



**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:** 9/22/2020    **VisitType:** Monitoring Visit    **Arrival:** 3:30 PM    **Departure:** 4:15 PM

**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  
 Fax: (678) 891-5887  
 rachael.brown@decal.ga.gov

**Mailing Address**

800 Chase Pt  
 Woodstock, GA 30189

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>		
09/22/2020	Monitoring Visit	Good Standing
05/05/2020	Licensing Study	Good Standing
10/03/2019	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 the 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		0	0	C	30	C	NA	NA	Not In Use
Main	B- Right side 2nd Right- Left side	Three Year Olds	1	4	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	1	7	C	32	C	NA	NA	Free Play
Main	E- Left side 1R	Two Year Olds	1	9	C	18	C	NA	NA	Outside
Main	F- Left side 2R	One Year Olds	1	5	C	16	C	NA	NA	Outside
Main	G- Left side 1L	Infants	1	2	C	18	C	NA	NA	Floor Play
Total Capacity @35 sq. ft.: 154						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 27						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**

A virtual inspection was conducted on September 22, 2020 with the Director. An in-person visit was not conducted due to the COVID-19 pandemic. Compliance with the Executive Order issued on May 12, 2020 was reviewed during the virtual inspection.

Consultant discussed proposed rule revisions with the Director on this date.

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.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

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](mailto: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)



**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.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](mailto:qualityrated@decal.ga.gov)

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Lynn Bova, Program Official

Date

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Rachael Brown, Consultant

Date



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### Findings Report

**Date:** 9/22/2020 **VisitType:** Monitoring Visit **Arrival:** 3:30 PM **Departure:** 4:15 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 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**

A Virtual Visit was conducted due to the COVID-19 pandemic. During the virtual walk through there was no pool observed on the property. Per the provider no swimming activities were provided.

### Facility

**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 during the virtual walk through.

**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.

### Health and Hygiene

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**591-1-1-.10 Diapering Areas & Practices(CR)****Technical Assistance****Technical Assistance**

591-1-1-.10 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. During the virtual walk through diapering was not directly observed and the provider stated proper knowledge of the rules and regulations.

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**591-1-1-.17 Hygiene(CR)****Technical Assistance****Technical Assistance**

591-1-1-.17 - A Virtual Visit was conducted due to the COVID-19 pandemic. Hand washing and sanitizing requirements for diapering were discussed with the Director on this date. Staff stated appropriate times for child hand washing and liquid soap and paper towels were observed accessible in the restroom area.

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**591-1-1-.20 Medications(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the provider medication was not dispensed.

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**Safety**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Redirection and discussion was observed during the virtual walk through. A positive learning environment was observed.

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**591-1-1-.36 Transportation(CR)****N/A****Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Per the Provider, routine transportation had not resumed due to COVID-19 and was not being provided.

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**Sleeping & Resting Equipment**

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

591-1-1-.30 - A Virtual Visit was conducted due to the COVID-19 pandemic. SIDS and infant sleeping position was discussed. Staff stated placing infants to sleep in the crib, on their back, with no items in the cribs. Cots and mats were observed and appeared to be in good repair. Sheets and blankets were observed to be stored separately.

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**Staff Records**

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**Records Reviewed: 13****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Staff # 2	Met
Date of Hire: 07/25/2018	
Staff # 3	Met
Date of Hire: 09/15/2020	
Staff # 4	Met
Date of Hire: 07/29/2020	

**Records Reviewed: 13**

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

Staff # 5 Date of Hire: 07/28/2014	Met
Staff # 6 Date of Hire: 03/16/2020	Met
Staff # 7 Date of Hire: 09/11/2019	Met
Staff # 8 Date of Hire: 09/18/2020	Met
Staff # 9 Date of Hire: 07/25/2019	Met
Staff # 10 Date of Hire: 06/03/2019	Met
Staff # 11 Date of Hire: 08/22/2019	Met
Staff # 12 Date of Hire: 03/08/2017	Met
Staff # 13 Date of Hire: 06/08/2020	Met

**Staff Credentials Reviewed: 14**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Director provided four files for employees hired since last visit. Criminal background checks were observed to be complete.

**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 May 12, 2020.

**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.