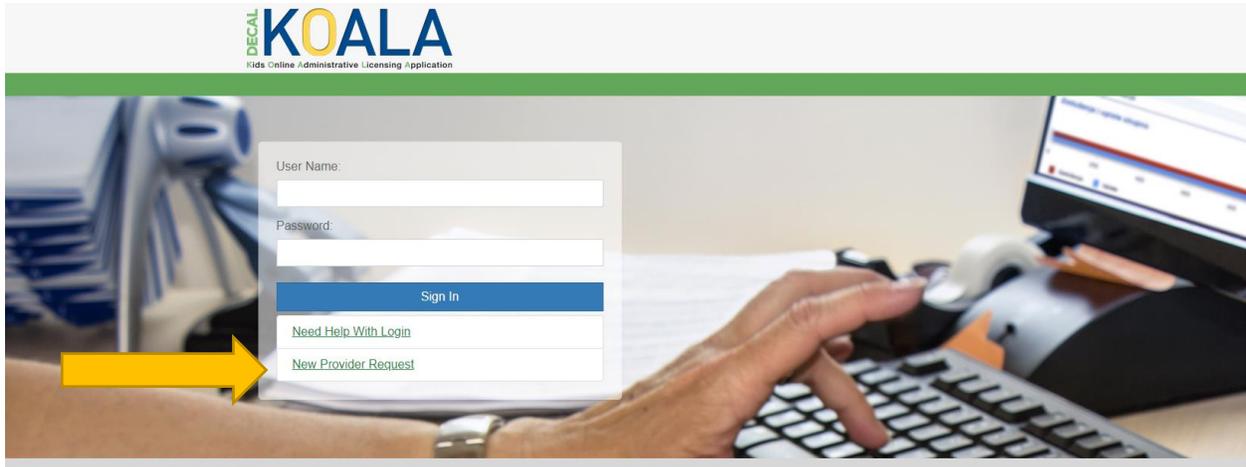


Child Care Learning Center (CCLC) Change of Ownership Online Application Walkthrough

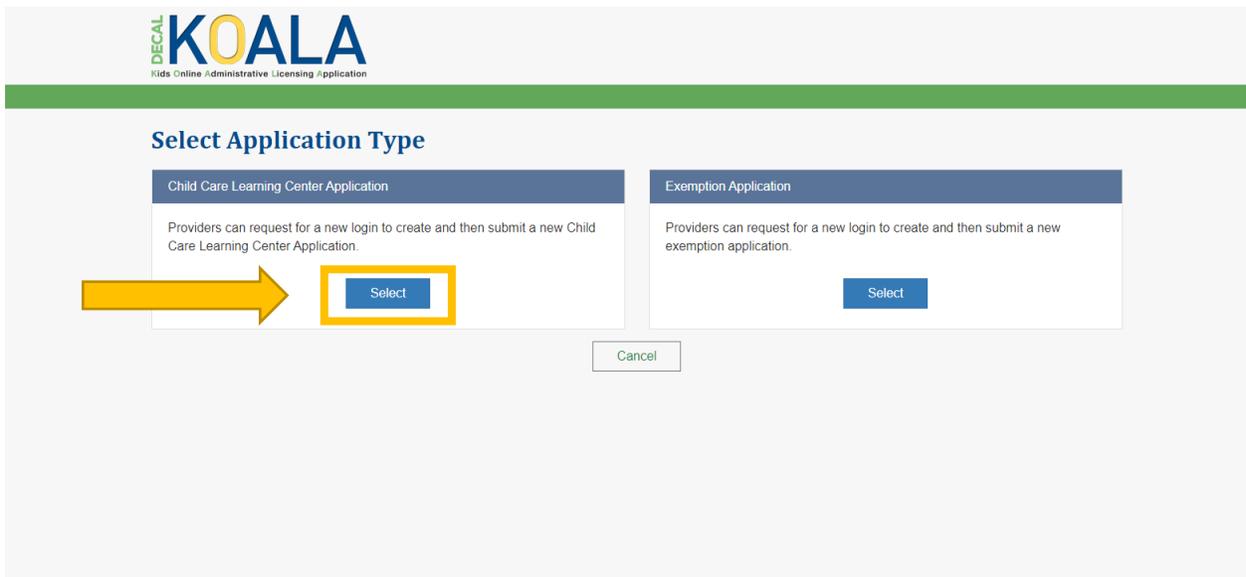
1. To start a Change of Ownership application, select New Provider Request.



Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs, approved exempt programs and registered support centers. When you activate your DECAL KOALA account, you can log in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@decals.ga.gov

2. Select Child Care Learning Center Application to apply for a renewable license.



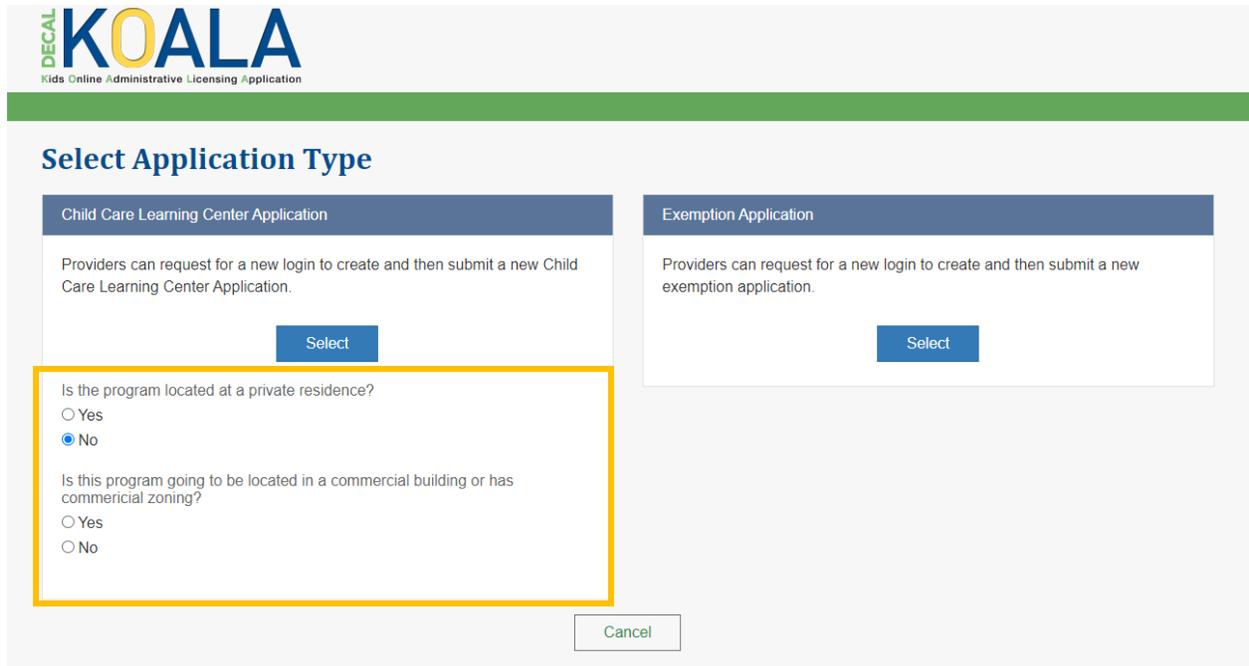
Select Application Type

Child Care Learning Center Application
Providers can request for a new login to create and then submit a new Child Care Learning Center Application.

Exemption Application
Providers can request for a new login to create and then submit a new exemption application.

Cancel

- There are two questions that will need to be answered before you may proceed. These questions are to confirm that this is a Child Care Learning Center application and not a Family Child Care Learning Home application. Once the questions have been answered you will be directed to the next screen automatically.



DECAL KOALA
Kids Online Administrative Licensing Application

Select Application Type

Child Care Learning Center Application

Providers can request for a new login to create and then submit a new Child Care Learning Center Application.

Select

Is the program located at a private residence?

Yes

No

Is this program going to be located in a commercial building or has commercial zoning?

