



**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:** 8/31/2021    **VisitType:** Licensing Study    **Arrival:** 11:10 AM    **Departure:** 12:10 PM

**CCLC-47191**

**Cornerstone Academy of Lithonia**

1645 Redan East Lithonia, GA 30058 DeKalb County  
 (678) 526-7357 csa07@att.net

**Regional Consultant**

Ashia Jackson

Phone: (770) 357-7070

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ashia.jackson@dec.al.ga.gov

**Mailing Address**  
 Same

**Quality Rated:** ★

| <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. |
|------------------------------------|------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/31/2021                         | Licensing Study                    | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 08/05/2021                         | Incident Investigation Closure     | Good Standing |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 05/28/2021                         | Incident Investigation & 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- 3 y/o +  |                                    | 0                              | 0        | C    | 18         | C            | NA         | NA           |           |
| Main                           | B- 3-4 y./o | Three Year Olds and Four Year Olds | 1                              | 14       | C    | 15         | C            | NA         | NA           | Lunch     |
| Main                           | C-18-23 mos | One Year Olds and Two Year Olds    | 1                              | 10       | C    | 21         | C            | NA         | NA           | Lunch     |
| Main                           | D- 0-17 mos | Infants and One Year Olds          | 1                              | 5        | C    | 16         | C            | NA         | NA           | Nap,Lunch |
| Total Capacity @35 sq. ft.: 70 |             |                                    | Total Capacity @25 sq. ft.: 0  |          |      |            |              |            |              |           |
| Total # Children this Date: 29 |             |                                    | Total Capacity @35 sq. ft.: 70 |          |      |            |              |            |              |           |
|                                |             |                                    | Total Capacity @25 sq. ft.: 0  |          |      |            |              |            |              |           |

| Building | Playground                            | Playground Occupancy | Playground Compliance |
|----------|---------------------------------------|----------------------|-----------------------|
| Main     | Playground A - Infant                 | 12                   | C                     |
| Main     | Playground B - Toddler                | 19                   | C                     |
| Main     | Playground C - Preschool - School-Age | 72                   | C                     |

**Comments**

An Administrative Review was conducted on 8/31/2021. Staff files, children's files, training, and background checks were all reviewed. A virtual inspection was conducted on (insert date) with the Director. An in-person visit was not conducted due to the COVID-19 pandemic.

A one day letter was left.

Plan of Improvement: Developed This Date 08/31/2021

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/RuleAndRegulations.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), e-mail the following information to [CCSRefutations@dec.state.ga.us](mailto:CCSRefutations@dec.state.ga.us).

- 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.state.ga.us/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).

Get started today! Sign up by completing a short online application: <https://qualityrated.dec.state.ga.us/>  
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.state.ga.us](mailto:qualityrated@dec.state.ga.us)

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Kim Gruber, Program Official

Date

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Ashia Jackson, 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**

A variety of equipment and toys were observed throughout the center.

**Correction Deadline:** 8/5/2021

**Corrected on 8/31/2021**

**.12(2) - Previous citation corrected.**

**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**

Center appears clean and well maintained.

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

Met

**Comment**

Playground observed to be clean and in good repair.

### Health and Hygiene

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|                                                        |            |
|--------------------------------------------------------|------------|
| <b>591-1-1-.10 Diapering Areas &amp; Practices(CR)</b> | <b>Met</b> |
|--------------------------------------------------------|------------|

**Comment**

Staff state proper knowledge of diapering procedures.

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|                                |            |
|--------------------------------|------------|
| <b>591-1-1-.17 Hygiene(CR)</b> | <b>Met</b> |
|--------------------------------|------------|

**Comment**

Proper hand washing observed throughout the center.

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|                                    |            |
|------------------------------------|------------|
| <b>591-1-1-.20 Medications(CR)</b> | <b>Met</b> |
|------------------------------------|------------|

**Comment**

Discussed proper medication documentation and procedures.

|  |               |
|--|---------------|
|  | <b>Safety</b> |
|--|---------------|

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|                                   |            |
|-----------------------------------|------------|
| <b>591-1-1-.11 Discipline(CR)</b> | <b>Met</b> |
|-----------------------------------|------------|

**Comment**

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

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|                                       |            |
|---------------------------------------|------------|
| <b>591-1-1-.36 Transportation(CR)</b> | <b>Met</b> |
|---------------------------------------|------------|

**Comment**

Complete documentation of transportation observed.

