



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:** 1:20 PM **Departure:** 3:00 PM

CCLC-38963

Towne Lake Academy, North Campus

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

Regional Consultant

Karyn Presley

Phone: (770) 342-7904

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karyn.presley@dec.al.ga.gov

Mailing Address

800 Chase Pt
 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. 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.
02/13/2018	Monitoring Visit	Good Standing	
08/02/2017	Licensing Study	Good Standing	
01/26/2017	Monitoring Visit	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- Right side 1R	PreK	2	17	C	30	C	NA	NA	Nap, Transitioning
Main	B- Right side 2nd Right- Left side	Three Year Olds and Four Year Olds	1	21	C	22	C	NA	NA	Nap
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	2	8	C	32	C	NA	NA	Nap
Main	E- Left side 1R	Two Year Olds	1	7	C	18	C	NA	NA	Nap
Main	F- Left side 2R	One Year Olds	1	8	C	16	C	NA	NA	Nap
Main	G- Left side 1L	Infants	1	5	C	18	C	NA	NA	Free Play

Total Capacity @35 sq. ft.: 154

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 66

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

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 . You are encouraged not to wait and to complete the process as soon as possible.
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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@decals.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://decals.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 1/2 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.decals.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@decals.ga.gov	

Lynn Bova, Program Official

Date

Karyn Presley, Consultant

Date



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Findings Report

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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

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

Discussed maintenance of resilient surface. Please fluff and redistribute.

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**

Documentation for medication dispensing observed complete.

Safety

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

Age-appropriate discussion and/or redirection observed.

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**

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 18**Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 12/08/2017	
Staff # 2	Met
Date of Hire: 03/08/2017	
Staff # 3	Met
Date of Hire: 07/01/2016	
Staff # 4	Met
Date of Hire: 10/01/2015	
Staff # 5	Met
Date of Hire: 05/09/2016	
Staff # 6	Met
Date of Hire: 10/19/2015	
Staff # 7	Met

Records Reviewed: 18**Records with Missing/Incomplete Components: 0**

Date of Hire: 01/05/2016

Staff # 8

Met

Date of Hire: 12/29/2017

Staff # 9

Met

Date of Hire: 09/21/2017

Staff # 10

Met

Date of Hire: 10/01/2015

Staff # 11

Met

Staff # 12

Met

Date of Hire: 10/01/2015

Staff # 13

Met

Date of Hire: 01/05/2016

Staff # 14

Met

Date of Hire: 09/15/2017

Staff # 15

Met

Date of Hire: 12/15/2016

Staff # 16

Met

Date of Hire: 01/05/2016

Staff # 17

Met

Date of Hire: 07/28/2017

Staff # 18

Met

Date of Hire: 06/06/2016

Staff Credentials Reviewed: 18**591-1-1-.09 Criminal Records Check(CR)****Met****Comment**

Director provided five files for employees hired since last visit.

Correction Deadline: 8/2/2017**Corrected on 2/13/2018****.09(1)(d) - Previous citation was observed to be corrected in that all staff had satisfactory fingerprints****591-1-1-.33 Staff Training****Met****Correction Deadline: 9/1/2017**

Corrected on 2/13/2018

.33(3) - Previous citation was observed to be corrected in that health and safety training was observed complete for required employees

Correction Deadline: 9/1/2017

Corrected on 2/13/2018

.33(6) - Previous citation was observed to be corrected in that 2017 training was observed complete

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

Met

Comment

Center staff were observed to comply with all 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

Staff observed to provide direct supervision and be attentive to children's needs.