



**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: 10/20/2020 **VisitType:** Licensing Study

Arrival: 2:30 PM

Departure: 3:45 PM

FR-32391

Hoke, Frank M

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

Regional Consultant

April Brown

Phone: (770) 357-5101

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april.brown@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.
10/20/2020	Licensing Study	Good Standing	
01/16/2020	Monitoring Visit	Good Standing	
07/09/2019	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	3	3	0	0	0
Total Under 13 Years	3	3	0	0	0
Total Under 18 Years	3				

Children Present: 3	Total Children: 3
Caregivers/Helpers Present: 1	Total Caregivers/Helpers: 1

Comments

An Administrative Review was conducted on October 20, 2020. Staff files, children's files, training, and background checks were all reviewed. A visual inspection was conducted on October 20, 2020 with the Provider present. Paperwork was provided to consultant for review due to the COVID-19 pandemic. Compliance with the Executive Order issued on August 15, 2020 was reviewed with the provider. New BFTS rules and COVID information was provided to the provider on this date.

Plan of Improvement: Developed This Date 10/20/2020

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

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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

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed 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.

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

N/A

Comment

There was no pool on the property on this date.

Children's Records

Records Reviewed: 3

Records with Missing/Incomplete Components: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 3

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Technical Assistance

290-2-3-.08(2) Please maintain immunizations or a signed affidavit against such immunizations of all enrollment in the Home.

Correction Deadline: 10/20/2020

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)**Met****Technical Assistance**

290-2-3-.11(2)(c) - Please ensure that documentation of drills required by these rules shall be maintained in the Home. The Home shall conduct drills for fire, tornado, and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Home shall maintain documentation of the dates and times of these drills for two years. Consultant provided the provider with the correct forms to use for documentation.

Correction Deadline: 11/19/2020**Comment**

An operable and appropriately sized fire extinguisher was observed 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.

290-2-3-.13 Playgrounds(CR)**Not Met****Finding**

290-2-3-.13(2)(c) requires that climbing and swinging equipment that are not portable have a resilient surface beneath the equipment and the fall zone from such equipment, which is adequately maintained by the Home to assure continuing resiliency. It was determined based on observation two inches of mulch was observed underneath the wooden climbing structure with the slide attached instead of six inches of resilient surface as required.

POI (Plan of Improvement)

The Home will ensure that there is an adequate resilient surface under and in the fall zone of climbing and swinging equipment. The Home will inspect equipment and resilient surfacing material regularly and repair or replenish as needed.

Correction Deadline: 10/26/2020**Recited on 10/20/2020**

Food Service

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

Consultant provided a copy of the new BFTS rules regarding menu requirements and choking precautions for children in care.

CACFP Meal Pattern Requirements: 3 Components for breakfast: Grains, Vegetables, Fruits or both, Milk 5 Components for lunch – Grains, Meat/Meat alternates, Fruits, Vegetable, and Milk OR Grains, Meat/Meat alternates, 2 different types of vegetables, and Milk 2 of 5 Components for snack Provided Updated CACFP Infant Meal pattern and Child/Adult Meal pattern flyers. The Crediting Handbook for the CACFP can be located on DECAL and USDA’s website: DECAL <http://dec.al.ga.gov/CACFP/Handbook.aspx> USDA <http://www.fns.usda.gov/cacfp/cacfp-handbooks>

Health and Hygiene

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

Hand washing requirements were discussed with the provider on this date.

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

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

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

Per the provider no medication is currently dispensed on this date.

Licensure

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

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

Age-appropriate discussion and redirection observed on this date.

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

Complete documentation of transportation observed on this date as the provider has a current valid driver's license which expires in February of 2025, current insurance with an expiration date of March 2021 and transportation forms signed by parents of the three enrolled children. No field trips were being conducted at this time.

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 completed on January 16, 2020.

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 with an expiration date of August 2022.

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

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed with the provider on this date. The program was in compliance with the Executive Order issued on August 15, 2020.

290-2-3-.07 Staff Training Technical Assistance

Comment

Discussed: Health and Safety Training is required for each Staff member with direct care responsibilities within 90 calendar days of their hire date. Please complete the 10 hour Health and Safety training as required.

Technical Assistance

290-2-3-.07(9) -Please ensure that every calendar year, after the first year of employment the Provider, and any Provisional Employees or and Employees, 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 in the Home by the Provider, as required by these rules. Eight out of 10 hours of training for 2019 was observed for the provider on this date.

Correction Deadline: 11/19/2020

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.