



**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: 9/5/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 2:45 PM

CCLC-2211

Towne Square Academy

480 Racetrack Rd. McDonough, GA 30252 Henry County
(770) 914-0093 I_mitcham@bellsouth.net

Regional Consultant

Brandi Mangino

Phone: (478) 314-9726

Fax: (478) 599-0169

brandi.mangino@decal.ga.gov

Mailing Address
Same

Quality Rated: No

Compliance Zone Designation		
09/05/2019	Licensing Study	Good Standing
05/08/2019	Monitoring Visit	Good Standing
09/17/2018	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/1	Infants	1	4	C	13	C	NA	NA	Nap
Main	B/2		0	0	C	14	C	NA	NA	
Main	C/3	One Year Olds	1	4	C	16	C	NA	NA	Story
Main	D/4		0	0	C	21	C	29	C	
Main	E/5	Three Year Olds and Four Year Olds	1	8	C	20	C	NA	NA	Story
Main	F/6	PreK	2	19	C	22	C	NA	NA	Story
Main	G/7		0	0	C	14	C	NA	NA	
Main	H/8		0	0	C	16	C	NA	NA	
Main	I/9	Two Year Olds	1	10	C	19	C	NA	NA	Free Play
Main	J/10	Three Year Olds	2	6	C	17	C	NA	NA	Centers
Main	K/School Age		0	0	C	20	C	28	C	

Total Capacity @35 sq. ft.: 192 Total Capacity @25 sq. ft.: 208

Total # Children this Date: 51 Total Capacity @35 sq. ft.: 192 Total Capacity @25 sq. ft.: 208

Building	Playground	Playground Occupancy	Playground Compliance
Main	Infant/Toddler Playground	13	C
Main	Left back playground	59	C
Main	Rear Left Playground	17	C
Main	Rear Playground	59	C

Comments

A one-day letter was left on this date.

Plan of Improvement: Developed This Date 09/05/2019

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

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)



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.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

Stalinda Knowlden, Program Official

Date

Brandi Mangino, Consultant

Date



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Findings Report

Date: 9/5/2019 **VisitType:** Licensing Study **Arrival:** 9:00 AM **Departure:** 2:45 PM

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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

Swimming rules discussed with the director on this date, swim test forms and daily logs.

Facility

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

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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) **Technical Assistance**

Technical Assistance

Consultant discussed that a black plastic container in Room I has a broken top and needs to be repaired or replaced.

Correction Deadline: 10/5/2019

Technical Assistance

Consultant discussed that the fan in Pre-K and Room E need to be secured and inaccessible.

Correction Deadline: 9/5/2019

Correction Deadline: 9/5/2019

Corrected on 9/5/2019

.25(13) - Citation corrected. Consultant discussed keeping hazards inaccessible.

Technical Assistance

Consultant discussed to replace the two missing ceiling tile in Room E and inside the cabinet drawers of the sink area of Room D.

Correction Deadline: 9/5/2019

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

Not Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute.

Technical Assistance

Consultant discussed to monitoring the front playground fencing and back playground (right side) fencing to ensure that it meets the four foot height requirement.

Correction Deadline: 9/5/2019

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that the following items were located on the front playground and in need of repair:

- lid of the little tikes blue and white container was broken on the sides
- seat of the pink four wheeler was missing
- seat of the small yellow and blue riding toy along the fence was cracked

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 9/15/2019

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

Staff were observed to remind children to wash hands.

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

Met

Comment

Documentation for medication dispensing observed complete.

Safety

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

Comment

Observed completed parental permission forms for field trips taken between June 4, 2019 and July 30, 2019.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

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

Comment

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director.

Correction Deadline: 5/18/2019

Corrected on 9/5/2019

.36(3)(a-b) - Citation corrected. Requirements for transportation training discussed on this date.

Correction Deadline: 5/9/2019

Corrected on 9/5/2019

.36(7)(c)2. - Citation observed to be corrected.

