



**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:** 3/21/2018    **VisitType:** Licensing Study    **Arrival:** 12:15 PM    **Departure:** 2:55 PM

**CCLC-31738**

**The Galloway School**

215 West Wieuca Road NW Atlanta, GA 30342 Fulton County  
 (404) 252-8389 jhilleary@gallowayschool.org

**Regional Consultant**

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.ga.gov

**Mailing Address**

215 Chastain Park Ave NW  
 Atlanta, GA 30342

**Quality Rated:** No

<b>Compliance Zone Designation</b>		
03/21/2018	Licensing Study	Good Standing
10/10/2017	Monitoring Visit	Good Standing
03/14/2017	Licensing Study	Good Standing

**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.

**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	1R: D	PreK	2	10	C	17	C	NA	NA	Lunch
Main	2R: C		0	0	C	17	C	NA	NA	Not In Use
Main	3R: B	PreK	2	11	C	17	C	NA	NA	Story, Transitioning
Main	4R: A	PreK	2	11	C	17	C	NA	NA	Lunch, Free Play

Total Capacity @35 sq. ft.: 68

Total Capacity @25 sq. ft.: 0

Total # Children this Date: 32

Total Capacity @35 sq. ft.: 68

Total Capacity @25 sq. ft.: 0

Building	Playground	Playground Occupancy	Playground Compliance
Main	A: Upper Playground	50	C

**Comments**

The purpose of this visit was to conduct a licensing study visit and to follow up to the previous visit conducted on October 10, 2017.

Consultant observed Emergency Plan on this date.

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](http://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@dec.al.ga.gov](mailto:CCSRefutations@dec.al.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.al.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.al.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.al.ga.gov](mailto:qualityrated@dec.al.ga.gov)

James Hilleary, Program Official

Date

Shannon Curtis, 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:** 3/21/2018    **VisitType:** Licensing Study    **Arrival:** 12:15 PM    **Departure:** 2:55 PM

**CCLC-31738**

#### The Galloway School

215 West Wieuca Road NW Atlanta, GA 30342 Fulton County  
(404) 252-8389 jhilleary@gallowayschool.org

**Mailing Address**

215 Chastain Park Ave NW  
Atlanta, GA 30342

#### Regional Consultant

Shannon Curtis

Phone: (770) 342-7802

Fax: (678) 891-5904

shannon.curtis@decal.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.

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

Met

**Comment**

Center does not provide swimming activities.

### Children's Records

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 0**

Child # 1	Met
Child # 2	Met
Child # 3	Met
Child # 4	Met
Child # 5	Met

#### 591-1-1-.08 Children's Records

Met

**Comment**

Parent authorizations obtained/completed.

### 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**

Center menu meets USDA guidelines.

---

**Health and Hygiene**

---

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

**Comment**

There were no children enrolled in the program on this date. Proper diaper facilities were observed with warm running water and proper ventilation.

---

**591-1-1-.17 Hygiene(CR)** **Met**

**Comment**

Proper hand washing observed throughout the center.

---

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

**Comment**

Per discussion with the Director the program does not administer medication. The program Nurse administers medication.

---

**Policies and Procedures**

---

**591-1-1-.21 Operational Policies & Procedures** **Technical Assistance**

**Technical Assistance**

591-1-1-.21(3) - Consultant discussed with the Director the procedures of documenting monthly fire drills on this date.

**Correction Deadline: 3/26/2018**

---

**591-1-1-.27 Posted Notices** **Met**

**Comment**

Observed all required posted notices.

---

**Safety**

---

**591-1-1-.05 Animals** **Met**

**Comment**

Center does not keep animals on premises.

**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)****Met****Comment**

Center does not participate in field trips at this time.

**591-1-1-.36 Transportation(CR)****Met****Comment**

Center does not provide routine transportation.

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

The correct number of mats, sheets and blankets were observed on this date. Cleaning and disinfecting of mats was discussed with the director on this date.

**Staff Records****Records Reviewed: 9****Records with Missing/Incomplete Components: 0**

Staff # 1	Met
Date of Hire: 08/01/2013	
Staff # 2	Met
Date of Hire: 07/15/2016	
Staff # 3	Met
Date of Hire: 07/30/1998	
Staff # 4	Met
Date of Hire: 01/03/2018	
Staff # 5	Met
Date of Hire: 07/15/2006	
Staff # 6	Met
Date of Hire: 01/23/2017	
Staff # 7	Met
Date of Hire: 08/15/1987	
Staff # 8	Met
Date of Hire: 08/07/2006	
Staff # 9	Met

Date of Hire: 08/16/2017

Staff Credentials Reviewed: 9

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

**Met**

**Comment**

Criminal records checks were observed to be complete for all staff on this date.

**Comment**

Director provided one file for employees hired since last visit.

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

**Met**

**Correction Deadline: 11/9/2017**

**Corrected on 3/21/2018**

**Previous citation corrected. Consultant observed evidence of First Aid and CPR for all staff on this date.**

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

**Met**

**Comment**

Documentation observed of required staff training for 2017 on this date.

**Correction Deadline: 10/20/2017**

**Corrected on 3/21/2018**

**Previous citation corrected. Consultant observed evidence of staff orientation on this date for staff.**

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

**Met**

**Comment**

Discussed that all lead staff must enroll in an approved education program within 6 months of hire and complete degree within 18 months.

**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.