



**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:** 7/14/2017    **VisitType:** Licensing Study    **Arrival:** 9:35 AM    **Departure:** 1:30 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

**Mailing Address**

800 Chase Pt  
 Woodstock, GA 30189

**Regional Consultant**

Karyn Presley  
 Phone: (770) 342-7904  
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 karyn.presley@dec.al.ga.gov  
 Joint with: Neli Todorova

| <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. |
|------------------------------------|------------------|---------------|--|
| 07/14/2017                         | Licensing Study  | Good Standing |  |
| 03/07/2017                         | Monitoring Visit | Good Standing |  |
| 10/11/2016                         | POI 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                 | 1                               | 6        | C    | 22                            | C            | NA         | NA           | Free Play, Nap, Floor Play |
| Main                            | B        | Two Year Olds and Three Year Olds         | 2                               | 12       | C    | 18                            | C            | NA         | NA           | Free Play                  |
| Main                            | C        | One Year Olds                             | 2                               | 7        | C    | 19                            | C            | NA         | NA           | Art, Centers               |
| Main                            | D        | Five Year Olds and Six Year Olds and Over | 1                               | 17       | C    | 29                            | C            | NA         | NA           | Outside                    |
| Main                            | E- Back  | Two Year Olds and Three Year Olds         | 1                               | 8        | C    | 19                            | C            | NA         | NA           | Art, Centers               |
| Main                            | E- Front | Four Year Olds                            | 1                               | 9        | C    | 19                            | C            | NA         | NA           | Centers                    |
| Main                            | F- Pre-K | Four Year Olds and Five Year Olds         | 1                               | 12       | C    | 22                            | C            | NA         | NA           | Centers                    |
| Total Capacity @35 sq. ft.: 148 |          |   |                                 |          |      | Total Capacity @25 sq. ft.: 0 |              |            |              |                            |
| Total # Children this Date: 71  |          |   | Total Capacity @35 sq. ft.: 148 |          |      | 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                     |

**Comments**

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).

 **Reminder:** All employees of child care programs must be fingerprinted before **January 1, 2017**. For instructions and to submit records check applications online, please visit [www.decalkoala.com](http://www.decalkoala.com). You are encouraged not to wait and to complete the process as soon as possible.



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 Great Marketing Tool  
 Raises the Bar in Child Care  
 For More Information:  
 Email: [QualityRated@dec.ga.gov](mailto:QualityRated@dec.ga.gov) or Call: 855-800-7747

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.ga.gov](mailto:CCSRefutations@dec.ga.gov).

- 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.ga.gov/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 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)

\_\_\_\_\_  
Katie Reppert, Program Official

Date

\_\_\_\_\_  
Karyn Presley, Consultant

Date

\_\_\_\_\_  
Neli Todorova, Consultant

Date



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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**

Observed-Variety Throughout Center

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

**Comment**

No Swimming Activities Provided

### Children's Records

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

**Comment**

Observed-Records Complete/Well Organized

### Facility

**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed Capacity Routinely Met

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

**Comment**

Observation-No Hazards Accessible

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

**Comment**

Observation-Clean/Good Repair

## Food Service

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

Technical Assistance

#### Technical Assistance

591-1-1-.15(3) - Discussed labeling bottles.

**Correction Deadline: 7/14/2017**

### 591-1-1-.18 Kitchen Operations

Met

#### Comment

Kitchen Appears Clean/Well Organized

## Health and Hygiene

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

Technical Assistance

#### Technical Assistance

Discussed the following rule 591-1-1-.07(5) requires Center Staff to not permit children to wear around their necks or attach to their clothing pacifiers or other hazardous items.

**Correction Deadline: 7/14/2017**

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

Met

#### Comment

Staff Stated Proper Knowledge

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

Met

#### Comment

Observed-Proper Hand Washing Throughout

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

Not Met

#### Finding

591-1-1-.20(1) requires Personnel to obtain specific written authorization from the child's physician or parent in order to dispense prescription or non-prescription medications, except for first aid. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent. It was determined based on consultant's review of medication records that one child's medication form was missing the prescription number, dates to be given and times to be given, documentation showed that the medication was given on July 6, 2017. A second child's medical form was missing the prescription number, documentation showed that the medication was given April 20, 2017 and April 21, 2017.

#### POI (Plan of Improvement)

The Center will train Staff to obtain and review parental authorizations to ensure the authorization contains complete information. The designated person(s) will monitor daily.

**Correction Deadline: 7/14/2017**

## Policies and Procedures

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

Met

#### Comment

Consultant observed complete emergency drill documentation on this date.

**Correction Deadline: 7/19/2017**

## Safety

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

**Comment**

Observed-Positive Learning Environment

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

**Comment**

Observed-Complete Documentation

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

**Finding**

591-1-1-.36(7)(d)2. requires that the second designated Staff person conduct a check of the vehicle immediately upon the completion of the first check of the vehicle. The responsible person shall physically walk through the entire vehicle; visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior; and sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check. It was determined based on consultant's review of transportation records that there was no signature on the transportation form indicating that a second check of the vehicle had been conducted following routine transportation to Tiger Rock on June 6, 2017 and June 27, 2017.

**POI (Plan of Improvement)**

The Center will train Staff who are or may be involved in transporting children in how to thoroughly inspect a vehicle and properly complete transportation documentation. The Center will review and monitor.

**Correction Deadline: 7/14/2017**

|   |
|---|
| <b>Sleeping &amp; Resting Equipment</b> |
|---|

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

**Comment**

Observed-Pleasant Naptime Environment

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|                      |
|----------------------|
| <b>Staff Records</b> |
|----------------------|

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

**Correction Deadline: 3/7/2017**

**Corrected on 7/14/2017**

**.09(1)(i) - Previous citation was observed corrected in that all 23 staff members had satisfactory fingerprints on this date.**

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

**Comment**

Observed-Center/Vehicle Kits Complete

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

**Comment**

Health/Safety training was observed completed by all required staff on this date.

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

**Met**

**Comment**

Lead staff education requirements

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision