



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: 8/29/2022 **VisitType:** Complaint Investigation & Licensing Study **Arrival:** 8:25 AM **Departure:** 1:00 PM

CCLC-16951

Towne Square Academy at Green Valley

1000 LaBonte Pkwy McDonough, GA 30252 Henry County
 (678) 583-2825 townesquare2020@att.net

Region Consultant

Brandi Mangino

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Mailing Address

1000 LaBonte Pkwy
 McDonough, GA 30253

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.
08/29/2022	Complaint Investigation & Licensing Study	Good Standing	
08/29/2022	Complaint Closure	Good Standing	
05/16/2022	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	Room 1	Infants and One Year Olds	1	4	C	13	C	NA	NA	Floor Play
Main	Room 10	Two Year Olds	3	15	C	19	C	NA	NA	Breakfast, Circle Time, Transitioning
Main	Room 11		0	0	C	17	C	23	C	
Main	Room 2		0	0	C	14	C	NA	NA	
Main	Room 3		0	0	C	18	C	25	C	Breakfast, Transitioning
Main	Room 4	One Year Olds	2	7	C	19	C	NA	NA	Transitioning, Breakfast
Main	Room 5	GA PreK	2	15	C	20	C	NA	NA	Centers
Main	Room 6	GA PreK	2	16	C	20	C	NA	NA	Circle Time
Main	Room 7		0	0	C	14	C	20	C	
Main	Room 8		0	0	C	16	C	23	C	
Main	Room 9	Three Year Olds	1	10	C	19	C	NA	NA	Breakfast, Centers
Total Capacity @35 sq. ft.:			189		Total Capacity @25 sq. ft.: 215					
Total # Children this Date: 67			Total Capacity @35 sq. ft.:		Total Capacity @25 sq. ft.: 215					

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground 1 (toddlers)	50	C
Main	Playground 2 (preschool)	72	C
Main	Playground 3 (school age)	41	C
Main	Playground 4 (infants)	17	C

Comments

An in person visit and administrative review were conducted on this date.

Plan of Improvement: Developed This Date 08/29/2022

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), 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!

Lynette Dorsey, Program Official

Date

Brandi Mangino, Consultant

Date



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(Findings Report)

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The following information is associated with a Licensing Study Visit:

Activities and Equipment

591-1-1.03 Activities

Technical Assistance

Technical Assistance

Please ensure that staff are following the daily schedules and kids are getting the required outside time.

Correction Deadline: 8/29/2022

Correction Deadline: 5/16/2022

Corrected on 8/29/2022

.03(2) - Citation corrected.

591-1-1.12 Equipment & Toys(CR)

Not Met

Technical Assistance

Consultant discussed the red couch in Room 10 was fraying.

Correction Deadline: 8/29/2022

Finding

591-1-1.12(4) requires that equipment and furniture is secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. It was determined based on observation that the televisions in Room 9 and Room 10 were not secured.

POI (Plan of Improvement)

The Center will ensure that the identified equipment or furniture and any other such existing or future items are secured adequately and will have a system for checking these for stability.

Correction Deadline: 8/29/2022

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Pool not in use at this time, gates observed locked.

Children's Records

Records Reviewed: 5

Records with Missing/Incomplete Components: 1

Child # 3

Not Met

"Missing/Incomplete Components"

.08(1)-Parent Names, Work Numbers

591-1-1-.08 Children's Records

Technical Assistance

Technical Assistance

Consultant discussed that parents names and work information need to be listed on enrollment application.

Correction Deadline: 8/29/2022

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)

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 the following hazards were accessible to children in care:

Room 3- a broom placed by trash can

Room 10- two cans of bug spray, "A &D" ointment, two bottles of lotion, two tubes of cream ointment, nasal spray, and baby wipes located in children's book bags

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: 8/29/2022

Recited on 8/29/2022

Finding

591-1-1-.25(3) requires the Center and surrounding premises to be kept clean, free of debris and in good repair. Hygienic measures such as, but not limited to, screened windows and proper waste disposal procedures shall be utilized to minimize the presence of rodents, flies, roaches and other vermin at the Center. It was determined based on observation that the following hazards were in need of cleaning or repair.

-Ceiling tiles throughout the center had water spots

-Carpet in Room 3 was frayed

-Gray rubber around desk facing the parking lot of Room 3 was coming unglued

POI (Plan of Improvement)

The Center will have the Center and surrounding areas cleaned, make repairs where needed, and remove all debris is removed. The Center will implement a plan to keep areas clean and in good repair that includes regular monitoring.

Correction Deadline: 9/5/2022

Recited on 8/29/2022

Finding

591-1-1-.26(6) requires that playground equipment provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. For example, toddlers shall not be permitted to swing in swings designed for School-age Children. The outdoor equipment shall be free of lead-based paint, sharp corners and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. It was determined based on observation that four of four swings on the Middle Playground and four of four swings on the Back Playground had rusted chains and "S" hooks.

