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: 8/23/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 10:15 AM

CCLC-39223

Hoke / McNeal Academy of Higher Learning

3055 River Oak Mews Decatur, GA 30034 DeKalb County
(404) 244-0878 joyscrutchings@hokemcnealacademy.com

Regional Consultant
Verlyn Gant
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Mailing Address
Same

Quality Rated: ★

Compliance Zone Designation		
08/23/2022	Licensing Study	Good Standing
05/09/2022	Licensing Study	Good Standing
10/29/2021	Monitoring Visit	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

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A-3-5 Years	Two Year Olds and Three Year Olds and Four Year Olds	1	6	C	16	C	NA	NA	Snack
		Total Capacity @35 sq. ft.: 16			Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 6		Total Capacity @35 sq. ft.: 16			Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Outside	35	C

Comments

Plan of Improvement: Developed This Date 08/23/2022

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 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 a1 855-800-7747 or qualityrated@decal.ga.gov **for more information. Free techincal 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)

Cynthia Mcneal, Program Official	Date	Verlyn Gant, Consultant	Date

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Findings Report

Date: 8/23/2022 **VisitType:** Licensing Study **Arrival:** 9:45 AM **Departure:** 10:15 AM

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The following information is associated with a Licensing Study:

Activities and Equipment

591-1-1-.12 Equipment & Toys(CR) **Technical Assistance**

Comment
A variety of equipment and toys were observed throughout the center.

Technical Assistance
591-1-1-.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over.

Please ensure that chairs are not stacked while children are active and awake.

Correction Deadline: 8/23/2022

591-1-1-.35 Swimming Pools & Water-related Activities(CR) **N/A**

Comment
Center does not provide swimming activities.

Children's Records

Records Reviewed: 5	Records with Missing/Incomplete Components: 0
Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

591-1-1-.08 Children's Records **Met**

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.08(1) - Previous citation was observed to be corrected during this visit, in that based on a review of records, the children's enrollment files were made available as required.

Facility

591-1-1-.19 License Capacity(CR) **Met**

Comment
Licensed capacity observed to be routinely met by center.

591-1-1-.25 Physical Plant - Safe Environment(CR) **Not Met**

Finding
591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that a staff members purse was stored at low level accessible to children.

POI (Plan of Improvement)
The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

Correction Deadline: 8/23/2022

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.25(17) - Previous citation was observed to be corrected during this visit, in that based on observation the vines that were growing along the fence, and next to the resilient surface in the playground had been removed.

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.25(8) - Previous citation was observed to be corrected during this visit, in that based on observation all unused electrical outlets within children's reach had protective caps as required.

591-1-1-.25 Physical Plant-Structural/Mechanical **Met**

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.25(19) - Previous citation was observed to be corrected during this visit, in that there were no children in the kitchen/dining area which was not an approved area for children.

591-1-1-.26 Playgrounds(CR) **Met**

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.26(4) - Previous citation was observed to be corrected during this visit, in that based on observation the protruding nails that were in the wooden fencing in the playground had been removed. Additionally, the areas on the left and back side of the fencing that posed a potential splinter hazard to children, had been repaired.

Correction Deadline: 5/19/2022

Corrected on 8/23/2022
.26(6) - Previous citation was observed to be corrected during this visit, in that based on observation the red bike and, the red, blue, and white bike had been thrown out. The exposed nails had been removed from the brown, green and yellow climbing structure, and the climbing structure had been repainted.

Correction Deadline: 5/9/2022

Corrected on 8/23/2022
.26(9) - Previous citations were observed to be corrected during this visit, in that the following hazards had been removed.

- **The broken trash can with sharp exposed edges had been removed.**
- **The vines that were growing along the fence and vines growing next to the resilient surface in the playground had been removed.**
- **The brown patio swing chair with exposed foam along the edge of the seating, accessible to children had been removed.**
- **The gardening tools that were accessible to the children had been removed.**

Health and Hygiene

591-1-1-.10 Diapering Areas & Practices(CR) — **Met**

Comment
No children enrolled who require diapering.

591-1-1-.17 Hygiene(CR) — **Met**

Comment
Proper hand washing of children and staff was discussed with the director on this date.

591-1-1-.20 Medications(CR) — **N/A**

Comment
The Provider currently does not dispense/administer medication.

