



**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:** 10/25/2018 **VisitType:** Licensing Study

**Arrival:** 12:00 PM

**Departure:** 2:00 PM

**CCLC-48419**

**Union Cathedral Academy**

1903 N. Forrest St. Valdosta, GA 31601 Lowndes County  
(229) 242-6127 unionlearning@att.net

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

**Mailing Address**

Same

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
10/25/2018	Licensing Study	Good Standing
03/06/2018	Monitoring Visit	Good Standing
11/01/2017	Initial 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**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	A - 1L/ 1's	One Year Olds	2	5	C	20	C	NA	NA	Nap
Main	B- Back L/ 2's	Two Year Olds	2	10	C	23	C	NA	NA	Nap
Main	C- Middle/ Afterschool		0	0	C	38	C	NA	NA	
Main	D - 3R/ Pre-K	PreK	2	18	C	37	C	NA	NA	Clean Up, Transitioning, Lunch
Main	E - 2R/ Infants	Infants	1	5	C	19	C	NA	NA	Nap
Main	F- 1R/ 3's	Three Year Olds	1	8	C	23	C	NA	NA	Nap

Total Capacity @35 sq. ft.: 160

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 46

Total Capacity @35 sq. ft.: 160

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	All Ages	44	C

**Comments**

The purpose of today's visit is a license study. This is the first visit of the fiscal year. The center provides transportation for school age children to and from school.

Plan of Improvement: No Plan Developed

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

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](mailto: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)



**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.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](mailto:qualityrated@decal.ga.gov)

Felicia Major, Program Official

Date

Beth Houtz, 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:** 10/25/2018 **VisitType:** Licensing Study

**Arrival:** 12:00 PM

**Departure:** 2:00 PM

**CCLC-48419**

**Union Cathedral Academy**

1903 N. Forrest St. Valdosta, GA 31601 Lowndes County  
(229) 242-6127 unionlearning@att.net

**Mailing Address**  
Same

**Regional Consultant**

Beth Houtz

Phone: (229) 238-2130

Fax: (229) 238-2955

beth.houtz@decal.ga.gov

The following information is associated with a Licensing Study:

### Activities and Equipment

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

**Met**

**Comment**

Current Lesson Plans were observed posted in each classroom.

**Correction Deadline: 10/25/2018**

**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: 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.

**Facility**

---

**591-1-1-.06 Bathrooms** **Met**

**Comment**

Bathrooms observed to be clean and well maintained.

---

**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)** **Met**

**Comment**

Center appears clean and well maintained.

---

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

**Comment**

Playground observed to be clean and in good repair.

**Food Service**

---

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

**Comment**

Center menu meets USDA guidelines.

---

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

**Comment**

Kitchen appears clean and well organized.

**Health and Hygiene**

---

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

**Comment**

Staff state proper knowledge of diapering procedures.

---

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

**Comment**

Proper hand washing observed throughout the center.

---

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

**Comment**

The Provider currently does not dispense/administer medication.

**Policies and Procedures**

---

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

**Comment**

Fire and Safety Drills were observed to be documented and up to date.

---

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

**Comment**

Observed all required posted notices.

---

**Safety**

---

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

**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)** **Met**

**Comment**

Center does not participate in field trips at this time.

---

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

**Comment**

A current/completed inspection was observed for all vehicles used in transporting children this date.

**Comment**

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

---

**Sleeping & Resting Equipment**

---

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

**Comment**

Pleasant naptime environment observed.

---

**Staff Records**

---

**Records Reviewed: 13**

**Records with Missing/Incomplete Components: 1**

---

Staff # 1 Met

Date of Hire: 08/01/2016

Staff # 2 Met

Date of Hire: 07/31/2018

Staff # 3 Met

Date of Hire: 08/18/2016

Staff # 4 Met

Date of Hire: 08/08/2017

**Records Reviewed: 13****Records with Missing/Incomplete Components: 1**

Staff # 5 Date of Hire: 09/21/2018	Met
Staff # 6 Date of Hire: 10/26/2015	Met
Staff # 7 Date of Hire: 10/26/2016	Met
Staff # 8 Date of Hire: 09/26/2017 <u>"Missing/Incomplete Components"</u> .33(4)-Food Prep Training Missing 4 hrs.	Not Met
Staff # 9 Date of Hire: 09/26/2017	Met
Staff # 10 Date of Hire: 01/25/2017	Met
Staff # 11 Date of Hire: 09/26/2017	Met
Staff # 12 Date of Hire: 10/09/2018	Met
Staff # 13 Date of Hire: 10/11/2017	Met

**Staff Credentials Reviewed: 13****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met****Comment**

Criminal record checks were observed to be complete.

**Comment**

Director provided three file(s) for employees hired since last visit.

**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.

**Comment**

The cook started in the kitchen on May 1, 2018 and is in the process of completing the required four hours of nutrition training.

**Correction Deadline: 11/24/2018**

---

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

**Met**

**Comment**

Staff observed to be compliant with applicable laws and regulations.

<b>Staffing and Supervision</b>
---------------------------------

---

**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**

Staff observed to provide direct supervision and be attentive to children's needs.