



**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:** 10/18/2022 **VisitType:** Licensing Study

**Arrival:** 12:40 PM

**Departure:** 4:30 PM

**CCLC-54749**

**High Hope Academy**

2732 South Central Ave. Tifton, GA 31794 Tift County  
 (229) 520-6536 admin@highhopeacademy.com

**Mailing Address**  
 2321 Main Street  
 Tucker, GA 31794

**Regional Consultant**

Jackqueline Frederick

Phone: (229) 386-3247

Fax: (229) 238-2435

jackqueline.frederick@decal.ga.gov

**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.
10/18/2022	Licensing Study	Good Standing	
01/12/2022	Monitoring Visit	Good Standing	
08/18/2021	Initial Licensing Study	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
Building 1	Room A	One Year Olds and Two Year Olds	3	15	C	19	C	NA	NA	Free Play, Diapering
Total Capacity @35 sq. ft.: 19			Total Capacity @25 sq. ft.: 0							
Building 2	Room B	Two Year Olds and Three Year Olds	2	8	C	19	C	NA	NA	Nap
Building 2	Room C		0	0	C	17	C	NA	NA	
Building 2	Room D	PreK	2	16	C	31	C	NA	NA	Transitioning
Total Capacity @35 sq. ft.: 67			Total Capacity @25 sq. ft.: 0							
Total # Children this Date: 39			Total Capacity @35 sq. ft.: 86			Total Capacity @25 sq. ft.: 0				

Building	Playground	Playground Occupancy	Playground Compliance
Building 1	Playground - A (Large)	35	C

**Comments**

The purpose of today's visit is to conduct a licensing study.

Plan of Improvement: No Plan Developed 01/01/0001

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.decgal.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 at 855-800-7747 or [qualityrated@decgal.ga.gov](mailto:qualityrated@decgal.ga.gov) 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](http://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)

Marvlet Marya, Program Official

Date

Jackqueline Frederick, Consultant

Date



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### Findings Report

**Date:** 10/18/2022 **VisitType:** Licensing Study

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The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

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

**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: 3**

Child # 1

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 2

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing,.08(3)-Name of Release Person Missing

Child # 3

Met

Child # 4

Met

Child # 5

Not Met

"Missing/Incomplete Components"

.08(3)-Name of Release Person Missing,.08(3)-Address of Release Person Missing

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**591-1-1-.08 Children's Records****Not Met****Finding**

591-1-1-.08(2) requires Center Staff to maintain a file for each child that includes evidence of age-appropriate immunizations or a signed affidavit against such immunizations for each child enrolled in the center on a form approved by the Department, and to allow no child to continue enrollment in the Center for more than thirty (30) days without such evidence. It was determined that release to information was missing from three children's applications.

**POI (Plan of Improvement)**

Center staff will have and use a plan to track immunization forms for all enrolled children and to ensure the form or affidavit are obtained from the parent or guardian within 30 days of enrollment. Parents will be informed their child cannot remain enrolled in the center without this documentation.

**Correction Deadline: 10/28/2022**

<b>Facility</b>
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**591-1-1-.19 License Capacity(CR)****Met****Comment**

Licensed capacity observed to be routinely met by center.

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Met****Comment**

No hazards observed accessible to children on this date.

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**591-1-1-.26 Playgrounds(CR)****Not Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Finding**

591-1-1-.26(4) requires that playgrounds be protected from traffic or other hazards by a (4) four foot high fence or other barrier approved by this Department. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates shall be kept closed except when persons are entering or exiting the area. It was determined that the gate to the small playground was not secured in that the gate's latch is inoperable. Additionally, there was a gap in the gate as well as on the right back side between the fence and the building which poses as an entrapment hazard. The fence was also observed to have protruding prongs at the base near the entrance of the small playground.

**POI (Plan of Improvement)**

The Center will routinely check the fence to determine if it is in good repair and remains at least 4 feet high, and will repair any hazards. The Center will train Staff to identify and report any fence hazards and to keep the fence gates closed when not in use.

**Correction Deadline: 10/18/2022**

<b>Health and Hygiene</b>
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**591-1-1-.10 Diapering Areas & Practices(CR)****Met****Comment**

Hand washing requirements for diapering were discussed with the director on this date.

