



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: 12/14/2022 **VisitType:** Licensing Study

Arrival: 10:55 AM

Departure: 3:25 PM

CCLC-54706

Cornerstone Academy

118 Old Evans Road Martinez, GA 30907 Columbia County
 (706) 814-7198 augustacornstone@gmail.com

Regional Consultant

Melyn Smith

Phone: (706) 855-3455

Fax: (706) 434-7640

melyn.smith@dec.al.ga.gov

Mailing Address

Same

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.
12/14/2022	Licensing Study	Good Standing	
05/16/2022	Incident Investigation Closure	Good Standing	
04/08/2022	Incident Investigation & Follow Up	Good Standing	
			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.

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 OneYear Old	One Year Olds	3	16	C	21	C	NA	NA	Lunch
Main	B Back Infants	Infants	2	7	C	13	C	NA	NA	Floor Play,Nap,Feeding
Main	C Front Infants	Infants and One Year Olds	2	8	C	12	C	NA	NA	Nap,Lunch
Main	D Back 2's	One Year Olds and Two Year Olds	2	14	C	20	C	NA	NA	Lunch,Transitioning
Main	E Front Older 2's	Two Year Olds and Three Year Olds	2	17	C	20	C	NA	NA	Lunch,Transitioning
Main	F PreK	PreK	3	21	C	36	C	51	C	Story
Main	G 3's	Three Year Olds and Four Year Olds	3	30	C	30	C	NA	NA	Nap,Transitioning

Total Capacity @35 sq. ft.: 152

Total Capacity @25 sq. ft.: 166

Total # Children this Date: 113

Total Capacity @35 sq. ft.: 152

Total Capacity @25 sq. ft.: 166

Building @25 capacity limited by Fire Marshall Limitations

Building	Playground	Playground Occupancy	Playground Compliance
Main	A One's	21	C
Main	B Infants	10	C
Main	C Two's	44	C
Main	D 4-12yrs	39	C

Comments

The purpose of this visit was to conduct a Licensing Study and to follow up on the previous visit.

Plan of Improvement: Developed This Date 12/14/2022

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

**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.state.ga.us 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)

Ashley Williams, Program Official

Date

Melyn Smith, Consultant

Date



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

Findings Report

Date: 12/14/2022 **VisitType:** Licensing Study

Arrival: 10:55 AM

Departure: 3:25 PM

CCLC-54706

Cornerstone Academy

118 Old Evans Road Martinez, GA 30907 Columbia County
(706) 814-7198 augustacornerstone@gmail.com

Mailing Address
Same

Regional Consultant

Melyn Smith

Phone: (706) 855-3455
Fax: (706) 434-7640
melyn.smith@dec.al.ga.gov

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: 3/11/2022

Corrected on 12/14/2022

.12(8) - Previous citation corrected, based on observation, in that staff stated that toys were cleaned daily with a disinfectant as required.

591-1-1.35 Swimming Pools & Water-related Activities(CR)

Met

Comment

Swimming activities provided off site.

Children's Records

Records Reviewed: 8

Records with Missing/Incomplete Components: 3

Child # 1	Met
Child # 2	Met
Child # 3	Not Met
<u>"Missing/Incomplete Components"</u>	
.08(1)(a)-Work Address Missing	
Child # 4	Met
Child # 5	Not Met
<u>"Missing/Incomplete Components"</u>	

Records Reviewed: 8**Records with Missing/Incomplete Components: 3**

.08(1)(a)-Work Address Missing

Child # 6 Not Met

"Missing/Incomplete Components"

.08(1)(a)-Work Address Missing

Child # 7 Met

Child # 8 Met

591-1-1-.08 Children's Records**Not Met****Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, intellectual disabilities or developmental disabilities which limit the child's participation in the program. It was determined, based on review of records, that out of eight children's files reviewed, Children #s 3, 5, and 6 were lacking the addresses for one parent's employer on this date.

POI (Plan of Improvement)

Center staff will develop a plan that includes how to obtain all required information for currently enrolled children and how to ensure this is done for future enrollees as well. The plan will also include how and where to maintain files for the required amount of time. The plan will be implemented and followed.

Correction Deadline: 12/16/2022**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 be mindful to keep items that pose a hazard inaccessible to children.

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****Not Met****Comment**

Center menu meets USDA guidelines.

Finding

591-1-1-.15(2) requires that a signed written feeding plan for children less than one (1) year of age shall be obtained from Parent(s) and that instructions from the Parent(s) shall be updated regularly as new foods are added or other dietary changes are made. The feeding plan shall be posted in the child's assigned room and must include the child's feeding schedule, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given and notation of any type(s) of commercially premixed formula which may not be used in an emergency because of food allergies. It was determined, based on review of records, that four of eleven infant feeding plans were observed to not contain all required information as they were not on the updated infant feeding plan form which was updated on October 1, 2020.

