



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



Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

Contact the Quality Rated help desk at 855-800-7747 or qualityrated@dec.state.ga.us for more information. Free technical assistance is available!

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), do the following:

- 1) Log into DECAL KOALA www.decalkoala.com with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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



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

Findings Report

Date: 12/7/2022 **VisitType:** Licensing Study

Arrival: 9:00 AM

Departure: 11:05 AM

FR-32391

Hoke, Frank M

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

Mailing Address
Same

Regional Consultant

April Brown

Phone: (770) 357-5101
Fax: (770) 357-5102
april.brown@decal.ga.gov

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.

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

Not Evaluated

Comment

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

Comment

Currently the provider is not caring for infants. (This rule was not evaluated on this date)

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

N/A

Comment

There is no pool on the property on this date.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Child # 1

Met

Child # 2

Not Met

"Missing/Incomplete Components"

Dad Work # Missing -(08)(1), Immunization Form - (08)(2)

Child # 3

Not Met

"Missing/Incomplete Components"

Records Reviewed: 5

Records with Missing/Incomplete Components: 2

Immunization Form - (.08)(2)

Child # 4

Met

Child # 5

Met

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

Not Met

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 records were missing evidence of age-appropriate immunizations 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: 12/14/2022

Technical Assistance

Please ensure the Parent or person(s) authorized by the Parent or guardian to drop off and pick up the Child document each time the Parent or authorized person drops off and picks up the Child. The documentation shall include at least the following information: the date, the Child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person and shall be made available to the Department in printed or written form upon request.

Correction Deadline: 12/7/2022

Facility

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

Met

Comment

Home observed to have completed emergency drills as required on this date.

Comment

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

Comment

Operable smoke detector(s) 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

Technical Assistance

Please ensure the playground equipment and area is clean and free of potential hazards such as leaves and sticks that pose as a tripping hazard.

Correction Deadline: 12/17/2022

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 that three inches of resilient surface was surrounding the fall zone areas surrounding the swing set, monkey bars and wooden climber with the yellow slide attached instead of six inches of resilient surface which was 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: 12/14/2022

Recited on 12/7/2022

Food Service

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

Comment

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://decal.ga.gov/CACFP/Handbook.aspx> USDA <http://www.fns.usda.gov/cacfp/cacfp-handbooks>. Menu met guidelines on this date.

Health and Hygiene

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

Comment

Provider stated proper knowledge of hand washing and hygiene procedures 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

Per the provider no medication is currently dispensed/

Licensure

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

Correction Deadline: 5/4/2022

Corrected on 12/7/2022

Correction of citation in that there were five children enrolled on this date. License capacity was observed to be met.

Safety and Discipline

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

Comment

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

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

Comment

Age-appropriate discussion and redirection observed on this date.

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

Comment

Please replace/add missing/expired item(s) in first aid kit(s) tweezers and neosporin.

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

Comment

Complete documentation of transportation observed on this date. The provider had a current driver's license and current vehicle insurance with an expiration date of April 8, 2023. Transportation agreements were also observed.

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 May 4, 2022.

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 2024.

290-2-3-.07 Provider Qualifications **Technical Assistance**

Technical Assistance

Please ensure to submit valid evidence/documentation of one of the following credentials/degrees issued by either the organizations listed below, an accredited educational institution, or another organization approved/recognized by the Department: a Child Development Associate credential; Technical Certificate of Credit in Early Childhood Education; Technical College Diploma in Early Childhood Education; Associate Degree in Early Childhood Education; Paraprofessional Certificate; Bachelor's degree in Early Childhood Education; Master's degree in Early Childhood Education. The provider's CDA was observed to be expired. The provider will enroll in a program within the next 60 days.

Correction Deadline: 12/7/2022

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

Comment

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

290-2-3-.07 Staff Training **Met**

Comment

Annual training requirement and documentation observed. The provider completed the 10 hour health and safety training on June 17, 2021.

Staff:Child Ratios and Supervision

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

Met

Correction Deadline: 5/14/2022

Corrected on 12/7/2022

Correction of citation in that appropriate staff:child ratios were observed on this date.

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

Met

Comment

Adequate supervision observed on this date.