



**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: 5/25/2021 **VisitType:** Licensing Study

Arrival: 10:00 AM

Departure: 11:35 AM

CCLC-10777

The Clifton School/The Clifton Site

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

Regional Consultant

Verlyn Gant

Phone: (404) 591-6059

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verlyn.gant@dec.al.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. |
|------------------------------------|------------------|---------------|--|
| 05/25/2021 | Licensing Study | Good Standing | |
| 11/16/2020 | Monitoring Visit | Good Standing | |
| 12/11/2019 | Monitoring Visit | 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 | Two Year Olds | 3 | 5 | C | 12 | C | NA | NA | Outside |
| Main | 134 Mulberry | One Year Olds and Two Year Olds | 3 | 9 | C | 12 | C | NA | NA | Outside |
| Main | 144 Red Bug | Four Year Olds | 3 | 10 | C | 12 | C | NA | NA | Centers |
| Main | 146 Dogwood | | 0 | 0 | C | 12 | C | NA | NA | |
| Main | 152 Maple | Two Year Olds and Three Year Olds | 3 | 9 | C | 15 | C | NA | NA | Transitioning |
| Main | 154 Sweet Gum | Two Year Olds and Three Year Olds | 3 | 8 | C | 15 | C | NA | NA | Centers |
| Main | 164 Willow | Two Year Olds and Three Year Olds | 3 | 10 | C | 15 | C | NA | NA | Outside |
| Main | 166 Laurel | Three Year Olds | 3 | 9 | C | 15 | C | NA | NA | Centers |
| Main | 175-Silver Bell | Infants and One Year Olds | 3 | 7 | C | 12 | C | NA | NA | Nap |
| Main | 176/Library | PreK | 2 | 11 | C | 26 | C | NA | NA | Outside, Transitioning |
| Main | 180 Birch | Three Year Olds and Four Year Olds | 3 | 11 | C | 20 | C | NA | NA | Circle Time, Music |
| Main | 182 Chestnut | Four Year Olds and Five Year Olds | 2 | 12 | C | 20 | C | NA | NA | Outside |
| Main | 186 Elm | Four Year Olds | 2 | 11 | C | 20 | C | NA | NA | Art, Centers |
| Main | 188 Hickory | Three Year Olds and Four Year Olds | 2 | 12 | C | 20 | C | NA | NA | Centers |
| Main | 192 Oak | Six Year Olds and Over | 3 | 6 | C | 20 | C | NA | NA | Homework |
| Main | 194 Cypress | Five Year Olds | 2 | 9 | C | 20 | C | NA | NA | Outside |

| | | | | | | | | | | |
|---------------------------------|--------------------|---------------------------|---------------------------------|---|---|-------------------------------|---|----|----|--------------------|
| Main | A1-120 Fern | Infants and One Year Olds | 3 | 6 | C | 13 | C | NA | NA | Circle Time, Story |
| Main | A2-122 VA Creepers | Infants and One Year Olds | 3 | 7 | C | 13 | C | NA | NA | Floor Play |
| Main | A3-124 Primrose | Infants and One Year Olds | 3 | 7 | C | 13 | C | NA | NA | Music, Centers |
| Main | A4-126 Lily | One Year Olds | 3 | 1 | C | 13 | C | NA | NA | Outside |
| Total Capacity @35 sq. ft.: 318 | | | | | | Total Capacity @25 sq. ft.: 0 | | | | |
| Total # Children this Date: 160 | | | Total Capacity @35 sq. ft.: 318 | | | 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


An Administrative Review was conducted on May 25, 2021. Staff files, children’s files, training, and background checks were all reviewed. A virtual inspection was conducted on May 25, 2021 with the Director.

An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 01, 2021 was reviewed during the virtual inspection.

The infant feeding plan was discussed with the Director during the virtual visits, for rule changes effective October 01, 2020.



Plan of Improvement: Developed This Date 05/25/2021

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@decals.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://decals.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)

Cindy Britt, Program Official

Date

Verlyn Gant, Consultant

Date



Bright from the Start Georgia Department of Early Care and Learning
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Findings Report

Date: 5/25/2021 **VisitType:** Licensing Study

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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: 5

Records with Missing/Incomplete Components: 0

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

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Ensure the name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information is included on all children's files.

Correction Deadline: 5/25/2021

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

Center appears clean and well maintained.

Comment

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

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Technical Assistance

Comment

591-1-1-.15(2)(c) - Please ensure the new updated infant feeding form is used. Discussed revision to the written feeding plans for children under the age of 1 years old. Age-appropriate solid foods (including cereal) shall not be given to infants or children less than one (1) year of age until recommended as developmentally appropriate by the child's primary care physician and indicated in writing by the Parent(s). As soon as the feeding plan indicates that a child is ready for solid foods, the child shall be fed from individual spoons and individual containers or dishes. A child shall not be fed directly from the original baby food container if the contents are to be fed to the child at more than one (1) meal or to more than one (1) child.

Correction Deadline: 5/25/2021

Technical Assistance

591-1-1-.15(3) - requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Place a thermometer in each refrigerator and monitor the refrigerator's temperature routinely to ensure the temperature remains at 40 degrees Fahrenheit or below.

Correction Deadline: 5/25/2021

Comment

591-1-1-.15(7) - Discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking.

