



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: 2/23/2021 **VisitType:** Licensing Study **Arrival:** 7:20 AM **Departure:** 7:20 AM

CCLC-38964

Towne Lake Academy, South Campus

1010 Towne Lake Hills South Dr. Woodstock, GA 30189 Cherokee County
 (770) 928-9134 southcampus@townelakeacademy.org

Mailing Address

800 Chase Pt
 Woodstock, GA 30189

Regional Consultant

Rachael Brown

Phone: (770) 342-7795
 Fax: (678) 891-5887
 rachael.brown@decal.ga.gov

Quality Rated: ★ ★

Compliance Zone Designation		
02/23/2021	Licensing Study	Good Standing
08/25/2020	Monitoring Visit	Good Standing
10/03/2019	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	Infants	1	4	C	22	C	NA	NA	Floor Play, Nap
Main	B	One Year Olds	1	6	C	18	C	NA	NA	Free Play
Main	C	Two Year Olds	2	11	C	19	C	NA	NA	Outside
Main	D	Four Year Olds and Five Year Olds	1	13	C	29	C	NA	NA	Story
Main	E- Back		0	0	C	19	C	NA	NA	Not In Use
Main	E- Front	Three Year Olds	1	14	C	19	C	NA	NA	Free Play
Main	F- Pre-K	PreK	2	16	C	22	C	NA	NA	Free Play
Total Capacity @35 sq. ft.:			148			Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 64			Total Capacity @35 sq. ft.:			Total Capacity @25 sq. ft.:				
			148			0				

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Right	136	C
Main	B- Center	54	C
Main	C- Back left	20	C
Main	D- Left	26	C

Comments

An Administrative Review was conducted on February 23, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 10, 2021 with the Provider. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

CBC rules were discussed and CBC affidavit was issued.

Plan of Improvement: Developed This Date 02/23/2021

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.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.

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.

- 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.

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

Katie Reppert, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

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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 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.

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

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be met by center.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be 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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

Health and Hygiene

591-1-1-.10 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 Director and staff on this date. During the virtual walk through the diapering area was observed and the staff displayed proper knowledge of the rules and regulations.

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

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

591-1-1-.20 Medications(CR) **N/A**

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

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

Comment

Program observed complete emergency drills

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

Observed all required posted notices.

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

Discussed reporting requirements.

Safety

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

Center does not keep animals on premises.

591-1-1-.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 Director and staff on this date. Discussion and redirection stated to be used throughout the center.

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)**N/A****Comment**

Center does not provide routine transportation at this time.

Sleeping & Resting Equipment

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

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed. Infants were observed to be sleeping in the crib, on their back with no items in the crib. Cribs and cots/mats were observed to be in good repair and sheets/blankets stated to be laundered appropriately.

Staff Records

Records Reviewed: 28**Records with Missing/Incomplete Components: 0**

Staff # 1

Met

Date of Hire: 06/15/2020

Staff # 2

Met

Date of Hire: 11/19/2020

Staff # 3

Met

Date of Hire: 07/15/2019

Staff # 4

Met

Date of Hire: 10/01/2015

Staff # 5 Met

Date of Hire: 09/19/2019

Staff # 6 Met

Date of Hire: 12/14/2020

Staff # 7 Met

Date of Hire: 10/01/2015

Staff # 8 Met

Staff # 9 Met

Date of Hire: 08/01/2019

Staff # 10 Met

Staff # 11 Met

Staff # 12 Met

Date of Hire: 02/23/2021

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 13 Met

Date of Hire: 06/12/2019

Staff # 14 Met

Date of Hire: 10/19/2020

Staff # 15 Met

Date of Hire: 10/30/2017

Staff # 16 Met

Date of Hire: 09/08/2020

Staff # 17 Met

Date of Hire: 02/15/2021

Staff # 18 Met

Date of Hire: 09/29/2020

Staff # 19 Met

Date of Hire: 09/21/2020

Staff # 20 Met

Date of Hire: 07/11/2016

Records Reviewed: 28**Records with Missing/Incomplete Components: 0**

Staff # 21	Met
Date of Hire: 02/08/2021	
Staff # 22	Met
Date of Hire: 10/29/2020	
Staff # 23	Met
Date of Hire: 02/22/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 24	Met
Date of Hire: 01/21/2020	
Staff # 25	Met
Date of Hire: 08/28/2009	
Staff # 26	Met
Date of Hire: 07/29/2020	
Staff # 27	Met
Date of Hire: 08/25/2020	
Staff # 28	Met
Date of Hire: 03/04/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>

Staff Credentials Reviewed: 6**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of documents that staff #18 had a valid and current criminal background check that was within the portability period and had not been ported electronically to the center. Staff #18 was ported successfully to the center on this date. In addition, staff #4 had a valid and current criminal background check that had not been ported electronically to the center. Staff #4's hire date was within the portability period but was not electronically ported to the center within the portability period. Staff #4 was not able to be ported on this date. A new fingerprint clearance will be obtained for staff #4.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will view videos to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will view videos to ensure CRC rules are maintained.

Correction Deadline: 3/17/2021

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

Met

Comment

Complete first aid kits observed in center.

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

591-1-1-.33(4) - Ensure staff responsible for food preparation obtain four clock hours of food service and nutrition training within the first year of hire.

Correction Deadline: 3/25/2021

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

Met

Comment

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 February 15, 2021.

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.