POI (Plan of Improvement)

The Center will provide a variety of age-appropriate equipment that is arranged so as not to obstruct supervision of children. Staff will check the equipment daily to ensure that the equipment is free of hazards, rust and splinters.

Correction Deadline: 9/8/2022

Finding

591-1-1-.26(8) requires climbing and swinging equipment to have a resilient surface beneath the equipment and the fall zone from such equipment must be adequately maintained by the Center to assure continuing resilient. It was determined based on observation that the resilient surface beneath the sliding and swinging equipment on the Middle and Back Right Playground was approximately one inch and there was grass growing through the mulch of the swinging equipment.

POI (Plan of Improvement)

The Center will add additional resilient surfacing to the fall zones where needed and check daily, adding resilient surfacing as needed to maintain adequate resilient.

Correction Deadline: 9/5/2022

Recited on 8/29/2022

Finding

591-1-1-.26(9) requires the playground to be kept clean, free from litter and free of hazards, such as but not limited to rocks, exposed tree roots and exposed sharp edges of concrete. It was determined based on observation that the wooden barriers around the Back Right playground had rotting wood.

POI (Plan of Improvement)

The Center will remove any litter and fix or remove hazards from the playground and will routinely monitor the playground and remove litter and hazards.

Correction Deadline: 9/5/2022

Recited on 8/29/2022

Food Service

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined based on a review of records that Room 1 staff did not have the infant feeding plans for viewing and the forms were not posted within the classroom.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 8/29/2022

591-1-1-.18 Kitchen Operations

Not Met

Finding

591-1-1-.18(8) requires that containers of food be stored above the floor on clean surfaces protected from splash and other contamination. Containers for food storage other than the original container or package in which the food was obtained shall be impervious and non-absorbent, have tight-fitting lids or covers and labeled as to contents. It was determined based on observation that items stored in plastic containers and out of the ordinal boxes in the kitchen refrigerator and freezer were not labeled as to their contents.

POI (Plan of Improvement)

The Center will designate an appropriate area for the storage of containers of food, will make available containers, lids, and covers, and will train Staff on proper storage and labeling.

Correction Deadline: 8/29/2022

Health and Hygiene

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

Not Met

Comment

Staff state proper knowledge of diapering procedures.

Finding

591-1-1-.10(9) requires Center Staff to not use the area used for diapering for food preparation and to keep the diapering area clear of formulas, food, food utensils and food preparation items. It was determined based on observation that breakfast items were served to children that had been placed on the diapering station.

POI (Plan of Improvement)

Center staff will be trained, specified areas will be available for food preparation and placement of food-related items, and the director will monitor.

Correction Deadline: 8/29/2022

591-1-1-.17 Hygiene(CR)

Not Met

Finding

591-1-1-.17(7) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids and after contamination by any other means. It was determined based on observation that one child entered into Room 10 for the day and was not required to wash hands.

POI (Plan of Improvement)

The Center will train Staff on required handwashing for children and Staff will ensure children's hands are washed when required. The Director will monitor for compliance.

Correction Deadline: 8/29/2022

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

Met

Comment

Discussed proper medication documentation and procedures.

Policies and Procedures

Finding

591-1-1-.21(3) requires that the Center conduct drills for fire, tornado and other emergency situations. The fire drills will be conducted monthly and tornado and other emergency situation drills will be conducted every six months. The Center shall maintain documentation of the dates and times of these drills for two years. It was determined based on a review of records that the center did not have emergency drills for the 2022 year.

POI (Plan of Improvement)

The Center will hold the drills as required and keep the documentation of the drills on file for two years.

Correction Deadline: 9/3/2022

Safety

591-1-1-.05 Animals**Not Evaluated****Comment**

Center does not keep animals on premises.

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

Age-appropriate discussion and/or redirection observed.

Comment

Please be mindful of voice tone in redirecting children.

591-1-1-.13 Field Trips(CR)**Not Evaluated****Comment**

Center does not participate in field trips at this time.

591-1-1-.36 Transportation(CR)**Not Met****Comment**

The vehicle was checked for compliance. Proper restraints were observed and discussed with the director.

Technical Assistance

Please ensure that emergency medical forms for transportation have all areas filled out.

Correction Deadline: 9/3/2022

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined based on a review of records that two staff members did not have transportation training and signed off on transportation logs.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 9/8/2022

Finding

591-1-1-.36(4)(a) requires an annual safety check for each vehicle. The annual safety check, completed by a trained individual, should include a check of the: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of the annual safety check will be kept in the Center or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report. It was determined based on a review of records that the vans ending in 2673 and 9610 had annual safety checks that expired in March 2022.