Correction Deadline: 5/25/2021

Health and Hygiene

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

Met

Comment

Hand washing and sanitizing requirements for diapering were discussed with the Director on this date.

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

Comment

Hand washing and sanitizing requirements were discussed with the Director on this date.

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

Comment

Documentation for medication dispensing observed complete.

Safety

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director 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) **N/A**

Comment

Center does not provide transportation.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Comment

591-1-1-.30(4) - requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them.

Correction Deadline: 5/25/2021

Staff Records

Records Reviewed: 64

Records with Missing/Incomplete Components: 1

Staff # 1 Met

Staff # 2 Met

Date of Hire: 07/02/2018

Staff # 3 Met

Date of Hire: 11/13/2018

Staff # 4 Met

Date of Hire: 08/01/2001

Staff # 5 Met

Date of Hire: 06/05/1989

| | |
|--|--|
| Staff # 6 Date of Hire: 01/17/2013 | Met |
| Staff # 7 Date of Hire: 02/10/2014 | Met |
| Staff # 8 | Met |
| Staff # 9 Date of Hire: 10/22/2018 | Met |
| Staff # 10 Date of Hire: 06/01/2010 | Met |
| Staff # 11 | Met |
| Staff # 12 Date of Hire: 10/08/2019 | Met |
| Staff # 13 Date of Hire: 11/15/2010 | Met |
| Staff # 14 Date of Hire: 07/24/2019 | Met |
| Staff # 15 | Met |
| Staff # 16 | Met |
| Staff # 17 Date of Hire: 06/01/2010 | Met |
| Staff # 18 Date of Hire: 08/12/2013 | Met |
| Staff # 19 Date of Hire: 04/26/2021 | Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 20 Date of Hire: 05/20/2002 <u>"Missing/Incomplete Components"</u> .33(5)-10 Hrs. Annual Training | Not Met |
| Staff # 21 Date of Hire: 05/28/2008 | Met |

| | |
|--|-----|
| Staff # 22 Date of Hire: 08/30/2004 | Met |
| Staff # 23 Date of Hire: 05/21/2007 | Met |
| Staff # 24 Date of Hire: 09/05/2017 | Met |
| Staff # 25 | Met |
| Staff # 26 Date of Hire: 10/05/2006 | Met |
| Staff # 27 Date of Hire: 06/11/2019 | Met |
| Staff # 28 Date of Hire: 10/23/1995 | Met |
| Staff # 29 Date of Hire: 02/17/2003 | Met |
| Staff # 30 Date of Hire: 08/01/2014 | Met |
| Staff # 31 Date of Hire: 12/12/2018 | Met |
| Staff # 32 Date of Hire: 12/18/2017 | Met |
| Staff # 33 Date of Hire: 11/14/2016 | Met |
| Staff # 34 Date of Hire: 12/06/2012 | Met |
| Staff # 35 Date of Hire: 02/22/2016 | Met |
| Staff # 36 Date of Hire: 06/16/2014 | Met |
| Staff # 37 | Met |

Date of Hire: 10/27/2014

Staff # 38 Met

Date of Hire: 01/25/2021

Staff # 39 Met

Staff # 40 Met

Date of Hire: 05/17/2021

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

Staff # 41 Met

Staff # 42 Met

Staff # 43 Met

Date of Hire: 04/09/2018

Staff # 44 Met

Date of Hire: 08/22/2016

Staff # 45 Met

Date of Hire: 10/08/2018

Staff # 46 Met

Date of Hire: 08/05/2013

Staff # 47 Met

Date of Hire: 07/27/2018

Staff # 48 Met

Date of Hire: 12/02/2015

Staff # 49 Met

Date of Hire: 09/25/2019

Staff # 50 Met

Date of Hire: 03/08/2021

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

Staff # 51 Met

Staff # 52 Met

Date of Hire: 03/01/2021

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

Staff # 53 Met

Records Reviewed: 64

Records with Missing/Incomplete Components: 1

| | |
|--|--|
| Staff # 54 Date of Hire: 11/18/2019 | Met |
| Staff # 55 Date of Hire: 04/09/2018 | Met |
| Staff # 56 Date of Hire: 09/03/2013 | Met |
| Staff # 57 Date of Hire: 10/07/2019 | Met |
| Staff # 58 Date of Hire: 03/20/2006 | Met |
| Staff # 59 Date of Hire: 05/29/2008 | Met |
| Staff # 60 Date of Hire: 05/20/1996 | Met |
| Staff # 61 Date of Hire: 04/19/2021 | Met <u>Reminder - Health & Safety training is required within 90 calendar days of hired</u> |
| Staff # 62 Date of Hire: 08/18/1989 | Met |
| Staff # 63 | Met |
| Staff # 64 Date of Hire: 01/20/2021 | Met |

Staff Credentials Reviewed: 37

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

Comment

Criminal record checks were observed to be complete.

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

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

| | |
|-----------------------------------|----------------|
| 591-1-1-.33 Staff Training | Not Met |
|-----------------------------------|----------------|

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of records that staff # 20 did not complete ten hours of training for the 2020 calendar year as required.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 6/24/2021

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.

Comment

591-1-1-.32(7) - Discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger.

Correction Deadline: 5/25/2021