



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: 8/17/2022 **VisitType:** Monitoring Visit

Arrival: 3:20 PM

Departure: 4:20 PM

CCLC-38963

Towne Lake Academy, North Campus

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

Regional Consultant

LaToya Longshore

Phone: (470) 542-7388

Fax: (404) 478-8102

latoya.longshore@decal.ga.gov

Mailing Address

1025 Rose Creek Dr. Ste 620 #194
 Woodstock, GA 30189

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.
08/17/2022	Complaint Investigation & Monitoring Visit	Good Standing	
02/22/2022	Licensing Study	Good Standing	
07/21/2021	Monitoring Visit	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- Right side 1R	PreK	2	19	C	30	C	NA	NA	Nap, Transitioning
Main	B- Right side 2nd Right- Left side	Four Year Olds	1	12	C	22	C	NA	NA	Nap
Main	C- Right side 2nd right - Right side	Three Year Olds	1	6	C	18	C	NA	NA	Nap, Transitioning
Main	D- Back Middle	Three Year Olds	1	9	C	32	C	NA	NA	Transitioning, Nap
Main	E- Left side 1R	Two Year Olds	3	12	C	18	C	NA	NA	Transitioning, Nap
Main	F- Left side 2R	Two Year Olds	3	10	C	16	C	NA	NA	Transitioning, Nap
Main	G- Left side 1L	Infants	3	11	C	18	C	NA	NA	Floor Play, Nap
Total Capacity @35 sq. ft.: 154					Total Capacity @25 sq. ft.: 0					
Total # Children this Date: 79			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 Complaint Investigation/Monitoring visit was conducted on August 17, 2022. Transportation, Field Trips, and Comprehensive Records check files were reviewed.

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.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



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!

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)

Kayla Hall, Program Official _____ Date _____

LaToya Longshore, Consultant _____ Date _____



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Findings Report

Date: 8/17/2022 **VisitType:** Monitoring Visit

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Departure: 4:20 PM

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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)

Met

Comment

Please secure cleaning tools (i.e., broom, plunger) out of reach of children.

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

Met

Comment

Playground not observed on this date due to inclement weather.

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

Please ensure soiled items are stored inaccessible to children.

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

Comment

The Provider currently does not dispense/administer medication.

Safety

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

Comment

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

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

Comment

Complete documentation of transportation observed.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 1	Met
Date of Hire: 06/20/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 2	Met
Staff # 3	Met
Date of Hire: 08/01/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 4	Met
Staff # 5	Met
Date of Hire: 08/01/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 6	Met
Date of Hire: 03/17/2022	
Staff # 7	Met
Date of Hire: 09/11/2019	
Staff # 8	Met

Records Reviewed: 24**Records with Missing/Incomplete Components: 0**

Date of Hire: 07/25/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 9

Met

Date of Hire: 02/07/2022

Staff # 10

Met

Date of Hire: 10/20/2021

Staff # 11

Met

Date of Hire: 05/02/2022

Staff # 12

Met

Date of Hire: 02/07/2022

Staff # 13

Met

Date of Hire: 07/25/2019

Staff # 14

Met

Date of Hire: 01/13/2022

Staff # 15

Met

Date of Hire: 08/09/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 16

Met

Date of Hire: 02/22/2021

Staff # 17

Met

Date of Hire: 05/02/2022

Staff # 18

Met

Date of Hire: 09/28/2020

Staff # 19

Met

Date of Hire: 02/01/2020

Staff # 20

Met

Date of Hire: 07/05/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 21

Met

Date of Hire: 04/01/2022

Staff # 22

Met

Date of Hire: 03/18/2017

Records Reviewed: 24

Records with Missing/Incomplete Components: 0

Staff # 23

Met

Staff # 24

Met

Date of Hire: 06/28/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff Credentials Reviewed: 0

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

Met

Comment

Criminal record checks were observed to be complete.

591-1-1-.33 Staff Training

Defer

Defer

Staff records will be reviewed at the next regulatory visit.

POI (Plan of Improvement)

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

Correction Deadline: 3/24/2022

Defer

Staff training be reviewed at the next regulatory visit.

POI (Plan of Improvement)

The Center will plan and schedule the required 10 hours of annual training each year and follow up to ensure the training is completed.

Correction Deadline: 12/31/2022

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

Adequate supervision observed on this date.