



**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: 7/23/2021 **VisitType:** Monitoring Visit

Arrival: 12:30 PM

Departure: 1:05 PM

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		
07/23/2021	Monitoring Visit	Good Standing
02/23/2021	Licensing Study	Good Standing
08/25/2020	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	5	C	22	C	NA	NA	Floor Play
Main	B		0	0	C	18	C	NA	NA	Not In Use
Main	C	Two Year Olds	2	6	C	19	C	NA	NA	Outside
Main	D		0	0	C	29	C	NA	NA	Not In Use, Free Play
Main	E- Back	Three Year Olds	1	7	C	19	C	NA	NA	Outside
Main	E- Front	Three Year Olds	1	10	C	19	C	NA	NA	Outside
Main	F- Pre-K	Five Year Olds and Six Year Olds and Over	1	13	C	22	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 148						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 41			Total Capacity @35 sq. ft.: 148			Total Capacity @25 sq. ft.: 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

A virtual inspection was conducted on July 23, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

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.dec.state.ga.us/CCS/Regulations.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 New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>
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.state.ga.us

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.state.ga.us.

- 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.state.ga.us/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)

Katie Reppert, Program Official

Date

Rachael Brown, Consultant

Date



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Findings Report

Date: 7/23/2021 **VisitType:** Monitoring Visit **Arrival:** 12:30 PM **Departure:** 1:05 PM

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The following information is associated with a Monitoring Visit:

Activities and Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

N/A

Comment

Center does not provide swimming activities.

Facility

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. No hazards observed accessible to children on this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair.

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/Provider on this date. During the virtual walk through the diapering area was observed and the provider 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.

Safety

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 on this date.

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

Field trip documentation observed to be complete.

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

A current/completed inspection was observed for the vehicle used in transporting children this date. The vehicle was observed to have an approved first aid kit and fire extinguisher. No routine transportation is provided. Vehicle used only for field trips 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. Discussed SIDS and infant sleeping position. Proper infant safe sleep practices were stated. Cribs/rest mats were observed to be in good repair and sheets/blankets stated to be laundered appropriately.

Staff Records**Records Reviewed: 19****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

Records Reviewed: 19

Records with Missing/Incomplete Components: 0

Staff # 4 Date of Hire: 09/19/2019	Met
Staff # 5 Date of Hire: 12/14/2020	Met
Staff # 6 Date of Hire: 10/01/2015	Met
Staff # 7	Met
Staff # 8 Date of Hire: 08/01/2019	Met
Staff # 9	Met
Staff # 10	Met
Staff # 11 Date of Hire: 06/12/2019	Met
Staff # 12 Date of Hire: 10/30/2017	Met
Staff # 13 Date of Hire: 02/15/2021	Met
Staff # 14 Date of Hire: 07/11/2016	Met
Staff # 15 Date of Hire: 01/21/2020	Met
Staff # 16	Met
Staff # 17	Met
Staff # 18 Date of Hire: 07/29/2020	Met
Staff # 19 Date of Hire: 03/04/2021	Met

Staff Credentials Reviewed: 4

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director stated one employee hired since last visit.

Correction Deadline: 3/17/2021

Corrected on 7/23/2021

.09(1)(j) - Citation observed to be corrected on this date. All staff observed to have a comprehensive satisfactory criminal background check on file, associated with the center's license number.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. 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

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.