



**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:** 5/8/2019    **VisitType:** Monitoring Visit    **Arrival:** 9:15 AM    **Departure:** 11:40 AM

**CCLC-2211**

**Towne Square Academy**

480 Racetrack Rd. McDonough, GA 30252 Henry County  
 (770) 914-0093 l\_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

<b>Compliance Zone Designation</b>		
05/08/2019	Monitoring Visit	Good Standing
09/17/2018	Licensing Study	Good Standing
02/13/2018	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/1	Infants	1	5	C	13	C	NA	NA	Floor Play, Nap
Main	B/2		0	0	C	14	C	NA	NA	
Main	C/3	One Year Olds	1	6	C	16	C	NA	NA	Free Play
Main	D/4		0	0	C	21	C	29	C	
Main	E/5	Three Year Olds and Four Year Olds	1	16	C	20	C	NA	NA	Centers
Main	F/6	PreK	2	15	C	22	C	NA	NA	Centers
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	1	10	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: 62			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**

Plan of Improvement: Developed This Date 05/08/2019

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.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](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).

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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Brandi Mangino, Consultant

Date



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### Findings Report

**Date:** 5/8/2019      **VisitType:** Monitoring Visit      **Arrival:** 9:15 AM      **Departure:** 11:40 AM

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

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

Technical Assistance

#### Technical Assistance

Consultant discussed securing the television in the right corner of the after school room and the fan on the shelf.

**Correction Deadline: 5/8/2019**

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

Met

#### Comment

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

### Facility

#### 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)

Not Met

#### Finding

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on consultant observation that the following hazards were present:

- =staff purse on a shelf within reach of children in in Room 3 (one-year-old's)
- broom and dust pan next to the sink accessible to children in Room 3
- broom and mop in the back left corner of Room 5 accessible to children

#### POI (Plan of Improvement)

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 5/8/2019**

**Technical Assistance**

Consultant observed a hole in the girls restroom of the after school room next to the toilet and in the pre-k restroom that are in need of repair.

**Correction Deadline: 5/8/2019**

**591-1-1-.26 Playgrounds(CR)****Technical Assistance****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Technical Assistance**

Consultant discussed monitoring the fencing on the front left playground to ensure that it meets height requirements, and the platform on the wooden structure of the back right playground is in need of repair.

**Correction Deadline: 5/8/2019**

**Correction Deadline: 9/17/2018**

**Corrected on 5/8/2019**

**.26(9) - Citation corrected.**

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

**Correction Deadline: 9/17/2018**

**Corrected on 5/8/2019**

**.15(3) - Citation observed to be corrected.**

**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**

**Correction Deadline: 9/17/2018**

**Corrected on 5/8/2019**

**.17(7) - Citation corrected.**

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

**Correction Deadline: 9/17/2018**

**Corrected on 5/8/2019**

**.20(3) - Citation corrected.**

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

Age-appropriate discussion and/or redirection observed.

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

A current/completed inspection was observed for all vehicles used in transporting children this date. The director stated that only vans 8, 3 and 7 are being used at this time.

**Comment**

Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. Consultant discussed emergency forms and ensuring that all areas are filled out by the parents.

**Finding**

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that one staff member that has been a second check for transportation does not have the required transportation training.

**POI (Plan of Improvement)**

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

**Correction Deadline: 5/18/2019**

**Finding**

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that on May 7, 2019 the center did afternoon transportation from Tussahaw Elementary and children were marked as loaded on the center van at the school, but never marked as unloaded when the van returned to the center.

**POI (Plan of Improvement)**

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

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

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR) Not Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Finding**

591-1-1-.30(4). requires that if cots and mats are stored in the children's activity room or area, they shall be stored to prevent children's access to them and to allow maximum use of play space. When storage is available and used for the storage of cots and mats that allows the cots, mats and any bedding to be stored without touching any other cots, mats or bedding, the bedding may be left on the cot or mat. When such storage is not available for the cots and mats, each child's bedding shall be kept separate from other children's bedding and stored in containers marked for individual use, such as, but not limited to, bins, cubbies, or bags. It was determined based on consultant observation that mats in Room 3 were stored with the sheets on and touching.

**POI (Plan of Improvement)**

The Center will store cots and mats so children do not have access to them and they don't take up play space and will store them so each child's bedding is separate from the others.

Correction Deadline: 5/8/2019

<b>Staff Records</b>
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**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)** **Met**

**Comment**

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

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

Correction Deadline: 9/17/2018

Corrected on 5/8/2019

.09(1)(a) - Citation observed to be corrected.

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

Correction Deadline: 10/17/2018

Corrected on 5/8/2019

.14(2) - Citation corrected.

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**591-1-1-.33 Staff Training** **Met**

Correction Deadline: 10/17/2018

Corrected on 5/8/2019

.33(3) - Citation corrected.

Correction Deadline: 10/17/2018

Corrected on 5/8/2019

.33(6) - Citation corrected.

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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**

**Comment**

Adequate supervision observed on this date.