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

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|                                                               |            |
|---------------------------------------------------------------|------------|
| <b>591-1-1-.30 Safe Sleeping and Resting Requirements(CR)</b> | <b>Met</b> |
|---------------------------------------------------------------|------------|

**Comment**

Discussed SIDS and infant sleeping position.

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

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|                            |                                                      |
|----------------------------|------------------------------------------------------|
| <b>Records Reviewed: 7</b> | <b>Records with Missing/Incomplete Components: 1</b> |
|----------------------------|------------------------------------------------------|

|           |     |
|-----------|-----|
| Staff # 1 | Met |
|-----------|-----|

Date of Hire: 10/01/2012

|           |         |
|-----------|---------|
| Staff # 2 | Not Met |
|-----------|---------|

Date of Hire: 08/19/2021

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

"Missing/Incomplete Components"

.09-Criminal Records Check Missing

|           |     |
|-----------|-----|
| Staff # 3 | Met |
|-----------|-----|

Date of Hire: 12/10/2004

|           |     |
|-----------|-----|
| Staff # 4 | Met |
|-----------|-----|

Date of Hire: 10/04/2020

|           |     |
|-----------|-----|
| Staff # 5 | Met |
|-----------|-----|

|           |     |
|-----------|-----|
| Staff # 6 | Met |
|-----------|-----|

Staff # 7

Met

**Staff Credentials Reviewed: 1****591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR)****Not Met****Finding**

591-1-1-.09(1)(a) requires that a Center ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site. It was determined based on documentation reviewed that one employee was present at the center that did not submit both a Records Check Application and Fingerprints to an authorized fingerprinting site.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will [ ] to ensure that every actual and potential Director, Employee and Provisional Employee of a Child Care Learning Center submit both a Records Check Application to the Department and Fingerprints to an authorized fingerprinting site as required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review training to ensure the CRC rules are maintained.

**Correction Deadline: 8/31/2021****Finding**

591-1-1-.09(1)(c) requires the Center to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. It was determined based on documentation reviewed that one employee hired on August 19, 2021 at the center with a criminal records check that was outside the required portability date,

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will have all employees complete all Livescan steps prior to employment to ensure that every Employee has a valid and current satisfactory Comprehensive Records Check Determination on file prior to being present at the Center while any child is present for care or before an individual age 17 or older resides in the Center. The Comprehensive Records Check Determination must have a Records Check Clearance Date that is no older than the preceding 12 months of the hire date; provided, however, if the Employee has had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, a new satisfactory Comprehensive Records Check Determination is required. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The center will review CBC training videos to ensure the CRC rules are maintained.

**Correction Deadline: 8/31/2021****Finding**

591-1-1-.09(1)(j) requires that for portability for Directors, Employees and Provisional Employees, excluding Students-in-Training, only the most recently issued determination letter is eligible for portability and must be ported electronically. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. It was determined based on documentation reviewed that one employee hired on 10/8/2020 was present at the facility without their criminal records being electronically ported.

**POI (Plan of Improvement)**

IMMEDIATE CORRECTION - The Center will be sure to port all employees through DECAL KOALA to ensure that only the most recently issued determination letter is electronically ported for Directors, Employees and Provisional Employees, excluding Students-in-Training. A Center may accept a satisfactory Fingerprint Records Check Determination letter or a satisfactory Comprehensive Records Check Determination letter issued by the Department if the Records Check Clearance Date is within the preceding 12 months from the hire date, the individual has not had a lapse of employment from the child care industry that lasted for 180 days (6 months) or longer, and the Center does not know or reasonably should not know that the individual's satisfactory status has changed. The program's owner or an officer/member of the corporation must view the A to Z Background Check video units pertaining to this records check rule and return the signed affidavit within one week from this visit date. The Center will review CBC training videos ensure CRC rules are maintained.

**Correction Deadline: 8/31/2021**

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

Staff observed to be compliant with applicable laws and regulations.

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
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**591-1-1-.32 Staff:Child Ratios and Group Size(CR)****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

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

Adequate supervision observed on this date.