Staff # 6	Met
Date of Hire: 08/18/2016	
Staff # 7	Met
Staff # 8	Met
Date of Hire: 09/05/2017	
Staff # 9	Met

Date of Hire: 09/25/2006

Staff # 10 Met
Date of Hire: 05/08/2018

Staff # 11 Not Met
Date of Hire: 06/05/1989

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 12 Met
Date of Hire: 10/13/1995

Staff # 13 Not Met
Date of Hire: 12/15/2015

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 14 Met
Date of Hire: 10/22/2018

Staff # 15 Met

Staff # 16 Met
Date of Hire: 09/03/2013

Staff # 17 Met
Date of Hire: 07/27/2018

Staff # 18 Met
Date of Hire: 09/20/2018

Staff # 19 Met
Date of Hire: 05/16/2016

Staff # 20 Met
Date of Hire: 09/14/2015

Staff # 21 Met

Staff # 22 Met
Date of Hire: 10/25/2018

Staff # 23 Not Met
Date of Hire: 05/30/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 24 Not Met

Date of Hire: 07/02/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 25 Met

Date of Hire: 11/13/2018

Staff # 26 Met

Date of Hire: 07/24/2017

Staff # 27 Met

Staff # 28 Met

Date of Hire: 01/17/2013

Staff # 29 Met

Date of Hire: 11/13/2018

Staff # 30 Met

Date of Hire: 12/15/2014

Staff # 31 Met

Date of Hire: 11/01/2017

Staff # 32 Not Met

Date of Hire: 08/22/2016

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 33 Met

Date of Hire: 03/20/2006

Staff # 34 Met

Date of Hire: 04/09/2018

Staff # 35 Met

Date of Hire: 08/01/2014

Staff # 36 Met

Date of Hire: 04/17/2017

Staff # 37 Met

Date of Hire: 11/14/2016

Staff # 38 Met

Date of Hire: 02/22/2016

Staff # 39 Met

Date of Hire: 02/10/2014

Staff # 40 Met

Staff # 41 Met

Date of Hire: 10/09/2018

Staff # 42 Met

Date of Hire: 12/06/2012

Staff # 43 Met

Date of Hire: 02/17/2003

Staff # 44 Met

Date of Hire: 10/27/2014

Staff # 45 Not Met

Date of Hire: 07/30/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 46 Met

Date of Hire: 09/29/2018

Staff # 47 Met

Date of Hire: 11/13/2018

Staff # 48 Met

Date of Hire: 10/01/2018

Staff # 49 Met

Date of Hire: 11/29/2017

Staff # 50 Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate

Staff # 51 Met

Staff # 52	Not Met
Date of Hire: 04/09/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 53	Met
Date of Hire: 11/15/2010	
Staff # 54	Not Met
Date of Hire: 06/26/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 55	Met
Staff # 56	Met
Date of Hire: 06/01/2010	
Staff # 57	Met
Date of Hire: 01/13/2016	
Staff # 58	Met
Date of Hire: 12/18/2017	
Staff # 59	Met
Date of Hire: 09/03/2002	
Staff # 60	Met
Date of Hire: 12/18/2017	
Staff # 61	Not Met
Date of Hire: 06/01/2009	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 62	Met
Date of Hire: 01/02/2008	
Staff # 63	Not Met
Date of Hire: 08/27/2018	
<u>"Missing/Incomplete Components"</u>	
.14(2)-CPR missing,.14(2)-First Aid Missing	
Staff # 64	Met

Records Reviewed: 68

Records with Missing/Incomplete Components: 13

Date of Hire: 12/08/2015

Staff # 65

Met

Date of Hire: 10/08/2018

Staff # 66

Met

Date of Hire: 11/09/2018

Staff # 67

Not Met

Date of Hire: 08/10/2018

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate

Staff # 68

Not Met

Date of Hire: 08/27/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-First Aid Missing,.14(2)-CPR missing

Staff Credentials Reviewed: 68

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

Met

Comment

Director provided 22 files for employees hired since last visit.

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

Met

Technical Assistance

591-1-1-.14 - Please be mindful of training expiration dates.

591-1-1-.33 Staff Training

Not Met

Finding

591-1-1-.33(3) requires each staff member with direct care responsibilities to complete health and safety training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on review of records that four employees did not have documentation of Health and Safety training within 90 days of employment.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates.

Correction Deadline: 1/26/2019

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 combining children of mixed ages.

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

Met

Comment

Adequate supervision observed on this date.