



**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:** 10/25/2023 **VisitType:** Monitoring Visit

**Arrival:** 9:40 AM

**Departure:** 11:00 AM

**CCLC-2211**

**Towne Square Academy**

480 Racetrack Rd. McDonough, GA 30252 Henry County  
 (770) 914-0093 townesquare2020@att.net

**Regional Consultant**

Brandi Mangino

Phone: (478) 314-9726

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brandi.mangino@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

| <b>Compliance Zone Designation</b> |                  |               | <b>Compliance Zone Designation</b> - 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.<br><br><b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules.<br><b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules.<br><b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules. |
|------------------------------------|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/25/2023                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 03/29/2023                         | Monitoring Visit | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11/09/2022                         | Licensing Study  | 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/1          | Infants and One Year Olds | 1     | 5        | C    | 13         | C            | NA         | NA           | Floor Play,Breakfast |
| Main     | B/2          |                           | 0     | 0        | C    | 14         | C            | NA         | NA           |                      |
| Main     | C/3          | One Year Olds             | 2     | 10       | C    | 16         | C            | NA         | NA           | Free Play            |
| Main     | D/4          |                           | 0     | 0        | C    | 21         | C            | 29         | C            |                      |
| Main     | E/5          | Four Year Olds            | 1     | 11       | C    | 20         | C            | NA         | NA           | Centers              |
| Main     | F/6          |                           | 0     | 0        | C    | 22         | C            | NA         | NA           |                      |
| Main     | G/7          |                           | 0     | 0        | C    | 14         | C            | NA         | NA           |                      |
| Main     | H/8          | Three Year Olds           | 1     | 14       | C    | 16         | C            | NA         | NA           | Circle Time          |
| Main     | I/9          | Two Year Olds             | 2     | 20       | C    | 19         | NC           | NA         | NA           | Free Play            |
| Main     | J/10         | Three Year Olds           | 1     | 11       | C    | 17         | C            | NA         | NA           | Circle Time          |
| Main     | K/School Age |                           | 0     | 0        | C    | 20         | C            | 28         | C            |                      |

Total Capacity @35 sq. ft.: 192

Total Capacity @25 sq. ft.: 192

Total # Children this Date: 71

Total Capacity @35 sq. ft.: 192

Total Capacity @25 sq. ft.: 192

| Building | Playground                | Playground Occupancy | Playground Compliance |
|----------|---------------------------|----------------------|-----------------------|
| Main     | Infant/Toddler Playground | 13                   | C                     |
| Main     | Left back playground      | 59                   | C                     |
| Main     | Rear Left Playground      | 17                   | C                     |

### Comments

Plan of Improvement developed on this date.

Plan of Improvement: Developed This Date 10/25/2023

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.al.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), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

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 Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.al.ga.gov](mailto:qualityrated@dec.al.ga.gov) for more information. Free technical assistance is available!**

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Lynette Dorsey, Program Official

Date

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Brandi Mangino, Regional 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-.03 Activities

Not Met

Finding

591-1-1-.03(9) requires center staff to refrain from engaging in, or allowing children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as but not limited to, horse play, rough play, wrestling, and picking up a child in a manner that could cause injury. It was determined based on observation that in Room 1 (A) a staff member was observed to be pulling an infant child out of a swing holding their hands and stretching their arms out, and not picking the child up under the arms.

POI (Plan of Improvement)

The Center will review requirements with Staff to ensure that appropriate activities are conducted with children.

Correction Deadline: 10/25/2023

591-1-1-.12 Equipment & Toys(CR)

Technical Assistance

Technical Assistance

Consultant discussed the wooden shelves in Room I and Room D were in need to being secured.

Correction Deadline: 10/25/2023

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

Met

Comment

Center does not provide swimming activities.

Facility

591-1-1-.06 Bathrooms

Not Met

Finding

591-1-1-.06(7) requires Center Staff to ensure bathrooms are cleaned daily with a disinfectant. It was determined based on observation that the restrooms for Room 86/School-Age (F/K), Room 8 (H) and Room 10 (J) was observed to have toilet paper on the floors.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to ensure that bathrooms are cleaned and disinfected daily and that this is monitored daily.

**Correction Deadline: 10/25/2023**

**Recited on 10/25/2023**

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**591-1-1-.19 License Capacity(CR)****Not Met****Finding**

591-1-1-.19(1) requires a Center to provide 35 square feet of usable space per child, which will determine the Center's License capacity. It was determined based on observation that Room 9 (I) had 20 children present in a room that was licensed for 19 children.

