



**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:** 10/10/2017 **VisitType:** Monitoring Visit

**Arrival:** 1:20 PM

**Departure:** 3:45 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

<b>Compliance Zone Designation</b>		
10/10/2017	Monitoring Visit	Good Standing
03/14/2017	Licensing Study	Good Standing
09/27/2016	Monitoring Visit	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	Nap
Main	2R: C		0	0	C	17	C	NA	NA	Not In Use
Main	3R: B	PreK	1	3	C	17	C	NA	NA	Transitioning
Main	4R: A		0	0	C	17	C	NA	NA	Not In Use
Total Capacity @35 sq. ft.: 68						Total Capacity @25 sq. ft.: 0				
Total # Children this Date: 13			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 monitoring visit and to follow up to the previous visit conducted on March 14, 2017.

Consultant observed/discussed Emergency Plan Preparedness with the Assistant Director on this date.

Plan of Improvement: Developed This Date 10/10/2017

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.



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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@decga.gov](mailto:CCSRefutations@decga.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://decga.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)

James Hilleary, Program Official

Date

Shannon Curtis, Consultant

Date



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### Findings Report

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The following information is associated with a Monitoring Visit:

### Activities and Equipment

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

Observed-Variety Throughout Center

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

**Met**

**Comment**

No Swimming Activities Provided

### Facility

**591-1-1-.19 License Capacity(CR)**

**Met**

**Comment**

Licensed Capacity Routinely Met

**591-1-1-.25 Physical Plant - Safe Environment(CR)**

**Met**

**Comment**

Observation-No Hazards Accessible

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

**Met**

**Comment**

Observation-Clean/Good Repair

### Health and Hygiene

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

**Met**

**Comment**

No children enrolled in the program that requires diapering at this time.

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

Observed-Proper Hand Washing Throughout

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

Discussed-Documentation/Procedures. Per discussion with the Assistant Director the program does not administer medication at this time.

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**Safety**

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

Observed-Discussion/Redirection

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

No Routine Transportation Provided

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**Sleeping & Resting Equipment**

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

Correct number of mats; disinfecting discussed

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**Staff Records****Records Reviewed: 8****Records with Missing/Incomplete Components: 7**

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Staff # 1

Not Met

Date of Hire: 08/01/2013

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 2

Not Met

Date of Hire: 07/15/2016

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 3

Not Met

Date of Hire: 07/30/1998

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

Staff # 4

Not Met

Date of Hire: 07/15/2006

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 5

Not Met

Date of Hire: 01/23/2017

"Missing/Incomplete Components"

.14(2)-First Aid Missing,.14(2)-CPR missing,.24(1)-Evidence of Orientation Missing

Staff # 6

Met

Date of Hire: 08/15/1987

Staff # 7

Not Met

Date of Hire: 08/07/2006

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing

Staff # 8

Not Met

Date of Hire: 08/16/2017

"Missing/Incomplete Components"

.24(1)-Evidence of Orientation Missing,.14(2)-CPR missing,.14(2)-First Aid Missing

**Staff Credentials Reviewed: 8**

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

Criminal Records Check complete for all staff on this date.

**Comment**

The Assistant Director provided one new employee file hired since last visit on this date.

**591-1-1-.14 First Aid & CPR****Not Met****Finding**

591-1-1-.14(2) requires a Staff member who is trained in CPR and first aid to be on the premises and on any field trip whenever any child is present. In addition, Staff who provide direct care to children must satisfactorily obtain certification in first aid and CPR by December 29, 2016 if employed prior to September 30, 2016 and within 90 days of their hire date if employed after September 30, 2016. It was determined based on review of staff files that four of eight staff members did not have evidence of current First Aid/CPR certification on this date.

**POI (Plan of Improvement)**

The Center will develop a schedule to ensure there is always a staff person with current first aid and CPR training present and will develop and implement a plan to ensure all staff members have satisfactorily completed first aid and CPR training by the specified date.

**Correction Deadline: 11/9/2017****591-1-1-.33 Staff Training****Not Met****Comment**

Health/Safety training reminder for all new staff within the first 90 days of hire.

**Finding**

591-1-1-.33(7) requires that evidence of orientation and training be documented in the Personnel file of each Staff member and be available to the Department for inspection. It was determined based on review of staff files that seven of eight staff members did not have evidence of orientation available on this date.

**POI (Plan of Improvement)**

The Center will develop and implement procedures to review staff records for documentation of training and orientation, to obtain and place missing documentation in staff records, and to file such documents in staff records on an ongoing basis.

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

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

**Met**

**Comment**

Lead staff education requirements

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

**Met**

**Comment**

Observed-Appropriate Staff:Child Ratios

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

**Met**

**Comment**

Observed-Adequate Supervision