



**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: 6/1/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 3:20 PM

FR-9900108182

Hoxit, Helen C

3088 Oak Valley Road Toccoa, GA 30577 Stephens County
(706) 886-0030 mkendall822@yahoo.com

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@dec.al.ga.gov

Mailing Address

Same

Quality Rated: No

Compliance Zone Designation		
06/01/2021	Licensing Study	Good Standing
12/29/2020	Monitoring Visit	Good Standing
03/12/2020	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	1	0	0	0
1 & 2 Years	1	1	0	0	0
3 & 4 Years	2	2	0	0	0
School Age(5+) Years	1	1	0	0	0
Total Under 13 Years	4	5	0	0	0
Total Under 18 Years	4				

Children Present: 4	Total Children: 5
Caregivers/Helpers Present: 1	Total Caregivers/Helpers: 1

Comments

An Administrative Review was conducted on June 1, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on June 1, 2021 with the Provider) An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 1, 2021 was reviewed during the virtual inspection.

Follow up regarding the FAQ for Rule Changes effective October 1, 2020.

Plan of Improvement: Developed This Date 06/01/2021

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)

Helen Hoxit, Program Official

Date

Dianne Clarke, 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: 6/1/2021 **VisitType:** Licensing Study **Arrival:** 1:30 PM **Departure:** 3:20 PM

FR-9900108182

Hoxit, Helen C

3088 Oak Valley Road Toccoa, GA 30577 Stephens County
(706) 886-0030 mkendall822@yahoo.com

Mailing Address
Same

Regional Consultant

Dianne Clarke

Phone: (770) 357-4923

Fax: (770) 357-4922

dianne.clarke@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

A Virtual Visit was conducted due to the COVID-19 pandemic. Toys and equipment observed to be clean and safe from hazardous conditions.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Pleasant naptime environment observed.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. There is no pool on the property.

Children's Records

Records Reviewed: 4

Records with Missing/Incomplete Components: 0

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met

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

Technical Assistance

Technical Assistance

290-2-3-.08(1) - Please ensure that physician's phone numbers are included on children's enrollment packet.

Correction Deadline: 6/1/2021

Facility

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

Met

Comment

290-2-3-.11(2)(c) - A virtual visit was conducted due to the COVID-19 pandemic. The consultant discussed emergency drill requirements and emergency plans with the Provider.

Correction Deadline: 7/1/2021

Comment

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

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

Met

Comment

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

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

Met

Comment

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

Food Service

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

Met

Comment

290-2-3-.10(8) - 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.

Correction Deadline: 6/1/2021

Health and Hygiene

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Provider on this date.

290-2-3-.11 Diapering Areas & Practices(CR)

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Provider on this date.

290-2-3-.11 Medications(CR)

Met

Comment

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

Licensure

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Appropriate number of children observed in Family Child Care Learning Home this date. There were four children and one adult present.

Policies and Procedures

290-2-3-.06 Parental Access**Met****Comment**

290-2-3-.06 - A Virtual Visit was conducted due to the COVID-19 pandemic. Parental access requirements were met per the COVID-19 guidelines.

Correction Deadline: 6/1/2021

290-2-3-.14 Required Reporting**Met****Comment**

290-2-3-.14(5) - Reminder: Please be sure to contact the Stephens County Department of Health if there are positive COVID-19 cases immediately and get their guidance. Also, please complete a Required Report in DECAL KOALA for communicable diseases. Please be sure to report temporary closures in DECAL KOALA under the Required Report tab whenever there are temporary closures for one day or more.

Correction Deadline: 7/1/2021

Safety and Discipline

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Provider on this date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. The provider does not provide routine transportation.

Staff Records

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Criminal records checks were observed to be complete. Please ensure that applicants/staff are listing exact dates (including month/day/year) on 10 year work history form in order to determine any breaks in service from the child care industry. Please ensure that records checks are redone if there is a six month break in service. Please also ensure that satisfactory records checks are updated before the expiration date.

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on May 1, 2021.

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 that the provider did not have evidence of the required ten (10) clock hours of training for 2020 on this date.

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.

Correction Deadline: 7/1/2021

Recited on 6/1/2021

Staff:Child Ratios and Supervision

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

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

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date. 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.