



**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:** 8/23/2017    **VisitType:** Licensing Study    **Arrival:** 10:05 AM    **Departure:** 2:15 PM

**CCLC-25180**

**Briarcliff Day Care Center**

1731 Belle Isle Circle Atlanta, GA 30329 DeKalb County  
 (404) 728-0621 briarcliffdaycare@yahoo.com

**Regional Consultant**

Mechelle Bethea

Phone: (404) 989-8310

Fax: (470) 237-0648

mechelle.bethea@decal.ga.gov

**Mailing Address**

Same

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/23/2017	Licensing Study	Good Standing	
01/31/2017	Monitoring Visit	Good Standing	
09/15/2016	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 (Front)	One Year Olds	1	7	C	16	C	NA	NA	Nap
Main	B1	Infants	1	4	C	6	C	NA	NA	Feeding,Lunch
Main	B2	Infants	1	6	C	7	C	NA	NA	Feeding,Transitioning,Floor Play,Nap
Main	C	Infants	1	6	C	9	C	NA	NA	Nap
Main	Downstairs Lt	Two Year Olds	2	13	C	14	C	NA	NA	Lunch
Main	Downstairs Rt	Three Year Olds and Four Year Olds	2	18	C	18	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 54			Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	Rear Field	61	C
Main	Toddler	18	C

**Comments**

Plan of Improvement: Developed This Date 08/23/2017

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](http://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.

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**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](mailto: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.

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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)

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Jasmin Radford, Program Official

Date

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Mechelle Bethea, Consultant

Date



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### Findings Report

**Date:** 8/23/2017 **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**

**Correction Deadline:** 10/8/2015

**Corrected on 8/23/2017**

**.12(2)(a) - This citation was previously corrected. Consultant observed equipment to be in good repair.**

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

**Met**

**Comment**

No Swimming Activities Provided

### 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**

Reminder-Keep Hazards Inaccessible

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

**Not Met**

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined based on consultant's observation the following fencing hazards:

- Toddler Playground: Four gaps at the base of fence measuring three to six inches
- Rear Playground: Three gaps at the base of the fence measuring five to eight inches

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 8/25/2017**

**Correction Deadline: 2/10/2017**

**Corrected on 8/23/2017**

.26(6) - This citation was observed to be corrected on this date. Consultant observed playground equipment to be in good repair.

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

Observed-Proper Diapering

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

Observed-Staff Remind Children Wash Hand

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

Medications are not administered at this time.

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

**Correction Deadline: 2/14/2017**

**Corrected on 8/23/2017**

.21(3) - This citation was observed to be corrected on this date. Consultant reviewed documentation of tornado and fire drills for 2017.

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

Observed-Discussion/Redirection

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

No Routine Transportation Provided

**Sleeping & Resting Equipment**

**Finding**

591-1-1-.30(1)(a)2 requires that a crib mattress is firm, tight-fitting without gaps, at least 2 inches thick and covered with a waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant. It was determined based on consultant's observation that a crib mattress was not tight-fitting and did not cover the base of the crib in Classroom B2.

**POI (Plan of Improvement)**

The center will replace the current mattress with a crib mattress that is firm and tight-fitting without gaps.

**Correction Deadline: 8/23/2017**

**Technical Assistance**

591-1-1-.30(1)(a)3 -Please make sure all sheets in all infant classrooms are fitted properly.

**Correction Deadline: 8/23/2017**

<b>Staff Records</b>
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**Records Reviewed: 13**

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

Staff # 1	Met
Date of Hire: 01/16/2018	
Staff # 2	Met
Date of Hire: 03/04/2008	
Staff # 3	Met
Date of Hire: 01/10/2017	
Staff # 4	Met
Date of Hire: 05/14/2015	
Staff # 5	Met
Date of Hire: 09/23/2016	
Staff # 6	Met
Date of Hire: 01/02/2018	
Staff # 7	Met
Date of Hire: 07/09/2009	
Staff # 8	Met
Date of Hire: 10/24/2016	
Staff # 9	Met
Date of Hire: 10/16/2017	
Staff # 10	Met
Date of Hire: 11/24/2014	

Staff # 11	Met
Date of Hire: 10/01/2016	
Staff # 12	Met
Date of Hire: 01/19/2017	
Staff # 13	Met
Date of Hire: 06/01/2012	

**Staff Credentials Reviewed: 13****591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal Records Check complete

**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 consultant's review of records that there was no documentation of health and safety orientation training for one of nine employees.

**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: 9/22/2017****Finding**

591-1-1-.33(5) requires the Director and person with primary responsibility for food preparation to have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage. It was determined based on consultant's review of records that the director did not have food preparation training.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 9/22/2017****591-1-1-.31 Staff(CR)****Not Met****Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on consultant's review of records that the director did not meet the academic requirements.

**POI (Plan of Improvement)**

The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 8/23/2017**

**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 consultant's review of records that four of five lead teachers did not meet the academic requirements.

**POI (Plan of Improvement)**

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

**Correction Deadline: 8/23/2017**

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Observed-Appropriate Staff:Child Ratios

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Observed-Adequate Supervision