



**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:** 8/20/2019    **VisitType:** Licensing Study    **Arrival:** 10:45 AM    **Departure:** 2:30 PM

**CCLC-35528**

**Jackson Heights Christian Academy**

3737 Inner Perimeter Road Valdosta, GA 31602 Lowndes County  
 (229) 244-4420 jacksonheights1612@yahoo.com

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130  
 Fax: (229) 238-2955  
 beth.houtz@dec.al.gov

**Mailing Address**  
 Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
08/20/2019	Licensing Study	Good Standing	
06/20/2019	POI Follow Up	Good Standing	
05/28/2019	Complaint Closure	Good Standing	

**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-infants-1 yr	Infants and One Year Olds	2	10	C	15	C	NA	NA	Feeding,Nap,Lunch,Transitioning
MAIN	B-1 & 2 yrs	Two Year Olds	1	9	C	16	C	NA	NA	Lunch
MAIN	C-3+ yrs		0	0	C	15	C	NA	NA	
MAIN	D-PreK (4+)	PreK	2	16	C	29	C	NA	NA	Transitioning,Lunch
MAIN	E-3+	Three Year Olds	1	9	C	14	C	NA	NA	Lunch
Total Capacity @35 sq. ft.: 79					Total Capacity @25 sq. ft.: 0		Building @35 capacity limited by Fire Marshall Limitations			
Total # Children this Date: 44			Total Capacity @35 sq. ft.: 79			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
MAIN	A-Left	41	C
MAIN	B-Back	73	C

**Comments**

The purpose of today's visit is a licensing study. The center provides transportation before and after school. All employee files were reviewed during the visit.

Plan of Improvement: Developed This Date 08/20/2019

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.al.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

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.

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#### 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.al.ga.gov](mailto:CCSRefutations@dec.al.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://dec.al.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.

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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.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Cathy Green, Program Official

Date

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Beth Houtz, Consultant

Date



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### Findings Report

**Date:** 8/20/2019    **VisitType:** Licensing Study    **Arrival:** 10:45 AM    **Departure:** 2:30 PM

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The following information is associated with a Licensing Study:

### Activities and Equipment

**591-1-1-.03 Activities**

**Technical Assistance**

**Technical Assistance**

591-1-1-.03(2) - Please ensure all lesson plans for each classroom are posted and up to date.

**Correction Deadline: 8/20/2019**

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

**Technical Assistance**

**Technical Assistance**

591-1-1-.12(4) - The consultant observed a brown shelf in the three-year-old classroom that was of a size and height that it posed a potential falling hazard to children in care. The staff stated that the classroom was still in the process of having the centers set up and some other materials moved out to create more space for the children. The consultant discussed with the director about securing the shelf after the final rearranging had been completed.

**Correction Deadline: 8/20/2019**

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

**Met**

**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**

**Comment**

Records were observed to be complete and well organized.

	<b>Facility</b>
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**591-1-1-.06 Bathrooms**

**Met**

**Comment**

Please monitor bathrooms for necessary supplies.

**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**

**Correction Deadline: 6/20/2019**

**Corrected on 8/20/2019**

**.25(13) - This citation was observed to be corrected on this date. The center has installed locks on the cabinet doors.**

**Technical Assistance**

591-1-1-.25(13) - The consultant observed a vacuum stored in the Pre-K classroom and a broom stored in the three-year-old classroom. The consultant discussed with the director about ensuring these cleaning supplies are stored so that they are not accessible to children.

**Correction Deadline: 8/20/2019**

**Finding**

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following areas were in need of repair or needed to be kept clean and free of debris:

- The three exterior doors to the playgrounds were rusted on the exterior side and the door frames on the exterior side had chipping paint presenting a hazard to children in care.
- To the left of the exterior playground door leading to Pre-K classroom there was a gap in the brick siding that measured six inches in height and six and one half inches wide presenting an entrapment hazard to children in care.
- In the Pre-K classroom there were two exposed screws at the bottom of the cubby shelf that posed a hazard to children in care.
- In the Pre-K classroom and in the hallway to the bathroom used by the Pre-K class and three-year-old class there was an excessive of clutter and debris that posed a hazard to children in care.
- In the two-year-old classroom there was a clutter and materials placed on top of two plastic drawer shelves that presented a hazard to children in care.

