



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: 2/22/2022 **VisitType:** Licensing Study **Arrival:** 9:30 AM **Departure:** 11:00 AM

CCLC-38963

Towne Lake Academy, North Campus

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

Regional Consultant

Mari M. Springs
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 mari.springs@decal.ga.gov

Mailing Address

1025 Rose Creek Dr. Ste 620 #194
 Woodstock, GA 30189

Quality Rated: ★ ★

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.
02/22/2022	Licensing Study	Good Standing	
07/21/2021	Monitoring Visit	Good Standing	
02/23/2021	Licensing Study	Good Standing	

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- Right side 1R	Two Year Olds	1	7	C	30	C	NA	NA	Centers
Main	B- Right side 2nd Right- Left side		0	0	C	22	C	NA	NA	
Main	C- Right side 2nd right - Right side	Three Year Olds	2	9	C	18	C	NA	NA	Centers
Main	D- Back Middle		0	0	C	32	C	NA	NA	
Main	E- Left side 1R	Two Year Olds	1	7	C	18	C	NA	NA	Centers
Main	F- Left side 2R	One Year Olds	2	12	C	16	C	NA	NA	Centers
Main	G- Left side 1L	Infants	3	8	C	18	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 154						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 43			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

An Administrative Review was conducted on February 22, 2022. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on February 22, 2022 with the Director.

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.decal.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



Important New Deadlines:

Due to the ongoing COVID restrictions, the deadline to become Quality Rated for programs who want to continue to receive Childcare and Parent Services (CAPS), has been extended to at least December 31, 2021.

Get started today! Sign up by completing a short online application: <https://qualityrated.decal.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@decal.ga.gov

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@decal.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://decal.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)

Kayla Hall, Program Official

Date

Mari M. Springs, 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

Equipment and furniture observed to be properly secured, as applicable.

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

Comment

Licensed capacity observed to be routinely met by center.

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

Met

Comment

No hazards observed accessible to children on this date.

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

Met

Comment

Playground observed to be clean and in good repair.

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

Proper hand washing observed throughout the center.

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

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.29 Required Reporting **Met**

Comment

Consultant discussed the reporting requirements with the director to ensure that each communicable disease case is reported to the Health Department and to the Department of Early Care and Learning.

Safety

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

Comment

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

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

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

Comment

Discussed SIDS and infant sleeping position.

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1 Met

Date of Hire: 10/21/2021

Staff # 2 Met

Staff # 3 Met

Staff # 4 Met

Staff # 5 Met

Date of Hire: 09/13/2021

Staff # 6 Met

Date of Hire: 09/28/2020

Staff # 7

Met

Date of Hire: 01/10/2022

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

Staff # 8

Met

Date of Hire: 02/08/2021

Staff # 9

Met

Date of Hire: 02/07/2022

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

Staff # 10

Met

Staff # 11

Met

Date of Hire: 02/07/2022

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

Staff # 12

Met

Date of Hire: 02/07/2022

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

Staff # 13

Met

Staff # 14

Met

Date of Hire: 02/07/2022

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

Staff # 15

Met

Staff # 16

Met

Date of Hire: 01/13/2022

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

Staff # 17

Met

Date of Hire: 06/03/2019

Staff # 18

Met

Date of Hire: 02/22/2021

Staff # 19

Met

Date of Hire: 08/22/2019

Staff # 20

Met

Date of Hire: 01/24/2022

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

Staff # 21

Met

Date of Hire: 09/28/2020

Staff # 22 Met
Date of Hire: 03/18/2017

Staff # 23 Met

Staff # 24 Met

Date of Hire: 12/08/2021 Reminder - Health & Safety training is required within 90 calendar days of hired

Staff Credentials Reviewed: 3

591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met

Comment

Criminal record checks were observed to be complete.

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 orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on review of employee's training documents that two employees with direct care to children did not complete their 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 and will ensure that the training includes all required components as required.

Correction Deadline: 3/24/2022

Finding

91-1-1-.33(5) requires that every calendar year after the first year of employment, all supervisory and caregiver Personnel, except independent contractors, Students-in-Training and volunteers shall attend ten (10) clock hours of diverse training which is task-focused in on-going health, safety and early childhood or child development related topics and which is offered by an accredited college, university or vocational program or other Department-approved source. The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules. It was determined based on review of employee's training documents that 6 of 9 staff with direct care to children did not complete the required ten (10) clock hours of annual training.

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.

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

Met

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.