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on a review of records that center field trips taken on June 4, 2019, June 11, 2019, June 14, 2019, June 18, 2019, June 21, 2019, June 25, 2019, June 26, 2019, June 28, 2019, July 2, 2019, July 9, 2019, July 12, 2019, July 16, 2019, July 19, 2019, July 23, 2019 and July 30, 2019 did not have a first check upon arrival to the field trip destination.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/6/2019

Finding

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on a review of records that center field trips taken on June 4, 2019, June 11, 2019, June 14, 2019, June 18, 2019, June 21, 2019, June 25, 2019, June 26, 2019, June 28, 2019, July 2, 2019, July 9, 2019, July 12, 2019, July 16, 2019, July 19, 2019, July 23, 2019 and July 30, 2019 did not have a second check upon arrival to the field trip destination. It was further determined that on September 4, 2019 a second check was not completed when the center van returned from New Hope Elementary.

POI (Plan of Improvement)

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

Correction Deadline: 9/5/2019

Sleeping & Resting Equipment

Technical Assistance

Consultant discussed monitoring mats for exposed foam.

Correction Deadline: 9/15/2019

Finding

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant’s back in a crib unless the Center has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant’s back but allow the infant to roll over into his or her preferred position and not reposition the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer’s guidelines and will not slide up around the infant’s face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician’s written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined based on observation that in Room A a bib was attached to the side of a crib with a sleeping infant.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 9/5/2019

Correction Deadline: 5/8/2019

Corrected on 9/5/2019
.30(4) - Citation corrected.

Staff Records

Records Reviewed: 7

Records with Missing/Incomplete Components: 2

Staff # 1	Not Met
Date of Hire: 08/27/2019	
<u>"Missing/Incomplete Components"</u>	
.09-Criminal Records Check Missing	
Staff # 2	Met
Staff # 3	Met
Date of Hire: 10/23/2013	
Staff # 4	Met
Date of Hire: 09/26/2018	
Staff # 5	Met
Date of Hire: 02/05/2014	

Staff # 6

Met

Date of Hire: 07/19/2010

Staff # 7

Not Met

Date of Hire: 06/12/2019

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff Credentials Reviewed: 4**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on a review of records that one staff member hired on June 12, 2019 did not submit an application for fingerprinting prior to starting work.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will obtain the record check prior to the staff being present to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. 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 watch the required video and follow up on rules to ensure the CRC rules are maintained.

Correction Deadline: 9/5/2019**Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on a review of records that the center lifeguard that started on June 12, 2019 did not have a criminal record check on file.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will obtain the criminal record to give termination notice to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. 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 watch the required videos to ensure the CRC rules are maintained.

Correction Deadline: 9/5/2019

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 a review of records that one staff member did not have their fingerprinted electronically ported before starting work.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will port all employees prior to them starting work at the center 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 monitor decal koala and watch the video to ensure CRC rules are maintained.

Correction Deadline: 9/5/2019

591-1-1-.14 First Aid & CPR**Met****Comment**

Please be mindful of training expiration dates.

Comment

Please replace/add missing/expired item(s) in first aid kit(s).

591-1-1-.24 Personnel Records**Technical Assistance****Technical Assistance**

Please ensure to have personal records for each staff member on file.

Correction Deadline: 9/10/2019

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

Consultant discussed that documentation of orientation needs to be completed with each staff member prior to them being in the classroom.

Correction Deadline: 9/5/2019

Finding

591-1-1-.33(4) requires all Staff who provide any direct care to children, except independent contractors, Students-in-Training and volunteers, to obtain ten (10) clock hours of training or instruction in child care issues from an accredited school or Department-approved source. At least six (6) of the clock hours must be divided as follows: four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children. It was determined based on a review of records that one staff member did not have four (4) clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control and two (2) clock hours of training in identifying, reporting and meeting the needs of abused, neglected or deprived children.

POI (Plan of Improvement)

The Center will plan and schedule training and follow up to ensure that direct care Staff complete the required hours of training in the required subjects.

Correction Deadline: 10/5/2019

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

Met

Comment

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Met

Comment

Adequate supervision observed on this date.

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

Met

Comment

Center observed to maintain appropriate staff:child ratios.