



**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:** 2/13/2018    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 12:25 PM

**CCLC-2211**

**Towne Square Academy**

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

**Regional Consultant**

Katrina Maddox

Phone: (706) 434-4412

Fax: (706) 434-7708

katrina.maddox@dec.al.gov

**Mailing Address**

Same

**Quality Rated:** No

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - 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.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
02/13/2018	Monitoring Visit	Good Standing	
01/26/2018	Complaint Closure	Good Standing	
10/26/2017	Complaint Investigation 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/1	Infants	1	4	C	13	C	NA	NA	Nap,Feeding
Main	B/2		0	0	C	14	C	NA	NA	
Main	C/3	One Year Olds	1	8	C	16	C	NA	NA	Circle Time
Main	D/4		0	0	C	21	C	29	C	
Main	E/5	Three Year Olds and Four Year Olds	1	13	C	20	C	NA	NA	Transitioning
Main	F/6		0	0	C	22	C	NA	NA	
Main	G/7	PreK	2	20	C	14	NC	NA	NA	Transitioning
Main	H/8		0	0	C	16	C	NA	NA	
Main	I/9	One Year Olds and Two Year Olds	2	10	C	19	C	NA	NA	Outside
Main	J/10	Three Year Olds	2	14	C	17	C	NA	NA	Outside,Transitio ning
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: 69						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**

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).



**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](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.

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](mailto: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). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.al.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@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

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Stalinda Knowlden, Program Official

Date

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Katrina Maddox, Consultant

Date



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### Findings Report

**Date:** 2/13/2018    **VisitType:** Monitoring Visit    **Arrival:** 10:00 AM    **Departure:** 12:25 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 variety of equipment and toys were observed throughout the center.

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

**Comment**

Center does not provide swimming activities.

### Facility

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

**Correction Deadline: 10/26/2017**

**Corrected on 2/13/2018**

**.19(1) - Consultant observed appropriate staff:child ratios in each classroom.**

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

**Comment**

Center appears clean and well maintained.

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

**Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute as needed.

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)****Not Met****Finding**

591-1-1-.10(4) requires that if diapers are changed on a diaper changing surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper changing surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. It was determined based on consultant's observation that staff did not clean the diapering surface after changing a child.

**POI (Plan of Improvement)**

The Center will ensure there is a smooth, nonporous changing surface that has a guard or rails for safety in each classroom that houses children wearing diapers. Center Staff will be trained and have adequate supplies to properly clean the diaper changing surface between each diaper change.

**Correction Deadline: 2/13/2018**

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**591-1-1-.17 Hygiene(CR)****Not Met****Finding**

591-1-1-.17(8) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means. It was determined based on consultant's observation that staff did not wash their hands prior to changing an infant's diaper. Consultant reminded staff member to wash their hands before and after changing a child.

**POI (Plan of Improvement)**

The Center will ensure liquid soap and warm running water are available for handwashing, train Staff on the handwashing requirements, review the requirements with Staff periodically, and monitor handwashing.

**Correction Deadline: 2/13/2018**

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**591-1-1-.20 Medications(CR)****Met****Comment**

Documentation for medication dispensing observed complete.

**Safety**

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**591-1-1-.11 Discipline(CR)****Met****Comment**

Age-appropriate discussion and/or redirection observed.

**Comment**

Staff were observed to maintain a positive learning environment on this date.

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

Complete documentation of transportation observed.

**Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date.

**Sleeping & Resting Equipment**

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

Discussed SIDS and infant sleeping position.

## Staff Records

**Records Reviewed: 21**

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

Staff # 1 Date of Hire: 08/02/2016	Met
Staff # 2 Date of Hire: 02/05/2018	Met
Staff # 3 Date of Hire: 12/19/2017	Met
Staff # 4 Date of Hire: 09/18/2017	Met
Staff # 5 Date of Hire: 10/23/2017	Met
Staff # 6	Met
Staff # 7 Date of Hire: 02/10/2016	Met
Staff # 8 Date of Hire: 03/30/2017	Met
Staff # 9 Date of Hire: 08/28/2006	Met
Staff # 10 Date of Hire: 01/29/2018	Met
Staff # 11 Date of Hire: 03/09/2018	Met
Staff # 12	Met
Staff # 13 Date of Hire: 07/24/2017	Met
Staff # 14 Date of Hire: 05/17/2016	Met
Staff # 15 Date of Hire: 09/30/2013	Met
Staff # 16	Met

**Records Reviewed: 21**

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

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Date of Hire: 02/05/2018

Staff # 17 Met

Date of Hire: 11/16/2017

Staff # 18 Met

Date of Hire: 01/31/2017

Staff # 19 Met

Date of Hire: 10/02/2017

Staff # 20 Met

Date of Hire: 02/05/2014

Staff # 21 Met

Date of Hire: 07/19/2010

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**Staff Credentials Reviewed: 21**

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**591-1-1-.09 Criminal Records Check(CR) Met**

**Comment**

Criminal records checks were observed to be complete.

**Comment**

Director provided 11 file(s) for employees hired since last visit.

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**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.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR) Met**

**Comment**

Center observed to maintain appropriate staff:child ratios.

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

**Correction Deadline: 1/9/2018**

**Corrected on 2/13/2018**

**.32(7) - Consultant observed adequate supervision of all children in care.**