Yes

No

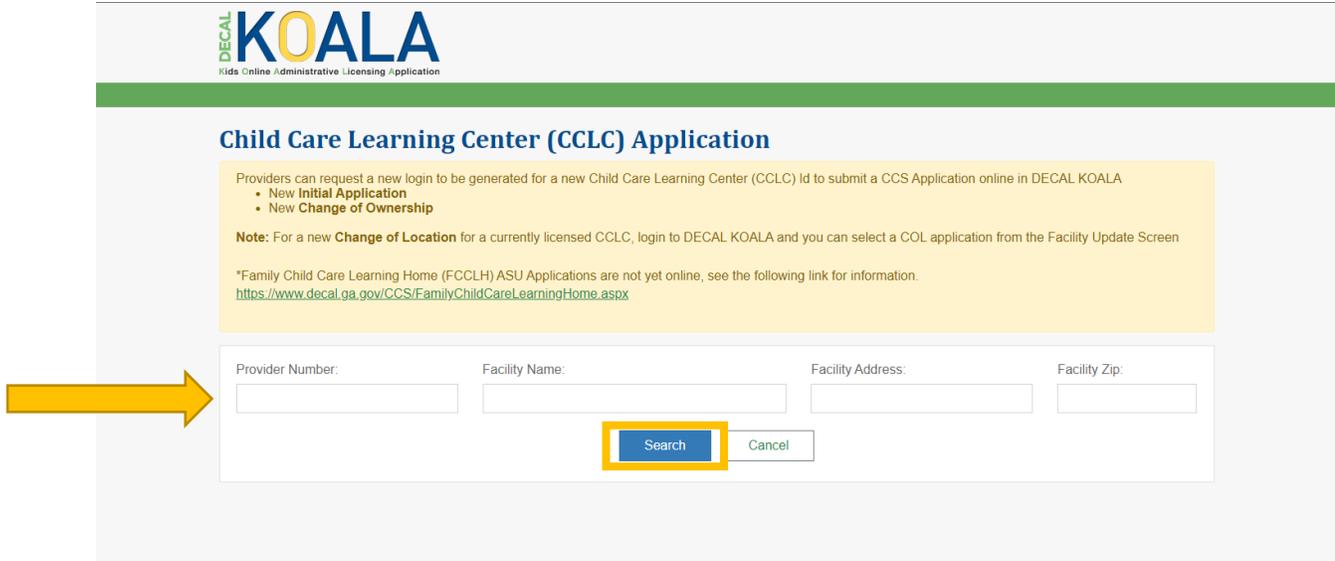
Cancel

Exemption Application

Providers can request for a new login to create and then submit a new exemption application.

Select

- Enter the name, address, or Provider Number for the Center that you are purchasing and click on Search. If you do not find the center, you are buying refine your search until you do find it. Not all fields have to be filled out to search.



DECAL KOALA
Kids Online Administrative Licensing Application

Child Care Learning Center (CCLC) Application

Providers can request a new login to be generated for a new Child Care Learning Center (CCLC) Id to submit a CCS Application online in DECAL KOALA

- New Initial Application
- New Change of Ownership

Note: For a new **Change of Location** for a currently licensed CCLC, login to DECAL KOALA and you can select a COL application from the Facility Update Screen

*Family Child Care Learning Home (FCCLH) ASU Applications are not yet online, see the following link for information.
<https://www.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx>

Provider Number: Facility Name: Facility Address: Facility Zip:

Search
Cancel

- In the populated list to the right of the Center you are purchasing select the “Change of Ownership” button.



Child Care Learning Center (CCLC) Application

Providers can request a new login to be generated for a new Child Care Learning Center (CCLC) Id to submit a CCS Application online in DECAL KOALA

- New **Initial Application**
- New **Change of Ownership**

Note: For a new **Change of Location** for a currently licensed CCLC, login to DECAL KOALA and you can select a COL application from the Facility Update Screen

- For an Initial application you will click on "Generate New CCLC ID" after you have searched for the program to ensure it is not already in the system.
- For a Change of Ownership application please search for the program that the new owner is acquiring.