POI (Plan of Improvement)

The Center Director will develop and implement a plan to obtain and post the completed feeding plan as part of the enrollment process and to have parents update the plans on a regular basis that will include center staff involved with enrollment and those working in the infant classrooms.

Correction Deadline: 12/16/2022

Finding

591-1-1-15(2)(d) requires children to be assisted and encouraged to use their fingers for self-feeding, eat with a spoon, and to drink from individual cups, as soon as the child exhibits a desire to feed him/herself. It was determined, based on observation, that one-year-old children in Room A were not given spoons to eat their lunch and were observed to use their hands to eat.

POI (Plan of Improvement)

The Center will inform Staff of this requirement, train Staff on proper feeding procedures and behavior, review the procedures regularly and monitor to ensure procedures are followed.

Correction Deadline: 12/14/2022

Finding

591-1-1-.15(3) requires baby bottles and formula to be labeled with the individual child's name; supplied by the Parent daily in bottles; and refrigerated at a temperature of forty (40) degrees Fahrenheit or less. Only the current day's formula or breast milk shall be served. If formula must be provided by the Center, only commercially prepared, ready-to-feed formula shall be used. Refrigerated or frozen breast milk shall only be heated or thawed under warm running water or in a container of warm water. It was determined, based on observation, that three baby bottles in Room B - Back Infants were observed to not be labeled with the individual child's name on this date.

POI (Plan of Improvement)

The Center will train Staff to follow the required procedures, ensure that parents are fully informed, and will review and monitor regularly.

Correction Deadline: 12/14/2022

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

Staff were observed to remind children to wash hands.

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

Not Met

Finding

591-1-1-.20(3) requires the Center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. It was determined, based on review of records, that two of three medication records reviewed were lacking documentation for dispensing medication on five dates at five different times. It was further determined that one medication record which was authorized to end on November 2, 2022, documented medication being dispensed through November 11, 2022.

POI (Plan of Improvement)

The Center will train Staff responsible for dispensing medication in the accurate completion and storage of the records and will implement a plan to monitor this.

Correction Deadline: 12/14/2022

Policies and Procedures**591-1-1-.21 Operational Policies & Procedures****Met****Comment**

Program observed complete emergency drills

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

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

591-1-1-.13 Field Trips(CR)**Not Met****Finding**

591-1-1-.13(2) requires Center Staff to obtain written permission from Parents in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent. It was determined, based on review of records, that parental permission was not dated for three of 20 children for the field trip on July 18, 2022, to Skateland.

POI (Plan of Improvement)

Center Staff will have and use a system to obtain written field trip permission in advance and ensure the permission is signed and dated by the responsible person.

Correction Deadline: 12/14/2022

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

A current/completed inspection was observed for all vehicles used in transporting children this date.

Comment

The vehicle had an approved fire extinguisher and first aid kit on this date.

Finding

591-1-1-.36(3)(a-b) requires any Center that provides any type of transportation to obtain two (2) hours of state-approved or state-accepted transportation training, biannually, for the Director and for each person responsible for or who participates in the transportation of children. The training shall include, but is not limited to, a review of the transportation rules, a review of approved transportation forms and procedures, and instruction on the usage and completion of the forms and procedures. This training may be counted as part of the annual training requirements for Staff. It was determined, based on review of records, that the director and two staff, Staff #'s 7, 23, and 37, who participated in transportation were lacking current evidence of completing the two hour transportation training, which was required every two years.

POI (Plan of Improvement)

The Center will ensure that the Director, Center Staff, and any person responsible for the transportation of children has completed the required transportation training.

Correction Deadline: 12/24/2022

Technical Assistance

591-1-1-.36(7)(b) - The Consultant discussed with the Director to please ensure the emergency medical information records contained all required information, as one child was observed to be lacking the information for the emergency contact and one child was lacking the information for the child's primary physician on this date.

Correction Deadline: 12/15/2022

Finding

591-1-1-.36(7)(c)3. requires that the driver or other designated person document in writing the time of arrival and departure each time the vehicle departs from the Center, is loaded or unloaded at each school and when the vehicle returns to the Center; each time the vehicle departs from the Center, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Center; each time the vehicle leaves the Center, arrives at a field trip destination, leaves a field trip destination, and returns to the Center. It was determined, based on review of records, that the arrival time to the YMCA during a field trip on July 29, 2022, was not documented.

POI (Plan of Improvement)

The Center will ensure that each time of arrival and departure is documented by the driver or designated person with training, review and monitoring.

