



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: 1/23/2018 **VisitType:** MV POI Follow Up **Arrival:** 8:50 AM **Departure:** 11:30 AM

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.
01/23/2018	MV POI Follow Up	Good Standing	
12/20/2017	Complaint Investigation Follow Up	Support	
12/20/2017	Complaint Closure	Support	

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	Nap, Free Play
Main	B	One Year Olds and Two Year Olds	2	12	C	18	C	NA	NA	Circle Time
Main	C	Two Year Olds	1	9	C	19	C	NA	NA	Circle Time
Main	D	Four Year Olds and Five Year Olds	1	12	C	29	C	NA	NA	Music
Main	E- Back	Three Year Olds	2	9	C	19	C	NA	NA	Circle Time
Main	E- Front	Three Year Olds and Four Year Olds	1	7	C	19	C	NA	NA	Circle Time
Main	F- Pre-K	PreK	2	21	C	22	C	NA	NA	Centers
Total Capacity @35 sq. ft.:			148			Total Capacity @25 sq. ft.: 0				
Total # Children this Date:			73			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

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).

	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.
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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.



- 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)

	
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.dec.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@dec.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 MV POI Follow Up:

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

No hazards observed accessible to children on this date.

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

Discussed updated USDA guidelines.

Health and Hygiene

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

Correction Deadline: 12/20/2017

Corrected on 1/23/2018

.07(2) - Previous citation was observed in that management understands to notify parents right away when an incident occurs.

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) Met

Correction Deadline: 12/20/2017

Corrected on 1/23/2018

.20(1) - Previous citation was observed to be corrected in that medication documentation was observed complete and center was using new documentation to do second check on medications as well.

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

Correction Deadline: 12/21/2017

Corrected on 1/23/2018

.36(7)(c)2. - Previous citation was observed to be corrected in that children were marked on and off the bus on transportation documents.

Correction Deadline: 12/21/2017

Corrected on 1/23/2018

.36(7)(d)1. - Previous citation was observed to be corrected in that first checks were documented on transportation paperwork.

Correction Deadline: 12/20/2017

Corrected on 1/23/2018

.36(7)(d)2. - Previous citation was observed to be corrected in that second checks were documented on transportation paperwork.

Sleeping & Resting Equipment

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

Comment

Pleasant naptime environment observed.

Staff Records

Staff # 1 Date of Hire: 01/05/2016	Met
Staff # 2 Date of Hire: 01/05/2016	Met
Staff # 3 Date of Hire: 12/04/2017	Met
Staff # 4	Met
Staff # 5 Date of Hire: 01/05/2016	Met
Staff # 6 Date of Hire: 06/08/2017	Met
Staff # 7 Date of Hire: 01/05/2016	Met
Staff # 8 Date of Hire: 06/16/2016	Met
Staff # 9 Date of Hire: 07/11/2016	Met
Staff # 10	Met
Staff # 11	Met
Staff # 12 Date of Hire: 06/07/2017	Met
Staff # 13 Date of Hire: 08/15/2016	Met
Staff # 14 Date of Hire: 04/14/2016	Met
Staff # 15 Date of Hire: 10/24/2017	Met
Staff # 16 Date of Hire: 10/01/2015	Met
Staff # 17	Met

Records Reviewed: 29

Records with Missing/Incomplete Components: 0

Date of Hire: 10/30/2017

Staff # 18 Met

Date of Hire: 12/20/2016

Staff # 19 Met

Date of Hire: 05/08/2017

Staff # 20 Met

Date of Hire: 08/27/2013

Staff # 21 Met

Date of Hire: 01/05/2016

Staff # 22 Met

Date of Hire: 01/05/2016

Staff # 23 Met

Staff # 24 Met

Date of Hire: 07/25/2017

Staff # 25 Met

Date of Hire: 03/06/2017

Staff # 26 Met

Staff # 27 Met

Date of Hire: 05/03/2017

Staff # 28 Met

Date of Hire: 12/15/2016

Staff # 29 Met

Date of Hire: 05/05/2017

Staff Credentials Reviewed: 29

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

Comment

Criminal records checks were observed to be complete.

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

Comment

Center staff were observed to comply with all 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.