*Family Child Care Learning Home (FCCLH) ASU Applications are not yet online, see the following link for information.
<https://www.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx>

Provider Number:	Facility Name:	Facility Address:	Facility Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>			

Login	Provider Number	Facility Name	Address	County	
	CCLC-51313	Xavier School for Gifted Students	1407 Graymalkin Lane Hahira, GA - 31632	Lowndes	<input type="button" value="Change of Ownership"/>

Don't see your program location then click

- After reading the descriptions and ensuring that you wish to proceed with a Change of Ownership application, please select the “Continue to Change of Ownership Application” button at the bottom of the page.

Change of Ownership Application For Decal

(CCS, Pre-K, Nutrition, CAPS and Quality Rated)

Applicant Services Unit (ASU) Phone:
[\(404\) 657-5562](tel:(404)657-5562)

Applicant Services Unit (ASU) Email:
CCSASUAdmin@decals.ga.gov

Change of Ownership Application

A **Change of Ownership** application is needed when one of the following occurs:

An Owner creates a new Corporation (INC) or Limited Liability Company (LLC).

- The owner(s) remain the same with no change in officers within the new INC/LLC.
- The same Director and all staff remain in place.

An INC/LLC is completely different than the previous owner.
The Director and staff remain in place and/or new staff are hired.

A change in type of Corporation with the same people involved (ex: LLC to INC).

An Individual Owner creates an LLC or Inc.
The same Director and staff remain in place.

An Unincorporated Association creates an LLC or Inc.
The same Director and staff remain in place.

A General Partnership creates an LLP, LLLP, LLC or Inc.
The same Director and staff remain in place.

*Please note, all corporations involved in a transaction of licensure, either a current license holder or future license holder, must be listed as active/complaint with the Secretary of State Office for Georgia
www.sos.ga.gov/corporations.

*Be prepared to upload the following document with the Change of Ownership Application (the documents below can be found in application guide on <https://www.decals.ga.gov/BftS/FormList.aspx>)

DECAL Program benefits do not automatically transfer to the new owner.

[Continue to Change of Ownership Application](#)

Cancel

Amendment Application

An **Amendment** with the Region can occur in lieu of a Change of Ownership when the following occurs:

New officers are identified with the current Corporation and the Employee Identification Number (EIN) stays the same.

A change in the Legal Name of the owning entity with the same people involved.

- Corporate officers/management and staff of the facility remain the same.
- The EIN number remains the same.

An update was made from a SSN to an EIN number to match a Legal Name.

- The owning entity, officers/management and staff of the facility remain the same.

Example: Sole Proprietor issued an EIN with their SSN by IRS and was updated/changed and an EIN number was issued.

Purchase of shares/subsidiaries of a corporation.

- No changes in the EIN number, operations of the facility, and entities involved.

Example: ABC Group invests in DEF, LLC and its subsidiaries.

[Login to Continue](#)

7. Enter the contact information for the person who will be completing the application for the new program. Please ensure you use an email address you have access to since it will be where the DECAL Koala login information is sent.



CCLC - Change of Ownership Provider

Enter the following contact information to get a DECAL KOALA Id created

First Name	Program Address		
<input type="text"/>	3332 Chattanooga Valley Rd.		
Last Name	Address 2		
<input type="text"/>	<input type="text"/>		
Program Name	City	State	Zip
<input type="text"/>	Flintstone	Georgia	30725
Program Email	Phone	Phone Ext	
<input type="text"/>	(xxx) xxx-xxxx	<input type="text"/>	
Location Change? No			

8. After you receive this message, you will then need to check your email and use the link in your email to login and establish a password for your DECAL Koala account.



Your request for a new CCLC provider account has been submitted successfully. You will be receiving an account activation email which should be used to login and submit the CCLC application.

Below is an example of the email you will receive. **Single-click** on the link to activate your account. If you double-click the link will think it has already been used and will not let you set a password.



