



**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

**Cover Sheet**

**Date:** 7/21/2021 **VisitType:** Monitoring Visit

**Arrival:** 10:00 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**

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>		
07/21/2021	Monitoring Visit	Good Standing
02/23/2021	Licensing Study	Good Standing
09/22/2020	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 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	10	C	22	C	NA	NA	Free Play
Main	C- Right side 2nd right - Right side	Three Year Olds	1	7	C	18	C	NA	NA	Free Play
Main	D- Back Middle	Five Year Olds and Six Year Olds and Over	1	8	C	32	C	NA	NA	Free Play
Main	E- Left side 1R	Two Year Olds	2	8	C	18	C	NA	NA	Story
Main	F- Left side 2R		0	0	C	16	C	NA	NA	Not In Use
Main	G- Left side 1L	Infants	2	5	C	18	C	NA	NA	Free Play
Total Capacity @35 sq. ft.: 154						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 38			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 July 21, 2021 with a center representative. An in-person visit was not conducted due to the COVID-19 pandemic.



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

**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.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](mailto:qualityrated@dec.state.ga.us)

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](mailto: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 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)

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Lynn Bova, Program Official

Date

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Rachael Brown, 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 Virtual Visit was conducted due to the COVID-19 pandemic. A variety of equipment and toys were observed throughout the center.

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

**N/A**

**Comment**

Center does not provide swimming activities.

### 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.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. No hazards observed accessible to children on this date.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Playground observed to be clean and in good repair. Discussed maintenance of resilient surface. Please fluff and redistribute.

### Health and Hygiene

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**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 the Provider on this date. During the virtual walk through the diapering area was observed and the provider displayed proper knowledge of the rules and regulations.

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**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 Provider on this date. 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**

The Provider currently does not dispense/administer medication.

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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. Discipline was not directly observed during the virtual walk through. Regulations regarding proper discipline were discussed with the Provider on this date.

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**591-1-1-.13 Field Trips(CR)****Met****Comment**

Field trip documentation observed to be complete.

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**591-1-1-.36 Transportation(CR)****Met****Comment**

The vehicle had an approved fire extinguisher and first aid kit on this date. A current/complete vehicle inspection observed for all vehicles used to transport children. Routine transportation not provided. Vehicle used for field trips only.

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**Sleeping & Resting Equipment**

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

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed SIDS and infant sleeping position. Cribs and cots/mats observed to be in good repair and sheets/blankets stated to laundered appropriately.

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

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Staff # 1	Met
Staff # 2	Met
Staff # 3	Met
Date of Hire: 09/28/2020	
Staff # 4	Met
Date of Hire: 03/16/2020	

**Records Reviewed: 18**

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

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Staff # 5	Met
Staff # 6	Met
Date of Hire: 02/08/2021	
Staff # 7	Met
Date of Hire: 09/11/2019	
Staff # 8	Met
Staff # 9	Met
Staff # 10	Met
Date of Hire: 02/22/2021	
Staff # 11	Met
Date of Hire: 07/25/2019	
Staff # 12	Met
Date of Hire: 06/03/2019	
Staff # 13	Met
Date of Hire: 02/22/2021	
Staff # 14	Met
Date of Hire: 11/16/2020	
Staff # 15	Met
Staff # 16	Met
Date of Hire: 08/22/2019	
Staff # 17	Met
Date of Hire: 09/28/2020	
Staff # 18	Met
Date of Hire: 03/08/2017	

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**Staff Credentials Reviewed: 8**

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center representative stated six new employees hired since last visit. Consultant discussed rules regarding criminal record checks for Owners not on site and portability for employees moving between sister sisters.

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

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Discussed Director credential and training requirements for newly hired Director.

<b>Staffing and Supervision</b>
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)**

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Center observed to maintain appropriate staff:child ratios.

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

**Met**

**Comment**

A Virtual Visit was conducted due to the COVID-19 pandemic. Adequate supervision observed on this date.