Organization

591-1-1-.16 Governing Body & License — **Technical Assistance**

Technical Assistance
591-1-1-.16(f) requires the Center to submit an application for an amended License at least 30 days prior to a change if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, or additions to or changes in the use of the building by the licensed Center. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department.

Please ensure that the Center submits an application for an amended License for the changes in the ages of the children to be served.

Correction Deadline: 8/23/2022

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures **Met**

Correction Deadline: 5/14/2022

Corrected on 8/23/2022
.21(3) - Previous citation was observed to be corrected during this visit, in that the Center uploaded the completed drills for fire, tornado and other emergency situations for 2021 and 2022 as required.

Safety

591-1-1-.05 Animals **N/A**

Comment
Center does not keep animals on premises.

591-1-1-.11 Discipline(CR) **Met**

Comment
Staff were observed to maintain a positive learning environment on this date.

591-1-1-.13 Field Trips(CR) **N/A**

Comment
Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR) **Met**

Correction Deadline: 5/10/2022

Corrected on 8/23/2022
.36(7)(a) - Previous citation was observed to be corrected during this visit, in that the transportation was observed. The Center report that the Center had not used the vehicle.

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR) **Met**

Comment
The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

Staff Records

Records Reviewed: 3 **Records with Missing/Incomplete Components: 3**

Staff # 1 Not Met

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(4)-Food Prep Training Missing 4 hrs.

Staff # 2 Not Met

Date of Hire: 08/08/2015

"Missing/Incomplete Components"

.33(4)-Food Prep Training Missing 4 hrs.,.33(5)-10 Hrs. Annual Training,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3 Not Met

Date of Hire: 08/01/2018

Records Reviewed: 3 **Records with Missing/Incomplete Components: 3**

"Missing/Incomplete Components"

.14(2)-CPR missing,.14(2)-First Aid Missing,.33(5)-10 Hrs. Annual Training

Staff Credentials Reviewed: 3

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) **Met**

Comment

Criminal record checks were observed to be complete.

Correction Deadline: 5/9/2022

Corrected on 8/23/2022

.09(1)(b) - Previous citation was observed to be corrected during this visit, in that all staff members had a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while children were present for care as required.

Correction Deadline: 5/9/2022

Corrected on 8/23/2022

.09(1)(l)3. - Previous citation was observed to be corrected during this visit, in that based on a review of records all staff members had Comprehensive Records Check Determination letters on file as required.

591-1-1-.14 First Aid & CPR **Not Met**

Finding

591-1-1-.14(1) requires the Center Director and, at any given time, at least fifty percent (50%) of the caregiver Staff to successfully complete a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid. The first aid training must be done by certified or licensed health care professionals or trainers and must deal with the provision of emergency care to infants and children. The Center shall maintain current evidence of the successful completion of such training which shall be available to the Department for inspection. It was determined based on consultant's review of records that on the day that the visit was conducted, the Center Director and at least fifty percent (50%) of the caregiver Staff had not completed a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid as required.

POI (Plan of Improvement)

The Center Director and at least 50% of the caregiver Staff will complete the needed training. The Director will send written verification to the consultant upon completion and will develop a plan to ensure that at least 50% of the caregiver Staff have completed this training at any given time and that evidence of successful completion of the training is on file available for inspection.

Correction Deadline: 8/23/2022

Recited on 8/23/2022

591-1-1-.33 Staff Training **Not Met**

Correction Deadline: 6/8/2022

Corrected on 8/23/2022

.33(3) - Previous citation was observed to be corrected during this visit, in that based on a review of documentation Staff members with direct care responsibilities had completed health and safety orientation training as required.

Technical Assistance
591-1-1-.33(4) requires within the first year of employment, the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Please ensure that the Director and person with primary responsibility for food preparation shall have four clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.

Correction Deadline: 9/22/2022

Finding
91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers 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, as required by these rules. It was determined based on consultant's review of records that all supervisory and caregiver Personnel had not completed the required 10 hours of annual training for the year 2021 as required.

POI (Plan of Improvement)
The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2021

Recited on 8/23/2022

591-1-1-.31 Staff(CR) **Met**

Comment
Staff observed to be compliant with applicable laws and regulations.

Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size(CR) **Met**

Comment
Center observed to maintain appropriate staff:child ratios.

591-1-1-.32 Supervision(CR) **Met**

Comment
Adequate supervision observed on this date.