



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: 10/3/2019 **VisitType:** Monitoring Visit **Arrival:** 9:15 AM **Departure:** 12:30 PM

CCLC-38963

Towne Lake Academy, North Campus

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

Mailing Address

800 Chase Pt
 Woodstock, GA 30189

Regional Consultant

Emma Smith

Phone: (770) 357-5106

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emma.smith@dec.al.gov

Joint with: Sarah Ward

Quality Rated: ★ ★

Compliance Zone Designation		
10/03/2019	Monitoring Visit	Good Standing
03/13/2019	Licensing Study	Good Standing
01/14/2019	Complaint Closure	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	22	C	30	C	NA	NA	Centers
Main	B- Right side 2nd Right- Left side	Three Year Olds	2	17	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	1	9	C	32	C	NA	NA	Centers
Main	E- Left side 1R	One Year Olds and Two Year Olds	2	18	C	18	C	NA	NA	Circle Time
Main	F- Left side 2R	Two Year Olds	1	8	C	16	C	NA	NA	Clean Up
Main	G- Left side 1L	Infants	3	8	C	18	C	NA	NA	Nap,Free Play
Total Capacity @35 sq. ft.: 154						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 82			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

The purpose of this visit was to conduct a monitoring visit and follow up to the previous on March 13, 2019.

Plan of Improvement: Developed This Date 10/03/2019

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.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

Emma Smith, Consultant

Date

Sarah Ward, 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)

Technical Assistance

Technical Assistance

591-1-1-.25 - Please be mindful to keep items that pose a hazard inaccessible to children.

Comment

Center appears clean and well maintained.

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

Met

Comment

Discussed maintenance of resilient surface. Please fluff and redistribute around fall zones to ensure six inches of resilient surface.

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.

Comment

Staff were observed to remind children to wash hands.

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

Comment

Documentation for medication dispensing observed complete on this date.,

Safety

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

Comment

Age-appropriate discussion and/or redirection observed.

Comment

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

591-1-1-.36 Transportation(CR) **Technical Assistance**

Technical Assistance

591-1-1-.36 - Paperwork, checklist, permission forms, annual inspection form and proper check of the vehicle after transportation were discussed with the director. The consultant discussed transportation checklists and permission slip forms with the director and assistant director on this date.

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: 5

Records with Missing/Incomplete Components: 1

Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Date of Hire: 09/11/2019	
Staff # 4	Not Met
Date of Hire: 06/03/2019	

"Missing/Incomplete Components"

.09-Criminal Records Check Dissatisfied

Staff # 5

Met

Date of Hire: 03/08/2017

Staff Credentials Reviewed: 11**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Comment**

Criminal record checks were observed to be complete for all staff members on this date.

Finding

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on review of records that staff member # 17 was hired on June 3, 2019 and did not have an electronically ported satisfactory Comprehensive Records Check Determination letter issued by the Department within the preceding 12 months from the hire date on file. Staff member #17 was not present at the center on this date.

POI (Plan of Improvement)

IMMEDIATE CORRECTION - The Center will follow up with all staff members in Koala to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will watch the A to Z video units to ensure CRC rules are maintained.

Correction Deadline: 10/3/2019**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**

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