



**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:** 5/18/2017    **VisitType:** Licensing Study    **Arrival:** 8:15 AM    **Departure:** 10:00 AM

**FR-32391**

**Hoke, Frank M**

10 Lakeside Drive Ellenwood, GA 30294 Henry County  
 (404) 980-8992 joyscrutchings@hokemcnealacademy.com

**Regional Consultant**

Kenyatta Wade

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**Mailing Address**  
 Same

<b>Compliance Zone Designation</b>		
05/18/2017	Licensing Study	Good Standing
10/04/2016	Monitoring Visit	Good Standing
02/29/2016	Licensing Study	Good Standing

**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.

**Ratios/License Capacity**

Age Ranges	Children Present	Child For Pay	CAPS	Not for Pay	Provider Children
Infant (0-11 mos)	0	0	0	0	0
1 & 2 Years	0	0	0	0	0
3 & 4 Years	0	0	0	0	0
School Age(5+) Years	7	6	0	1	0
<b>Total Under 13 Years</b>	7	6	0	1	0
<b>Total Under 18 Years</b>	7				

Children Present: 7

Total Children: 7

Caregivers/Helpers Present: 1

Total Caregivers/Helpers: 5

**Comments**

The purpose of this visit is to conduct a licensing study.

Plan of Improvement: No Plan Developed

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@decal.ga.gov](mailto:CCSRefutations@decal.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://decal.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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Frank Hoke, Program Official

Date

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Kenyatta Wade, Consultant

Date



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### Findings Report

**Date:** 5/18/2017    **VisitType:** Licensing Study    **Arrival:** 8:15 AM    **Departure:** 10:00 AM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**290-2-3-.19 Infant-Sleeping Safety Requirements(CR)**

**Met**

**Comment**

Not caring for infants

**290-2-3-.07 Swimming Pools & Water-related Activities(CR)**

**Met**

**Comment**

No Swimming Activities Provided

### Children's Records

**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 1**

Child # 7

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(1)(c)

**290-2-3-.08 Children's Records**

**Not Met**

**Finding**

290-2-3-.08(1)(c) requires the family day care home to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations; enrollment in the home may not continue for more than 30 day without such evidence. It was determined that the home did not have such evidence for 2 of 7 enrolled children.

**POI (Plan of Improvement)**

The home provider will ensure that an immunization record/signed affidavit is on file for each enrolled child.

**Correction Deadline: 6/8/2017**

**Recited on 5/18/2017**

290-2-3-.08 Parental Authorization(CR) Met

**Comment**

Parent Authorizations Obtained/Completed

**Facility**

290-2-3-.11 Physical Plant - Safe Environment(CR) Met

**Comment**

Observation-No Hazards Accessible

290-2-3-.13 Physical Plant-Structural/Mechanical(CR) Met

**Comment**

Home Clean, Free of Hazards

290-2-3-.13 Playgrounds(CR) Met

**Correction Deadline: 3/10/2016**

**Corrected on 5/18/2017**

**Previous citation observed corrected.**

**Licensure**

290-2-3-.04 Application Requirements(CR) Met

**Comment**

Provider meets licensure requirements.

**Correction Deadline: 5/23/2017**

**Safety and Discipline**

290-2-3-.11 Animals Met

**Comment**

No Animals Kept

290-2-3-.11 Discipline(CR) Met

**Comment**

Observed-Discussion/Redirection

290-2-3-.11 First Aid Kit **Technical Assistance**

**Technical Assistance**

Reminder-Replace/Add Item: triangular bandage

290-2-3-.11 Transportation(CR) Met

**Comment**

Observed-Complete Documentation

**Staff Records**

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**290-2-3-.21 Criminal Records Check(CR)** **Met**

**Correction Deadline: 10/4/2016**

**Corrected on 5/18/2017**

**Consultant observed previously cited helper with a satisfactory fingerprint clearance letter.**

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**290-2-3-.07 Independent Contractors(CR)** **Met**

**Comment**

No Independent contractors

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**290-2-3-.07 Other Staff Direct Contact with Children(CR)** **Met**

**Comment**

Other direct contact staff- Satisfactory records check

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**290-2-3-.08 Staff Training** **Not Met**

**Finding**

290-2-3-.08(6) requires that documentation of training include the following: 1) title of training, 2) date of training, 3) number of clock hours obtained and 4) name(s) of trainers/sponsoring organizations. It was determined by consultant observation that provider did not complete 10 hours of annual training.

**POI (Plan of Improvement)**

The Home Provider will ensure that complete training information is on file.

**Correction Deadline: 5/18/2017**

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**290-2-3-.07 Students-in-Training(CR)** **Met**

**Comment**

No Students-in-training

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**290-2-3-.07 Volunteers(CR)** **Met**

**Comment**

No Volunteers

<b>Staff:Child Ratios and Supervision</b>
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**290-2-3-.07 Staff:Child Ratios(CR)** **Met**

**Comment**

Appropriate Ratios Observed

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**290-2-3-.07 Supervision(CR)** **Met**

**Comment**

Observed-Adequate Supervision