



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: 9/11/2018 **VisitType:** Licensing Study

Arrival: 9:45 AM

Departure: 1:40 PM

CCLC-25180

Briarcliff Day Care Center

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

Regional Consultant

Keshia Hayward

Phone: (678) 717-5129

Fax: (770) 359-5697

carrie.spangler@decal.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.
09/11/2018	Licensing Study	Good Standing	
01/16/2018	Monitoring Visit	Good Standing	
08/23/2017	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	8	C	16	C	NA	NA	Art
Main	B1	Infants	1	6	C	6	C	NA	NA	Diapering, Free Play
Main	B2	Infants	1	6	C	7	C	NA	NA	Nap, Floor Play
Main	C	Infants	1	4	C	9	C	NA	NA	Floor Play, Feeding
Main	Downstairs Lt	Two Year Olds	2	13	C	14	C	NA	NA	Story
Main	Downstairs Rt	Three Year Olds and Four Year Olds	1	15	C	18	C	NA	NA	Story
Total Capacity @35 sq. ft.: 70			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 52			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

The consultant discussed updates regarding the criminal records check requirements with the director. All current child care employees must have a comprehensive satisfactory background check on or before October 1, 2018. Please visit to our webpage for criminal record check updates: <http://decal.ga.gov/CCS/CriminalRecordsCheck.aspx>.

Plan of Improvement: Developed This Date 09/11/2018

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/RuleAndRegulations.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.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

Jasmin Radford, Program Official

Date

Keshia Hayward, 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

A variety of equipment and toys were observed throughout the center.

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

N/A

Comment

Per director the center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 4

Child # 1

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers

Child # 2

Not Met

"Missing/Incomplete Components"

.08(1)-Doctor, Clinic, Phone Numbers,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(1)-Doctor, Clinic, Phone Numbers

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers,.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing,.08(1)-Doctor, Clinic, Phone Numbers

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; 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; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that four of five children records did not list a primary source of health care. It was further determined that three of five children's records did not include work numbers for the parents. It was further determined that one of five children's records did not include names to whom the child may be released.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 9/11/2018**Facility****591-1-1-.06 Bathrooms****Met****Comment**

Bathrooms observed to be clean and well maintained.

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****Correction Deadline: 1/16/2018****Corrected on 9/11/2018**

.25(13) - Previous citation corrected in that no hazards were observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR)**Met****Correction Deadline: 1/16/2018****Corrected on 9/11/2018**

.26(9) - Previous citation corrected in that the nail protruding from the wooden block on the far right fence on the rear field playground had been removed.

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

Correction Deadline: 1/16/2018

Corrected on 9/11/2018

.15(2) - Previous citation corrected in that the director completed 2 hours of Nutrition training on December 30, 2017 and 2 hours of Food Service training on December 29, 2017.

591-1-1-.18 Kitchen Operations	Met
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Comment

Kitchen appears clean and well organized.

Health and Hygiene

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

Proper diapering procedures observed.

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

Proper hand washing observed throughout the center.

591-1-1-.20 Medications(CR)	Not Evaluated
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Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

591-1-1-.27 Posted Notices	Met
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Comment

Please make sure that all required signs are posted and up to date.

Safety

591-1-1-.05 Animals	N/A
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Comment

Center does not keep animals on premises.

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

Staff were observed to maintain a positive learning environment on this date.

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

Center does not participate in field trips at this time.

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

Per director the center does not provide routine transportation.

Sleeping & Resting Equipment

Correction Deadline: 1/23/2018

Corrected on 9/11/2018

.30(1)(a)3 - Previous citation corrected in that the edges of the crib mattresses were not folded and all cribs had tight-fitting sheets.

Finding

591-1-1-.30(1)(b)3 requires that sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If marked for individual use, they must be laundered weekly or more frequently if needed. It was determined based on consultant's observation that three red/blue mats in the Downstairs Rt. classroom were torn and exposing foam.

POI (Plan of Improvement)

The Center will ensure that sheets are marked for individual use or washed daily and that marked sheets are washed at least weekly.

Correction Deadline: 9/11/2018

Recited on 9/11/2018

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 0

Staff # 1	Met
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Date of Hire: 01/16/2018

Staff # 2	Met
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Date of Hire: 03/26/2018

Staff # 3	Met
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Date of Hire: 03/04/2008

Staff # 4	Met
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Date of Hire: 05/14/2015

Staff # 5	Met
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Date of Hire: 01/02/2018

Staff # 6	Met
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Date of Hire: 09/06/2018

Staff # 7	Met
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Date of Hire: 07/09/2009

Staff # 8	Met
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Date of Hire: 09/06/2018

Staff # 9	Met
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Date of Hire: 04/02/2018

Staff # 10	Met
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Records Reviewed: 15**Records with Missing/Incomplete Components: 0**

Date of Hire: 10/16/2017

Staff # 11

Met

Date of Hire: 11/24/2014

Staff # 12

Met

Date of Hire: 10/01/2016

Staff # 13

Met

Date of Hire: 01/19/2017

Staff # 14

Met

Date of Hire: 06/01/2012

Staff # 15

Met

Date of Hire: 01/11/2018

Staff Credentials Reviewed: 15**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Criminal records checks were observed to be complete.

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

Evidence observed of 50% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Correction Deadline: 1/31/2018****Corrected on 9/11/2018****.33(3) - Previous citation corrected in that the current director and staff completed the health and safety orientation as required.****Correction Deadline: 1/31/2018****Corrected on 9/11/2018****.33(5) - Previous citation corrected in that the director completed four hours of Nutrition and Food Service training on December 29-30, 2017.****591-1-1-.31 Staff(CR)****Met****Correction Deadline: 4/30/2018****Corrected on 9/11/2018****.31(2)(b)2. - Previous citation corrected in that the two lead teachers from the previous visit are no longer employed and all current lead teachers have required education credentials on file.****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.