**POI (Plan of Improvement)**

The Center will limit the number of children in this space to the licensed capacity.

**Correction Deadline: 10/25/2023**

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**591-1-1-.25 Physical Plant - Safe Environment(CR)****Not Met****Finding**

591-1-1-.25(13) requires that potentially hazardous equipment, materials and supplies be stored in a locked area inaccessible to children. It was determined based on observation that three following hazards were accessible to children in care:

Room 4 (D):

- gloves and plastic bags in an unlocked drawer of the sink

Room 3 (C):

=plastic gloves in an unlocked draw under the diapering station within reach of the children in the class

Room 5 (E)L

-plastic bags in an unlocked draw next to the sink

-broom, mop and toilet brush in the restroom

-latex gloves and plastic bags in an unlocked drawer of the sink

**POI (Plan of Improvement)**

The Center will identify all hazardous items and keep them in a locked area inaccessible to children. The Center will inform all Staff about hazardous items and the safe storage of those items.

**Correction Deadline: 10/25/2023**

**Recited on 10/25/2023**

**Correction Deadline: 4/13/2023**

**Corrected on 10/25/2023**

**.25(3) - Citation corrected**

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

Consultant discussed the metal fencing throughout was measuring from 39 inches to 44 inches and not meeting the 48 inch requirement and would need to be repaired or replaced.

**Correction Deadline: 10/25/2023**

**Correction Deadline: 4/12/2023**

**Corrected on 10/25/2023**

**.26(9) - Citation corrected.**

|                     |
|---------------------|
| <b>Food Service</b> |
|---------------------|

**Technical Assistance**

Consultant discussed the string cheese cannot be served to children under the age of four.

**Correction Deadline: 10/25/2023**

**Health and Hygiene****591-1-1.10 Diapering Areas & Practices(CR)****Met****Comment**

Proper diapering procedures observed.

**591-1-1.17 Hygiene(CR)****Met****Comment**

Staff were observed to remind children to wash hands.

**Correction Deadline: 3/29/2023**

**Corrected on 10/25/2023**

.17(7) - Citation corrected.

**Correction Deadline: 3/29/2023**

**Corrected on 10/25/2023**

.17(8) - Citation corrected.

**591-1-1.20 Medications(CR)****Met**

**Correction Deadline: 3/29/2023**

**Corrected on 10/25/2023**

.20(1) - Citation corrected

**Safety****591-1-1.11 Discipline(CR)****Met****Comment**

Please be mindful of voice tone in redirecting children.

**591-1-1.36 Transportation(CR)****Not Met****Comment**

Complete documentation of transportation observed.

**Technical Assistance**

Please ensure that all transportation agreements have times listed.

**Correction Deadline: 10/30/2023**

**Comment**

Transportation was observed on the visit.

**Correction Deadline: 10/30/2023**

**Finding**

591-1-1-.36(7)(b) requires that an emergency medical information record be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and telephone number of the child's doctor, the local medical facility that the Center uses in the area where the Center is located and the telephone numbers where the Parents can be reached. It was determined based on a review of records that the following information was missing from viewed emergency medical forms:

- 18 of 32 did not have a work number listed for the parents
- one of 32 did not have listed if the child had any special conditions
- six of 32 did not have the doctor's phone number listed
- one of 32 did not have the phone number for the emergency contact listed.

**POI (Plan of Improvement)**

The Center will obtain a complete emergency medical information record for each child that is transported and maintain a copy on the vehicle.

**Correction Deadline: 10/26/2023**

**Sleeping & Resting Equipment**

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

**Met**

**Comment**

Discussed SIDS and infant sleeping position.

**Comment**

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records**

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

**Met**

**Comment**

Criminal record checks were observed to be complete.

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

**Met**

**Correction Deadline: 4/7/2023**

**Corrected on 10/25/2023**

.31(2)(c) - Citation corrected. The center has teacher enrolled for each class or the staff member already poses a credential.

**Staffing and Supervision**

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

**Met**

**Correction Deadline: 3/29/2023**

**Corrected on 10/25/2023**

.32(2) - Citation corrected.

**Finding**

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtime, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtime and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined based on observation that upon arrival Room 1 (A) the staff member in the room was in the middle of the room getting a child out of a swing while three infant and one-year-old children were in highchair eating.

**POI (Plan of Improvement)**

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

**Correction Deadline: 10/25/2023**