



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: 8/2/2017 **VisitType:** Licensing Study **Arrival:** 11:15 AM **Departure:** 3:00 PM

CCLC-38963

Towne Lake Academy, North Campus

1390 Buckhead Crossing Woodstock, GA 30189 Cherokee County
 (770) 928-6162 northcampus@townelakeacademy.org

Regional Consultant

Karyn Presley
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 karyn.presley@dec.al.ga.gov

Mailing Address

800 Chase Pt
 Woodstock, GA 30189

Compliance Zone Designation			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.
08/02/2017	Licensing Study	Good Standing	
01/26/2017	Monitoring Visit	Good Standing	
10/11/2016	POI Follow Up	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- Right side 1R	PreK	2	22	C	30	C	NA	NA	Lunch
Main	B- Right side 2nd Right- Left side	Three Year Olds	2	13	C	22	C	NA	NA	Transitioning
Main	C- Right side 2nd right - Right side		0	0	C	18	C	NA	NA	Not In Use
Main	D- Back Middle	Four Year Olds and Five Year Olds	1	9	C	32	C	NA	NA	Lunch
Main	E- Left side 1R	Two Year Olds	2	9	C	18	C	NA	NA	Story, Transitioning
Main	F- Left side 2R	One Year Olds	1	6	C	16	C	NA	NA	Story
Main	G- Left side 1L	Infants	2	6	C	18	C	NA	NA	Floor Play
					Total Capacity @35 sq. ft.:	154			Total Capacity @25 sq. ft.:	0
Total # Children this Date: 65			Total Capacity @35 sq. ft.:			154			Total Capacity @25 sq. ft.:	0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Left Front	19	C
Main	C- Center	98	C
Main	D- Right	117	C
Main	F- PG	37	C
Main	Porch	13	C

Comments

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).



Reminder: All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit www.decalkoala.com. You are encouraged not to wait and to complete the process as soon as possible.



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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.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.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)

Lynn Bova, Program Official

Date

Karyn Presley, 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

Observed-Variety Throughout Center

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

Met

Comment

No Swimming Activities Provided

Children's Records

591-1-1-.08 Children's Records

Met

Comment

Observed-Records Complete/Well Organized

Facility

591-1-1-.19 License Capacity(CR)

Met

Comment

Licensed Capacity Routinely Met

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

Met

Comment

Observation-No Hazards Accessible

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

Met

Comment

Discussed-Fluff/Redistribute Surface

Food Service

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

Met

Comment

Menu Meets USDA Guidelines

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen Appears Clean/Well Organized

Health and Hygiene

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

Met

Comment

Staff Stated Proper Knowledge

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

Met

Comment

Observed-Proper Hand Washing Throughout

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

Met

Comment

Observed-Complete Documentation

Policies and Procedures

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

Met

Comment

Consultant observed complete emergency drills on this date.

Correction Deadline: 8/7/2017

Safety

591-1-1-.11 Discipline(CR)

Met

Comment

Observed-Positive Learning Environment

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

Met

Comment

Observed-Complete Documentation

Comment

Vehicle had fire extinguisher and first aid kit

Sleeping & Resting Equipment

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

Met

Comment

Observed-Pleasant Naptime Environment

Staff Records

591-1-1-.09 Criminal Records Check(CR)**Not Met****Finding**

591-1-1-.09(1)(d) requires each Employee and Center Director hired on or after January 1, 2014 to have a satisfactory Fingerprint Records Check Determination with a Records Check Clearance date that is within 12 months of their hire date. In order for the Department to issue a satisfactory Fingerprint Records Check Determination, each Employee and Director must submit both a Fingerprint Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on consultant's review of records that one staff member has a satisfactory fingerprint that is outside of the 12 months of hire.

POI (Plan of Improvement)

The Center will ensure that each director and employee hired after January 1, 2014 has a satisfactory Fingerprint Records Check Determination dated within 12 months of the hire date and will submit the required documents to obtain the determination if they have not already done so.

Correction Deadline: 8/2/2017

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 training at the time of employment that will count toward required annual training: Staff employed prior to September 30, 2016 will complete the training by December 29, 2016 and Staff employed after September 30, 2016 will complete the health and safety training within the first 90 days of employment. It was determined based on consultant's review of records that two staff members past their 90 days of hire do not have health and safety orientation.

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.

Correction Deadline: 9/1/2017**Finding**

591-1-1-.33(6) requires, in the first year of employment and then by calendar year thereafter, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers to attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source. It was determined based on review of records that five staff members were missing complete documentation of ten hours of training in 2016.

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: 9/1/2017

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

Lead staff education requirements

Staffing and Supervision

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

Observed-Appropriate Staff:Child Ratios

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

Comment

Observed-Direct Supervision/Attentive Staff