POI (Plan of Improvement)

The Center will obtain the annual vehicle inspection.

Correction Deadline: 9/3/2022

Finding

591-1-1-.36(4)(b) requires that the interior of a transportation vehicle be clean, in safe repair and free of hazardous items, objects and/or other non-essential items which could cause injury. It was determined based on observation that three of three buses had trash on the floors.

POI (Plan of Improvement)

The center will maintain that all transportation vehicles are clean, in safe repair, and free from hazards.

Correction Deadline: 8/30/2022

Finding

591-1-1-.36(7)(c)2. requires that the driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated staff person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Center. It was determined based on a review of records that during the week of August 15, 2022, children were not marked as loaded or unloaded. On August 16, 2022, one of 13 were marked as loaded. On August 18, 2022 and August 19, 2022, two of 13 children were marked as loaded and unloaded.

POI (Plan of Improvement)

The driver/other designated person will immediately document in writing with a check/mark/symbol each time a child gets on and off the vehicle.

Correction Deadline: 8/30/2022

Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**Not Met****Finding**

591-1-1-.30(2) requires the Center to provide a safe sleep environment in accordance with American Academy of Pediatrics (AAP), Consumer Product Safety Commission (CPSC) and American Society for Testing and Materials (ASTM) recommendations as listed in these rules for all infants. Center Staff shall place an infant to sleep on the infant's back in a crib unless the Center has been provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed. When an infant can easily turn over from back to front and back again, Staff shall continue to put the infant to sleep initially on the infant's back but allow the infant to roll over into his or her preferred position and not re-position the infant. Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the Center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant. Center Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items and shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. It was determined that when a staff member in the infant class was asked how children were laid down to sleep the staff member stated that one infant was placed on their back and the other two infants were placed on their stomachs.

POI (Plan of Improvement)

The Center will take all steps necessary to provide a safe sleep environment for infants as listed in these rules; will train Staff to follow these rules; and will monitor for compliance.

Correction Deadline: 8/29/2022

Correction Deadline: 5/16/2022

Corrected on 8/29/2022

.30(4) - Citation observed to be corrected.

Staff Records

Records Reviewed: 15

Records with Missing/Incomplete Components: 6

<p>Staff # 3 Date of Hire: 07/22/2022 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing</p>	Not Met
<p>Staff # 4 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing</p>	Not Met
<p>Staff # 5 Date of Hire: 06/23/2022 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing</p>	Not Met
<p>Staff # 8 Date of Hire: 07/18/2022 <u>"Missing/Incomplete Components"</u> .14(2)-CPR missing,.14(2)-First Aid Missing,.24(1)-Evidence of Orientation Missing,.36(3)(a-b)-2 hrs. Transportation Training missing</p>	Not Met
<p>Staff # 9 Date of Hire: 08/16/2022 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing</p>	Not Met
<p>Staff # 13 Date of Hire: 08/01/2022 <u>"Missing/Incomplete Components"</u> .24(1)-Evidence of Orientation Missing,.36(3)(a-b)-2 hrs. Transportation Training missing</p>	Not Met

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

Met

Comment

Based on information provided 15 of 15 staff members had a satisfactory criminal record check.

591-1-1-.14 First Aid & CPR**Not Met****Finding**

591-1-1-.14(1)(a) requires, in a Center that provides transportation, that either the driver or another Staff person present on the vehicle have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial training program in first aid offered by certified or licensed health care professionals or trainers and which dealt with the provision of emergency care to infants and children. It was determined based on a review of records that the bus driver did not have first aid and CPR training.

POI (Plan of Improvement)

The Center will verify proof of CPR/1st aid training and schedule Staff so that there is always a staff person on the vehicle with this training.

Correction Deadline: 8/29/2022**Correction Deadline: 6/15/2022****Corrected on 8/29/2022****.14(2) - Citation corrected.**

591-1-1-.33 Staff Training**Not Met****Finding**

591-1-1-.33(1) requires all Employees and Provisional Employees to receive Initial Center orientation prior to assignment to children or task. It was determined based on a review of records that five staff members did not have evidence of orientation being completed before the staff were placed in the classrooms with children.

POI (Plan of Improvement)

The Center will develop and provide orientation for all new Staff prior to their staff's assignment to children or task.

Correction Deadline: 8/29/2022**Correction Deadline: 6/15/2022****Corrected on 8/29/2022****.33(3) - Citation corrected.**

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

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

Staffing and Supervision

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

Center observed to maintain appropriate staff:child ratios.

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, mealtimes, 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 mealtimes 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 in Room 10 two-year-old children were served breakfast and staff members were not seated within arm's length. The three staff members were located on the carpet, serving food, and walking around the room. Children were spread out over three tables.

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: 8/29/2022