



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: 12/20/2017 **VisitType:** Complaint Investigation **Arrival:** 11:15 AM **Departure:** 2:40 PM
 Follow Up

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

Fax: (678) 891-5958

karyn.presley@dec.al.ga.gov

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. |
|------------------------------------|-----------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/20/2017 | Complaint Investigation Follow Up | Support | |
| 12/20/2017 | Complaint Closure | Support | |
| 07/14/2017 | 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 | Infants | 1 | 3 | C | 22 | C | NA | NA | Free Play, Diapering |
| Main | B | One Year Olds | 1 | 8 | C | 18 | C | NA | NA | Free Play |
| Main | C | Two Year Olds and Three Year Olds | 2 | 13 | C | 19 | C | NA | NA | Story |
| Main | D | Four Year Olds and Five Year Olds | 1 | 12 | C | 29 | C | NA | NA | Art |
| Main | E- Back | Three Year Olds and Four Year Olds | 1 | 8 | C | 19 | C | NA | NA | Centers |
| Main | E- Front | Three Year Olds | 1 | 7 | C | 19 | C | NA | NA | Centers |
| Main | F- Pre-K | PreK | 2 | 20 | 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 @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. You are encouraged not to wait and to complete the process as soon as possible.

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@decals.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://decals.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)



Important New Deadlines:

Your program must be Quality Rated by December 31, 2020 in order to continue to receive Childcare and Parent Services (CAPS). Sign up for Quality Rated by June 30, 2018 in order to be eligible to receive a bonus package.

Get started today! Sign up by completing a short online application: <https://qualityrated.decals.ga.gov/>
Request free technical assistance to help you earn your star rating by contacting the Quality Rated help desk at 855-800-7747 or qualityrated@decals.ga.gov

Katie Reppert, Program Official

Date

Karyn Presley, Consultant

Date



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Findings Report

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The following information is associated with a Complaint Investigation Follow Up:

Health and Hygiene

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, documentation showed that the medication was given on December 6, 2017. A second child's medication form listed that the child was to be given the medication twice during the day, but documentation only showed that the medication had been given once.

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Correction Deadline: 12/20/2017

Recited on 12/20/2017

Safety

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 consultants review of records that no child was accounted for on November 30, 2017 and December 1, 2017 from Bascomb Elementary and December 1, 2017 from Woodstock Elementary.

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Correction Deadline: 12/21/2017

Finding

591-1-1-.36(7)(d)1. requires that the first check be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Center, and the last stop during transportation to home or school. The responsible person on the vehicle 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; sign the passenger transportation checklist (s), indicating all of the children have exited the vehicle; and give the passenger transportation checklist(s) to the second designated Staff person. It was determined based on consultants review of records that on Friday, December 1, 2017 no first checks were documented in signature during transportation to Woodstock Elementary and Bascomb Elementary.

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Correction Deadline: 12/21/2017

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 from Woodstock Elementary and Bascomb Elementary on Friday, December 1, 2017.

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Correction Deadline: 12/20/2017

Recited on 12/20/2017