



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: 1/9/2019 **VisitType:** Licensing Study **Arrival:** 12:45 PM **Departure:** 2:45 PM

FR-32391

Hoke, Frank M

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

Regional Consultant

April Brown

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 april.brown@dec.al.ga.gov

Mailing Address
 Same

Quality Rated: No

<u>Compliance Zone Designation</u>			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.
01/09/2019	Licensing Study	Good Standing	
09/19/2018	Monitoring Visit	Good Standing	
05/22/2018	Licensing Study	Good Standing	

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	2	3	0	0	0
Total Under 13 Years	2	3	0	0	0
Total Under 18 Years	2				
Children Present: 2 Total Children: 3 Caregivers/Helpers Present: 2 Total Caregivers/Helpers: 6					

Comments

Plan of Improvement: Developed This Date 01/09/2019

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.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

Frank Hoke, Program Official

Date

April Brown, Consultant

Date



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Findings Report

Date: 1/9/2019 **VisitType:** Licensing Study **Arrival:** 12:45 PM **Departure:** 2:45 PM

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The following information is associated with a Licensing Study:

Activities and Equipment

290-2-3-.12 Equipment and Supplies(CR)

Met

Comment

A variety of equipment and toys were observed on this date.

Comment

Equipment and furniture observed to be properly secured, as applicable on this date.

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

N/A

Comment

Care is not provided for any infant required to be in a crib on this date.

Comment

Discussed SIDS and infant sleeping position; however, the provider does not care for infants at this time.

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

N/A

Comment

Home does not provide swimming activities at this time. No pool on property on this date.

Children's Records

Records Reviewed: 2

Records with Missing/Incomplete Components: 1

Child # 1

Not Met

"Missing/Incomplete Components"

Release Person Information - (.08)(10)

Child # 2

Met

290-2-3-.08 Children's Records**Not Met****Finding**

290-2-3-.08(1) requires the Home to have a current and updated record for each Child in care and for a period of one (1) year after each Child leaves. Such records shall include: identifying information (Child's name, birth date, Parent's name, home and business addresses, telephone numbers); name, address and telephone number of persons, including Child's physician, to contact in emergencies; and name, address, telephone numbers, relationship to Child and to Parent(s) and other identifying information of person(s) to whom the Child may be released. It was determined based on a review of records that one out of three children's records observed did not have the release person's address, relationship to child or telephone number listed as required.

POI (Plan of Improvement)

The Home Provider will obtain the missing information and maintain the Children's records as required.

Correction Deadline: 1/9/2019

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

Parent authorizations obtained and completed on this date.

Facility

290-2-3-.11 Physical Plant - Safe Environment(CR)**Not Met****Finding**

290-2-3-.11(2)(a) requires the Home to have a written plan for handling emergencies, including but not limited to fire, severe weather, loss of electrical power or water, and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the Home. The Home will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions. No Home personnel shall impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals. It was determined based on observation that the Home did not have a written emergency plan for handling emergencies as required.

POI (Plan of Improvement)

The Home Provider will complete a written plan for emergencies.

Correction Deadline: 1/19/2019**Comment**

An operable and appropriately sized fire extinguisher was observed in the home on this date.

Comment

Operable smoke detectors were observed as required in the home on this date.

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

The Home appears clean and free from hazards on this date.

290-2-3-.13 Playgrounds(CR)**Not Met****Correction Deadline: 9/29/2018****Corrected on 1/9/2019****Correction of citation in that the "S" hooks were repaired and free from rust on this date.****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute as needed.

Finding

290-2-3-.13(2)(d) requires that outside play areas be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use. It was determined that the fencing area on the left side of the playground was not in good repair due to a tree falling onto the fence. Consultant observed the fence to be broken and not in good repair on this date.

POI (Plan of Improvement)

The Home will enclose the outside play area(s) with a four-foot high fence or other Department-approved barrier and inspect regularly to ensure fencing material is safe and any hazards identified are repaired or replaced. The Home will install or repair the fence as required. Consultant discussed with the provider to use lattice around the playground area for a temporary fix until the tree can be removed and the broken fence repaired.

Correction Deadline: 1/18/2019

Food Service

290-2-3-.10 Food Service & Nutrition **Met**

Comment

Consultant discussed the new USDA guidelines with the provider on this date. Children were served ham and chicken sandwiches, french fries, oranges, and milk for lunch.

Health and Hygiene

290-2-3-.11 Children's Health and Hygiene(CR) **Met**

Comment

Proper hand washing observed throughout the Home on this date.

290-2-3-.11 Diapering Areas & Practices(CR) **N/A**

Comment

There are no diapered children currently enrolled in the program on this date.

290-2-3-.11 Medications(CR) **N/A**

Comment

Discussed proper medication documentation and procedures; however, the provider does not dispense or administer medication at this time.

Licensure

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

Comment

Application requirements reviewed with the Provider on this date. The provider has a new current 2019 license from the Department.

Comment

Appropriate number of children observed in Family Child Care Learning Home on this date.

Safety and Discipline

290-2-3-.11 Animals **N/A**

Comment

The Family Child Care Learning Home does not keep animals on premises on this date.

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

Comment

Age-appropriate discussion and or redirection observed on this date.

290-2-3-.11 First Aid Kit **Met**

Comment

Complete first aid kit observed in the Family Child Care Learning Home on this date.

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

Comment

Complete documentation of transportation observed on this date. Consultant observed the provider's current license, appropriate restraints and signed emergency medical authorization forms for transportation on this date.

Staff Records

290-2-3-.21 Criminal Records and Comprehensive Background Checks(CR) **Met**

Comment

Consultant requested to view all Criminal Record checks for employees hired after last visit. Provider stated that there have been no new hires since last visit which was conducted on September 19, 2018.

Comment

Criminal records checks were observed to be complete on this date.

290-2-3-.07 First Aid & CPR **Met**

Comment

Evidence observed that the provider was certified in First Aid and CPR on this date with an expiration date of January 10, 2020.

290-2-3-.07 Staff Qualifications(CR) **Met**

Comment

Staff observed to be compliant with applicable laws and regulations on this date.

290-2-3-.07 Staff Training **Not Met**

Finding

"290-2-3-.07(4) requires the Provider, Employees and Provisional Employees with direct care responsibilities to complete health and safety training at the time of employment. Staff members must complete the training within the first 90 days of employment. The training must address the following health and safety topics: prevention and control of infectious diseases; prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome and abusive head trauma; emergency preparedness and response planning for emergencies resulting from a natural disaster, or threatening event such as violence at the facility; handling and storage of hazardous materials and the appropriate disposal of bio contaminants; and precautions in transporting children (if applicable).

It was determined based on a review of records that the provider and employee did not have evidence of health and safety training as required.

POI (Plan of Improvement)

The Provider will complete the required training and will ensure any Employees complete the training. The Provider will develop a plan to ensure that any new Employees complete the training as required.

Correction Deadline: 2/8/2019

Finding

290-2-3-.07(6) requires the Home to maintain for the Provider and any Provisional Employee or Employee, current evidence of successful completion of ten (10) clock hours of diverse training which is related to the care of children and which is offered by an accredited college, university or vocational program or other Department approved source annually. 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 programs shall be maintained in the Home by the Provider, as required by these rules. It was determined based on a review of records the provider and employee did not have evidence of 10 hours of annual training for 2018 as required.

POI (Plan of Improvement)

The Home will obtain the required annual training and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested.

Correction Deadline: 2/8/2019

Staff:Child Ratios and Supervision

290-2-3-.07 Staff:Child Ratios(CR) **Met**

Comment

Appropriate ratios were observed on this date.

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

Comment

Adequate supervision observed on this date.