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**591-1-1-.17 Hygiene(CR)****Not Met**

**Finding**

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined that two children's hands were not washed after diapering as required.

**POI (Plan of Improvement)**

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

**Correction Deadline: 10/18/2022**

**Finding**

591-1-1-17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined that a staff member in Room A failed to wash their hands after diapering a child and before diapering another child.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 10/18/2022**

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

Documentation for medication dispensing observed complete.

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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 that the center did not have documented evidence that drills are being conducted as required.

**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: 10/23/2022**

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**Safety**

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

The vehicle was checked for compliance. Proper restraints were observed and discussed with the director.

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined that on October 6, 2022, an unload was not marked and accounted for as required.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

**Correction Deadline: 10/19/2022**

<b>Sleeping &amp; Resting Equipment</b>
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<b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b>
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**Met**

**Comment**

Discussed SIDS and infant sleeping position.

<b>Staff Records</b>
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**Records Reviewed: 10**

**Records with Missing/Incomplete Components: 9**

Staff # 1

Not Met

"Missing/Incomplete Components"

.24(1)-Work Experience Missing,.24(1)-SSN Missing,.24(1)-Phone Number Missing,.24(1)-No Record,.24(1)-Name Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Education Experience Missing,.24(1)-DOB Missing,.24(1)-Address Missing,.24(1)-10 Yr. Work History Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 2

Not Met

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Name Missing,.24(1)-No Record,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.33(4)-Food Prep Training Missing 4 hrs.,.14(2)-First Aid Missing

Staff # 3

Not Met

Date of Hire: 02/25/2020

"Missing/Incomplete Components"

.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.33(5)-10 Hrs. Annual Training

Staff # 4

Not Met

"Missing/Incomplete Components"

.14(2)-CPR missing,.24(1)-Work Experience Missing,.24(1)-SSN Missing,.24(1)-Phone Number Missing,.24(1)-No Record,.24(1)-Name Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Education Experience Missing,.24(1)-DOB Missing,.24(1)-Address Missing,.24(1)-10 Yr. Work History Missing,.31(2)(b)2.-Staff Qualifications-Education Missing

Staff # 5

Not Met

"Missing/Incomplete Components"

**Records Reviewed: 10****Records with Missing/Incomplete Components: 9**

.33(3)-Health & Safety Certificate,.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-Education Experience Missing,.24(1)-DOB Missing,.24(1)-Name Missing,.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.36(5)-Drivers License Missing,.31(2)(b)2.-Staff Qualifications-Education Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 6

Not Met

Date of Hire: 11/02/2011

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training

Staff # 7

Not Met

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Evidence of Orientation Missing,.24(1)-Name Missing,.24(1)-No Record,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.14(2)-First Aid Missing,.33(3)-Health & Safety Certificate,.31(2)(b)2.-Staff Qualifications-Education Missing,.36(5)-Drivers License Missing

Staff # 8

Met

Staff # 9

Not Met

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Address Missing,.24(1)-DOB Missing,.24(1)-Education Experience Missing,.24(1)-Name Missing,.24(1)-Evidence of Orientation Missing,.24(1)-No Record,.24(1)-Phone Number Missing,.24(1)-SSN Missing,.24(1)-Work Experience Missing,.14(2)-CPR missing,.33(3)-Health & Safety Certificate,.33(5)-10 Hrs. Annual Training,.31(2)(b)2.-Staff Qualifications-Education Missing,.33(6)-Training Documentation Missing

Staff # 10

Not Met

Date of Hire: 06/04/2021

"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 Credentials Reviewed: 0****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Met****Comment**

Criminal record checks were observed to be complete.

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

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined that four of ten staff did not have evidence of health and safety training as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 11/17/2022**

**Finding**

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. It was determined that the cook and the director did not have evidence of four hour food training as required.

**POI (Plan of Improvement)**

The Center will schedule food preparation training, as required, and follow up to ensure the training is completed.

**Correction Deadline: 11/17/2022**

**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 that several staff did not have evidence of annual training 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: 11/17/2022**

**Finding**

591-1-1-.33(6) requires that evidence of orientation and training shall be documented in the Personnel file of each Staff member and shall be available to the Department for inspection. It was determined that several files did not have evidence of training as required.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.



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

Staff observed to be compliant with applicable laws and regulations.

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

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.