**POI (Plan of Improvement)**

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

**Correction Deadline: 8/20/2019**

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**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Technical Assistance**

591-1-1-.26(6) - The three tricycles on the toddler playground had exposed holes on the handle bars and one of the three tricycles had broken plastic on the back that needed to be removed. The consultant discussed with the director about repairing the tricycle handles and removing the broken plastic.

**Correction Deadline: 8/30/2019**

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**Food Service**

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**591-1-1-.15 Food Service & Nutrition****Met****Comment**

Center menu meets USDA guidelines.

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**591-1-1-.18 Kitchen Operations****Met****Comment**

Kitchen appears clean and well organized.

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**Health and Hygiene**

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

Staff state proper knowledge of diapering procedures.

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**591-1-1-.17 Hygiene(CR)****Met****Comment**

Proper hand washing observed throughout the center.

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**591-1-1-.20 Medications(CR)****Met****Comment**

The Provider currently does not dispense/administer medication.

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**Policies and Procedures**

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**591-1-1-.21 Operational Policies & Procedures****Not Met****Finding**

591-1-1-.21(3) requires that the Center 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 Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that no tornado or lock down drill had been completed for the 2019 calendar year. Two tornado and lock down drills are required every six months.

**POI (Plan of Improvement)**

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

**Correction Deadline: 8/25/2019****Comment**

Program observed complete fire emergency drills and discussed the length of time for each drill.

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**591-1-1-.27 Posted Notices****Met****Comment**

Observed all required posted notices.

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**591-1-1-.29 Required Reporting****Met****Comment**

Thank you for reporting as required.

**Safety**

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**591-1-1-.05 Animals****Met****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Center does not participate in field trips at this time.

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**591-1-1-.36 Transportation(CR)****Not Met****Comment**

A current/completed inspection was observed for the vehicle ending in tag number 1037 used in transporting children this date. The center has a second vehicle ending in tag number 3171 that the Director stated was not used for transportation and no vehicle inspection report was provided for that vehicle.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date. Please add eye protection and a protective mask to the vehicle's first aid kit.

**Finding**

591-1-1-.36(6) requires written Parental authorization for routine transportation provided by or on behalf of the Center. Written authorization must include the routine pick-up location, routine pick-up time, routine delivery location, routine delivery times and the name of any person authorized to receive the child. It was determined based on a review of records that seven of the ten children transported did not have written Parental authorization for routine transportation provided by or on behalf of the Center as required.

**POI (Plan of Improvement)**

The Center will obtain the required written parental authorization.

**Correction Deadline: 8/21/2019****Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that three of ten children transported did not have emergency medical information forms maintained on the vehicle as required. Additionally, three of seven emergency medical forms did not have the child's doctor's phone number.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 8/21/2019**

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that a second check signature verifying that a second check was completed was not documented on the following transportation checklists as required.

- On the week of August 5-9, 2019 Sallas Mahone A.M. route transportation checklist no signature on Thursday, August 8, 2019.
- On the Friday August 9, 2019 Home transportation checklist for both A.M. and P.M.
- On the week of August 5-9, 2019 W.G. Nunn A.M. and P.M. route transportation checklist on Thursday, August 8, 2019 P.M. and on Friday, August 9, 2019 A.M. and P.M.
- On the week of August 5-9, 2019 Dewar A.M. and P.M. transportation checklist on Thursday, August 8, 2019 P.M. and on Friday, August 9, 2019 A.M.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 8/20/2019**

**Sleeping & Resting Equipment**

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

**Not Met**

**Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that in one of one cribs in use there was a blanket in the crib occupied by an infant. The blanket was positioned over the infant from the shoulders down.

**POI (Plan of Improvement)**

The employee immediately removed the blanket when asked to do so by the consultant. The consultant discussed safe sleep environment with the teacher and director. The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

**Correction Deadline: 8/20/2019**

**Staff Records**



**Records Reviewed: 7**

**Records with Missing/Incomplete Components: 0**

Staff # 1 Date of Hire: 08/03/2017	Met
Staff # 2	Met
Staff # 3 Date of Hire: 07/08/2013	Met
Staff # 4 Date of Hire: 09/18/2018	Met
Staff # 5 Date of Hire: 01/04/2018	Met
Staff # 6 Date of Hire: 03/12/2018	Met
Staff # 7 Date of Hire: 08/25/2016	Met

**Staff Credentials Reviewed: 6**

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

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**591-1-1-.33 Staff Training Met**

**Comment**

Documentation observed of required staff training.

**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**

Center observed to maintain appropriate staff:child ratios.