



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: 2/23/2021 **VisitType:** Licensing Study **Arrival:** 7:25 AM **Departure:** 8:20 AM

CCLC-38963

Towne Lake Academy, North Campus

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

Regional Consultant

Rachael Brown

Phone: (770) 342-7795

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rachael.brown@decal.ga.gov

Mailing Address

800 Chase Pt
 Woodstock, GA 30189

Quality Rated: ★ ★

Compliance Zone Designation		
02/23/2021	Licensing Study	Good Standing
09/22/2020	Monitoring Visit	Good Standing
05/05/2020	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- Right side 1R	PreK	2	16	C	30	C	NA	NA	Music
Main	B- Right side 2nd Right- Left side	Three Year Olds	2	15	C	22	C	NA	NA	Outside
Main	C- Right side 2nd right - Right side		0	0	C	18	C	NA	NA	Not In Use
Main	D- Back Middle	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	7	C	32	C	NA	NA	Homework, Outside
Main	E- Left side 1R	Two Year Olds	1	10	C	18	C	NA	NA	Music
Main	F- Left side 2R	One Year Olds	1	7	C	16	C	NA	NA	Music
Main	G- Left side 1L	Infants	1	6	C	18	C	NA	NA	Floor Play, Feeding

Total Capacity @35 sq. ft.: 154

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 61

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 23, 2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on March 3, 2021 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on February 15, 2021 was reviewed during the virtual inspection.

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).



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

Lynn Bova, Program Official

Date

Rachael Brown, 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

A Virtual Visit was conducted due to the COVID-19 pandemic. Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date.

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

N/A

Comment

Center does not provide swimming activities.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 3

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 4	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(3)-Address of Release Person Missing	
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	

.08(3)-Address of Release Person Missing

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

Technical Assistance

Technical Assistance

591-1-1-.08(1) - Ensure a complete address is obtained for persons authorized to pick up children.

Correction Deadline: 2/23/2021

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Licensed capacity observed to be met by center.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through storage of cleaning supplies and possible hazards were discussed. There were no hazards observed to be accessible to the children this date.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through the playground area was observed and appeared to be in good repair.

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

Met

Comment

Center menu meets USDA guidelines.

591-1-1-.18 Kitchen Operations

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through food storage was observed. Food was observed to be stored on shelving, separately from cleaning products.

Health and Hygiene**591-1-1-.10 Diapering Areas & Practices(CR)**

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with center staff on this date. During the virtual walk through the diapering area was observed and the staff displayed proper knowledge of the rules and regulations.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing requirements were discussed with the Director on this date. Liquid soap and paper towels were observed accessible in the restroom area.

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

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.27 Posted Notices

Met

Comment

Observed all required posted notices.

591-1-1-.29 Required Reporting

Met

Comment

Thank you for reporting as required.

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Director and center staff on this date.

591-1-1-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)

N/A

Comment

Center does not provide routine transportation during COVID-19 pandemic.

POI (Plan of Improvement)

Sleeping & Resting Equipment

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through SIDS and infant sleeping position was discussed. Staff stated infants were placed to sleep, in the crib, on their back, with no items in the crib. Cribs and mats/cots were observed to be in good repair and sheets and blankets stated to be laundered appropriately.

Staff Records

Staff # 1	Met
Date of Hire: 01/24/1995	
Staff # 2	Met
Date of Hire: 07/29/2020	
Staff # 3	Met
Date of Hire: 07/28/2014	
Staff # 4	Met
Date of Hire: 09/28/2020	
Staff # 5	Met
Date of Hire: 03/16/2020	
Staff # 6	Met
Date of Hire: 02/08/2021	
Staff # 7	Met
Date of Hire: 09/11/2019	
Staff # 8	Met
Date of Hire: 11/23/2020	
Staff # 9	Met
Date of Hire: 07/25/2019	
Staff # 10	Met
Date of Hire: 06/03/2019	
Staff # 11	Met
Date of Hire: 02/22/2021	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 12	Met
Date of Hire: 11/16/2020	
Staff # 13	Met
Date of Hire: 08/22/2019	
Staff # 14	Met
Date of Hire: 09/28/2020	
Staff # 15	Met
Date of Hire: 12/07/2020	

Staff # 16

Met

Date of Hire: 03/08/2017

Staff Credentials Reviewed: 14

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

Met

Comment

Criminal record checks were observed to be complete.

Comment

Director provided five files for employees hired since last visit.

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

Met

Comment

Complete first aid kits observed in center.

Comment

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

591-1-1-.33 Staff Training

Technical Assistance

Technical Assistance

591-1-1-.33(4) - Ensure four clock hours of Food Service and Nutrition is obtained by all staff involved in food preparation.

Correction Deadline: 3/25/2021

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

Met

Comment

Additional cleaning and sanitizing requirements due to the COVID-19 pandemic were discussed and observed during a virtual walk through on this date. The program was in compliance with the Executive Order issued on February 15, 2021.

Staffing and Supervision

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through appropriate ratio was observed.

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

Met

Comment

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through adequate supervision was observed.