



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: 2/27/2025 **VisitType:** Licensing Study

Arrival: 1:20 PM **Departure:** 4:10 PM

CCLC-38964

Towne Lake Academy, South Campus

1010 Towne Lake Hills South Dr. Woodstock, GA 30189 Cherokee

County

(770) 928-9134 southcampus@townelakeacademy.org

Regional Consultant

Randy Gaytan

Phone: (770) 357-7022

Fax: (770) 357-7021

randy.gaytan@decal.ga.gov

Mailing Address

Same

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.
02/27/2025	Licensing Study	Good Standing	
11/12/2024	Complaint Closure	Good Standing	
10/28/2024	Complaint Investigation Follow Up	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	Infants and One Year Olds	3	10	C	22	C	NA	NA	Nap, Feeding, Flo or Play
Main	B	One Year Olds	2	12	C	18	C	NA	NA	Nap
Main	C	Two Year Olds	3	13	C	19	C	NA	NA	Nap
Main	D	GA PreK	1	16	C	29	C	NA	NA	Nap
Main	E- Back	Three Year Olds	2	10	C	19	C	NA	NA	Nap
Main	E- Front	Three Year Olds and Four Year Olds	2	13	C	19	C	NA	NA	Nap
Main	F- Pre-K	Four Year Olds and Five Year Olds	2	8	C	22	C	NA	NA	Nap
Total Capacity @35 sq. ft.: 148					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 82					Total Capacity @25 sq. ft.: 0					

Building	Playground	Playground Occupancy	Playground Compliance
Main	A- Right	136	C
Main	B- Center	54	C
Main	C- Back left	20	C
Main	D- Left	26	C

Enrolled Children						
Under 1 years	1 years	2 years	3 years	4 years	5 years (Prekonly)	5 years and older
10	16	20	20	20	10	12

Comments

The purpose of this visit was to conduct a Licensing Study.

Spoke with Director regarding the best practice of providing incident reports to the parents to have them sign.

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.decga.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 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 for more information. Free technical assistance is available!



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(Findings Report)

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The following information is associated with a Licensing Study:

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)

N/A

Comment

Center does not provide swimming activities.

Children's Records

591-1-1-08 Children's Records

Met

Comment

Records were observed to be complete and well organized.

Facility

591-1-1-06 Bathrooms

Met

Comment

Bathrooms observed to be clean and well maintained.

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

Center appears clean and well maintained.

591-1-1-26 Playgrounds(CR)

Met

Comment

Playground observed to be clean and in good repair.

Food Service

591-1-1-.15 Food Service & Nutrition

Met

Comment

Bottles were covered and fully labeled with child's full name.

Comment

Center menu meets USDA guidelines.

Comment

Infant feeding forms were updated regularly.

591-1-1-.18 Kitchen Operations

Met

Comment

Kitchen appears clean and well organized.

Health and Hygiene

591-1-1-.07 Children's Health

Met

Correction Deadline: 11/18/2024

Corrected on 2/27/2025

.07(2) - The previous citation was observed to be corrected in that the incident/accident log was complete and up to date.

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)

N/A

Comment

The Provider currently does not dispense/administer medication.

Policies and Procedures

591-1-1-.21 Operational Policies & Procedures

Met

Comment

Program observed complete emergency drills

Safety

591-1-1-.05 Animals

N/A

Comment

Center does not keep animals on premises.

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

Met

Comment

Age-appropriate discussion and/or redirection observed.

591-1-1-.13 Field Trips(CR)

N/A

Comment

Center does not participate in field trips at this time.

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**

Discussed SIDS and infant sleeping position.

Comment

Pleasant naptime environment observed.

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.

Correction Deadline: 10/28/2024

Corrected on 2/27/2025

.09(1)(c) - The previous citation was observed to be corrected on this date in that all staff had a current satisfactory Comprehensive Records Check Determination on file.

Correction Deadline: 10/28/2024

Corrected on 2/27/2025

.09(1)(l)3. - The previous citation was observed to be corrected on this date in that all staff had a current Comprehensive Records Check Determination letter on file.

591-1-1-.09 Criminal Records Check(CR)**Met****Comment**

Director provided three file(s) for employees hired since last visit.

591-1-1-.14 First Aid & CPR**Met****Comment**

Evidence observed of 100% of center staff certified in First Aid and CPR.

591-1-1-.33 Staff Training**Met****Comment**

Documentation observed of required staff training.

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.

Comment

Adequate supervision observed on this date.

Correction Deadline: 11/18/2024

Corrected on 2/27/2025

.32(7) - The previous citation was observed corrected in that adequate supervision was observed in all the classrooms during consultant's visit.