Correction Deadline: 12/15/2022

Sleeping & Resting Equipment

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

Not Met

Comment

Pleasant naptime environment observed.

Finding

591-1-1-.30(1)(a)3 requires that each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant. It was determined, based on observation, that sheets in Room C - Front Infants were observed sleeping in cribs with sheets too tight which caused the mattresses to bow on this date.

POI (Plan of Improvement)

The center will ensure that each crib has an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

Correction Deadline: 12/14/2022

Staff Records

Records Reviewed: 39

Records with Missing/Incomplete Components: 3

Staff # 1 Met

Date of Hire: 11/08/2021

Staff # 2 Met

Date of Hire: 01/04/2021

Staff # 3 Met

Date of Hire: 01/22/2021

Staff # 4 Met

Date of Hire: 10/31/2022

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

Staff # 5 Met

Date of Hire: 10/31/2022

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

Staff # 6 Met

Date of Hire: 08/15/2022

Staff # 7 Not Met

Date of Hire: 11/24/2020

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 8 Met

Date of Hire: 08/05/2021

Staff # 9 Met

Date of Hire: 07/18/2022

Staff # 10 Met

Date of Hire: 06/25/2018

Staff # 11 Met

Date of Hire: 11/06/2009

Staff # 12 Met

Date of Hire: 07/25/2022

Staff # 13 Met

Date of Hire: 08/29/2022

Staff # 14 Met

Date of Hire: 10/17/2022

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

Staff # 15 Met

Date of Hire: 10/04/2021

Staff # 16 Met

Date of Hire: 11/17/2022

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

Staff # 17 Met

Date of Hire: 01/14/2019

Staff # 18 Met

Date of Hire: 09/20/2021

Staff # 19 Met

Date of Hire: 08/15/2022

Staff # 20 Met

Records Reviewed: 39**Records with Missing/Incomplete Components: 3**

Date of Hire: 09/19/2022

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

Staff # 21

Met

Date of Hire: 10/04/2022

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

Staff # 22

Met

Date of Hire: 10/28/2019

Staff # 23

Not Met

Date of Hire: 10/12/2020

"Missing/Incomplete Components"

.36(3)(a-b)-2 hrs. Transportation Training missing

Staff # 24

Met

Date of Hire: 04/25/2022

Staff # 25

Met

Date of Hire: 07/31/2019

Staff # 26

Met

Date of Hire: 09/26/2022

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

Staff # 27

Met

Date of Hire: 04/03/2009

Staff # 28

Met

Date of Hire: 05/10/2022

Staff # 29

Met

Date of Hire: 05/02/2022

Staff # 30

Met

Date of Hire: 03/12/2019

Staff # 31

Met

Date of Hire: 10/07/2016

Staff # 32

Met

Date of Hire: 01/15/2019

Staff # 33

Met

Date of Hire: 11/07/2022

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

Records Reviewed: 39**Records with Missing/Incomplete Components: 3**

Staff # 34	Met
Date of Hire: 09/20/2021	
Staff # 35	Met
Date of Hire: 11/28/2022	<u>Reminder - Health & Safety training is required within 90 calendar days of hired</u>
Staff # 36	Met
Date of Hire: 01/13/2022	
Staff # 37	Not Met
Date of Hire: 09/21/2016	
<u>"Missing/Incomplete Components"</u>	
.36(3)(a-b)-2 hrs. Transportation Training missing	
Staff # 38	Met
Date of Hire: 06/07/2021	
Staff # 39	Met
Date of Hire: 04/25/2022	

Staff Credentials Reviewed: 6

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	Met
-----------------------------------	------------

Comment

Documentation observed of required staff training.

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)	Not Met
------------------------------------	----------------

Finding

591-1-1-.32(7) requires that children be supervised at all times appropriate to the individual age, needs and capabilities of each child. Such supervision must include, but not be limited to, indoor and outdoor activities, mealtimes, naptime, transportation, field trips, and transitions between activities. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children, volunteers and Students-in-Training. The persons supervising in the child care area must be alert, positioned to maximize their ability to hear and see the children at all times, and able to respond promptly to the needs and actions of the children being supervised, as well as the actions of the volunteers and Students-in-Training, and provide timely attention to the children's actions and needs. Staff shall be attentive and participating with all children during mealtimes and shall be seated within an arm's length away from children thirty-six (36) months of age and younger. It was determined, based on observation, that staff were observed to not be seated within an arm's length away from children 36 months of age and younger in Room A, Room D, and Room E on this date.

POI (Plan of Improvement)

The Center will train Staff and monitor to ensure they are providing supervision and watchful oversight to the children at all times.

Correction Deadline: 12/14/2022