



**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: 9/17/2018 **VisitType:** Licensing Study **Arrival:** 8:20 AM **Departure:** 12:30 PM

CCLC-2211

Towne Square Academy

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

Regional Consultant

Ashley Cunningham
Phone: (866) 374-9389
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Ashley.Cunningham@decal.ga.gov

Mailing Address
Same

Quality Rated: No

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.
09/17/2018	Licensing Study	Good Standing	
02/13/2018	Monitoring Visit	Good Standing	
01/26/2018	Complaint Closure	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/1	Infants	1	1	C	13	C	NA	NA	Floor Play
Main	B/2		0	0	C	14	C	NA	NA	
Main	C/3	One Year Olds	1	3	C	16	C	NA	NA	Free Play
Main	D/4	Five Year Olds and Six Year Olds and Over	1	19	C	21	C	29	C	Free Play
Main	E/5	Three Year Olds and Four Year Olds and Five Year Olds	2	15	C	20	C	NA	NA	Circle Time, Transitioning
Main	F/6		0	0	C	22	C	NA	NA	
Main	G/7		0	0	C	14	C	NA	NA	
Main	H/8		0	0	C	16	C	NA	NA	
Main	I/9	One Year Olds and Two Year Olds	1	4	C	19	C	NA	NA	Transitioning
Main	J/10	Three Year Olds and Four Year Olds	1	9	C	17	C	NA	NA	Free Play
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

Director is Stalinda Knowlden. Ms. Knowlden updated the change in thier GA Pre-K Panda system.

Plan of Improvement: Developed This Date 09/17/2018

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.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

Ashley Cunningham, 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-.03 Activities

Technical Assistance

Technical Assistance

591-1-1-.03(2) - Please ensure that lesson plans are posted each Monday with the date. Lesson plans were observed to be posted but some were missing the dates and some were outdated.

Correction Deadline: 9/17/2018

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 is not providing swimming activities at this time.

Comment

Pool not in use at this time, gates observed locked.

Children's Records

Records Reviewed: 1

Records with Missing/Incomplete Components: 0

Child # 1

Met

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

Met

Comment

The consultant observed 5 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.

Comment

No hazards observed accessible to children on this date.

591-1-1-.26 Playgrounds(CR) **Not Met**

Comment

Playground observed to be clean and in good repair.

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that that the rear play ground had two picnic benches where the table top had broken wood with exposed sharp nails.

POI (Plan of Improvement)

The Center will repair the table top or remove the picnic benches.

Correction Deadline: 9/17/2018

Food Service

591-1-1-.15 Food Service & Nutrition **Not Met**

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined based on observation that the bottles in the infant room were not labeled with the child's name.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 9/17/2018

Health and Hygiene

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

Comment

Proper diapering procedures observed.

Comment

Staff state proper knowledge of diapering procedures.

Correction Deadline: 2/13/2018

Corrected on 9/17/2018

.10(4) - Previous citation observed to be corrected in that the consultant observed the table to be clean after changing a child. However, the staff did use a cloth towel to clean the table then placed it to the side. Staff stated that they would use the same cloth towel later to clean the changing table after diapering. The consultant instructed the staff to use a new cloth towel after each diaper change or use paper towel to clean the table. Consultant observed the staff to dispose of the cloth towel in the hamper underneath the cabinet.

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

Not Met

Finding

591-1-1-17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that a child was diapered in Room 3 and their hands were not washed afterwards.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 9/17/2018

Correction Deadline: 2/13/2018

Corrected on 9/17/2018

.17(8) - Previous citation corrected in that staff washed hands before diapering.

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

Not Met

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined based on a review of medication forms that a parent authorized the center to administer Albuterol between the dates of May 21, 2018 through May 25, 2018 at 9:00 am and 11:45 am. The form was missing information for May 24, 2018 at 11:25 am and May 25, 2018 at 9:00 am and 11:45 am.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 9/17/2018

Policies and Procedures

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

Technical Assistance

Technical Assistance

591-1-1-.21(3) - Please ensure that you are documenting when you conduct a lock down drill. Lock down drill should be conducted every 6 months.

Correction Deadline: 9/22/2018

Safety

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. Director stated that only Vans 2, 8 and 7 are being used to transport children.

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**

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 16**Records with Missing/Incomplete Components: 3**

Staff # 1

Met

Date of Hire: 08/28/2018

Staff # 2

Met

Date of Hire: 08/02/2016

Staff # 3

Met

Date of Hire: 07/25/2018

Staff # 4

Met

Date of Hire: 09/12/2201

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

Staff # 5

Met

Date of Hire: 09/10/2018

Staff # 6

Met

Date of Hire: 04/02/2018

Staff # 7

Not Met

Date of Hire: 09/24/2014

"Missing/Incomplete Components"

.33(5)-10 Hrs. Annual Training,.33(3)-Health & Safety Certificate

Staff # 8

Met

Date of Hire: 08/28/2006

Staff # 9	Not Met
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Date of Hire: 08/13/2018

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

Staff # 10	Met
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Date of Hire: 03/09/2018

Staff # 11	Met
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Date of Hire: 04/25/2018

Staff # 12	Met
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Date of Hire: 09/30/2013

Staff # 13	Not Met
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Date of Hire: 06/11/2018

"Missing/Incomplete Components"

.33(3)-Health & Safety Certificate,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 14	Met
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Date of Hire: 11/16/2017

Staff # 15	Met
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Date of Hire: 02/05/2014

Staff # 16	Met
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Date of Hire: 07/19/2010

Staff Credentials Reviewed: 16

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

Criminal records checks were observed to be complete. With the new federal mandate, everyone must have a Comprehensive Background Check on file by October 1, 2018. If you have question please contact the Records Unit at 1 (855) 884 7444. If you already have an updated fingerprint letter and have yet to give consent to have a Comprehensive Background Check ran, please log into your Decal Koala account, select records check and follow the steps to give consent.

Finding

591-1-1-.09(1)(a) requires the Center to ensure that every Director, Employee and Provisional Employee of the Child Care Learning Center has a satisfactory records check determination before the individual is present at the Center or before the individual resides in a Center. It was determined based on review of staff files that one staff did not have a satisfactory records check determination on file. The staff had a letter in their file addressing a rejected reason code. The letter stated that the staff could not be present on the premises of a child care program while children are present for care or reside at the premises of a child care program while children are present for care.

POI (Plan of Improvement)

The director register the staff with the correct reason code. The staff did leave the center to complete the fingerprint at the print site. Director is aware that the individual can not be present at the Center while any child is present for care. A one day letter was left.

Correction Deadline: 9/17/2018

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

Not Met

Comment

Evidence observed of 50% of center staff certified in First Aid and CPR.

Finding

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of staff files that one staff did not have evidence of having completed training within 90 days of hire.

POI (Plan of Improvement)

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

Correction Deadline: 10/17/2018

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 review of staff files that two staff did not have evidence of having completed training.

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: 10/17/2018

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 a review of staff files that one staff did not completed annual training for 2017.

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: 10/17/2018

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.

Comment

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

Center observed to maintain appropriate staff:child ratios.

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

Met

Comment

Adequate supervision observed on this date.