



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

Cover Sheet

Date: 10/1/2021 **VisitType:** Licensing Study

Arrival: 10:30 AM

Departure: 12:30 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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Mailing Address

Same

Quality Rated: ★

<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.
10/01/2021	Licensing Study	Good Standing	
03/24/2021	Monitoring Visit	Good Standing	
10/20/2020	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	1	1	0	0	0
School Age(5+) Years	4	4	0	0	0
Total Under 13 Years	5	5	0	0	0
Total Under 18 Years	5				
Children Present: 5 Total Children: 5 Caregivers/Helpers Present: 1 Total Caregivers/Helpers: 1					

Comments

An Administrative Review was conducted on October 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on October 4, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic.

Plan of Improvement: Developed This Date 10/01/2021

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.decal.ga.gov/CCS/RulesAndRegulations.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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decal.ga.gov

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@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.

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)

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

Equipment and furniture observed to be properly secured, as applicable on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

N/A

Comment

Care was not provided for any infant required to be in a crib per the provider on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

Home does not provide swimming activities per the provider on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Immunization Form - (.08)(2)

Child # 3

Met

Child # 4 Not Met
"Missing/Incomplete Components"
 Immunization Form - (.08)(2)

Child # 5 Met

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

Not Met

Technical Assistance

Please ensure records are organized and have current and updated information 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. A Virtual Visit was conducted due to the COVID-19 pandemic.

Correction Deadline: 10/1/2021

Finding

290-2-3-.08(2) requires the 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 days without such evidence. It was determined based on a review of records two out of five children's files reviewed did not have an up to date immunization form or a signed affidavit against such immunizations as required.

POI (Plan of Improvement)

The Home Provider will ensure that an immunization record/signed affidavit is on file for each enrolled Child.

Correction Deadline: 10/15/2021

Facility

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

Met

Comment

Home observed to have completed emergency drills on this date. Consultant discussed using the appropriate forms from the Department to document emergency procedures. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Please be mindful to keep items that pose a hazard inaccessible to children. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

An operable and appropriately sized fire extinguisher was observed in the home on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Operable smoke detector(s) were observed as required in the home on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Met

Comment

The Home appears clean and free from hazards on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Technical Assistance

Comment

The outside area appears clean and well maintained on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Technical Assistance

Please ensure at least six inches of resilient surface is surrounding the fall zone areas of the slide and other equipment as needed due to the weather it appeared to be compacted. Please ensure it is adequately maintained by the Home to assure continuing resiliency. A Virtual Visit was conducted due to the COVID-19 pandemic.

Correction Deadline: 10/11/2021

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

Consultant discussed new revision to restricted food rule which states: Foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age. Children older than four (4) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. The provider reported that parents provide food for their children daily. The provider will provide food in the event the parent does not bring food for their child. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

The provider stated proper knowledge of hand washing and hygiene procedures on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

There were no diapered children currently enrolled in the program per the provider on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Per the provider no medication was currently dispensed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Appropriate number of children observed in Family Child Care Learning Home on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

Policies and Procedures

Technical Assistance

Please ensure to report to the Department within twenty-four (24) hours or the next work day: any death of a Child while in the care of the Home; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a Child while in the care of the Home; any situation when a Child in care becomes missing, such as but not limited to, a Child who is left on a vehicle, a Child who leaves the Home, playground, or property, or a Child who is left behind on any trip; any fire; any structural disaster; any emergency situation that requires temporarily relocating children; and any time the Home's operating status changes (i.e., open to closed or temporarily closed and temporarily closed to open) as required.

Correction Deadline: 10/1/2021

Technical Assistance

Please ensure annual reports / inspection information requested from the Department is submitted and uploaded into DECAL Koala when requested from the Department as required.

Correction Deadline: 10/31/2021

Safety and Discipline

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

The Family Child Care Learning Home does not keep animals on premises per the provider at this time. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Age-appropriate discussion and redirection observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Reminder: Please replace/add missing/expired item(s) in first aid kit(s). A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Documentation of transportation agreements and the provider's driver's license was submitted to the Department as required. Please obtain a current copy of insurance card / documentation from insurance company as required.

A Virtual Visit was conducted due to the COVID-19 pandemic.

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 the last visit which was completed on March 24, 2021. A Virtual Visit was conducted due to the COVID-19 pandemic.

Comment

Criminal records checks were observed to be complete on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Staff observed to be compliant with applicable laws and regulations on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

290-2-3-.07(9) requires 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. It was determined based on a review of records the provider did not complete annual training for 2020 as required.

POI (Plan of Improvement)

The Home will obtain the required annual training for Staff and will keep certificates, cards, or other proof of training on file. The Home will submit proof of training to the Department, if requested. The provider completed the 10 Hour Health and Safety Training on June 17, 2021.

Correction Deadline: 12/31/2021

Staff:Child Ratios and Supervision

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

Appropriate ratios were observed on this date. A Virtual Visit was conducted due to the COVID-19 pandemic.

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

Adequate supervision observed on this date. Consultant discussed new revision to the supervision rule which states: Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. A Virtual Visit was conducted due to the COVID-19 pandemic.