User Name: CCLC-65053

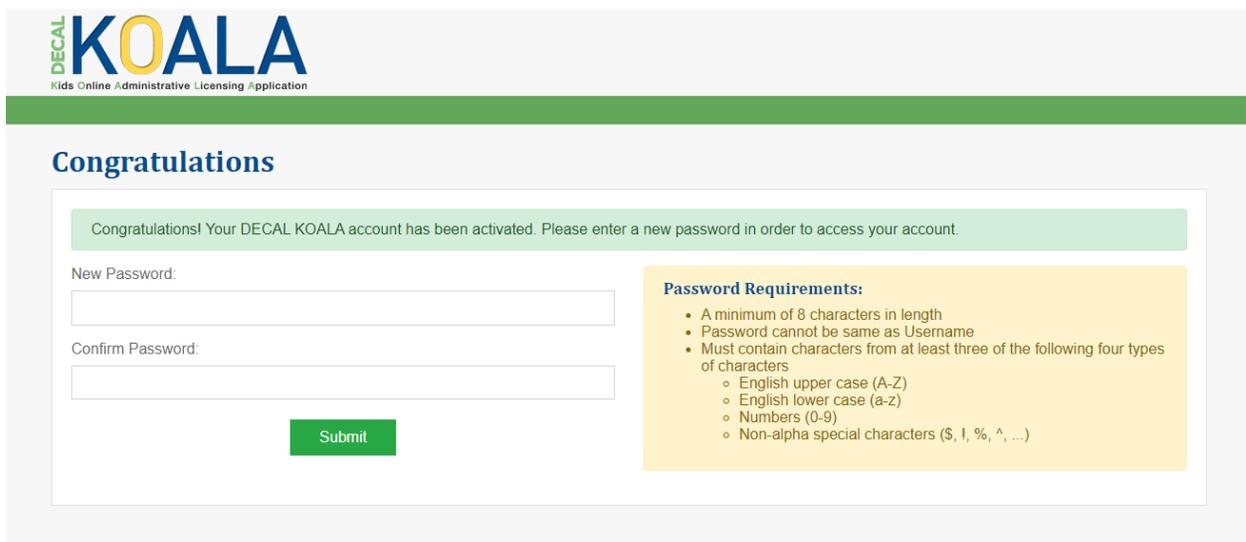
Single Click here to activate your account and return to the DECAL KOALA website to login with the user name shown above.

If clicking the link above doesn't work, copy and paste the following URL into your browser:

<https://dcl2-decalkoaladev-test.azurewebsites.net/Activate/b9cde766-fc73-ee11-a847-000d3ae2f87b>

Note: You will be unable to login to the DECAL KOALA website until this step has been completed.

9. The link in the email will take you to this page where you will create a password for the new DECAL Koala account.



DECAL KOALA
Kids Online Administrative Licensing Application

Congratulations

Congratulations! Your DECAL KOALA account has been activated. Please enter a new password in order to access your account.

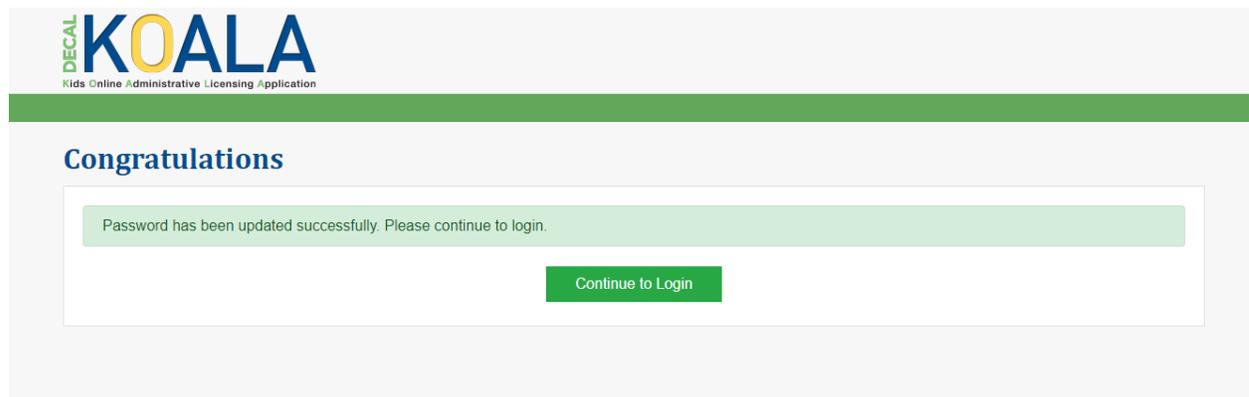
New Password:

Confirm Password:

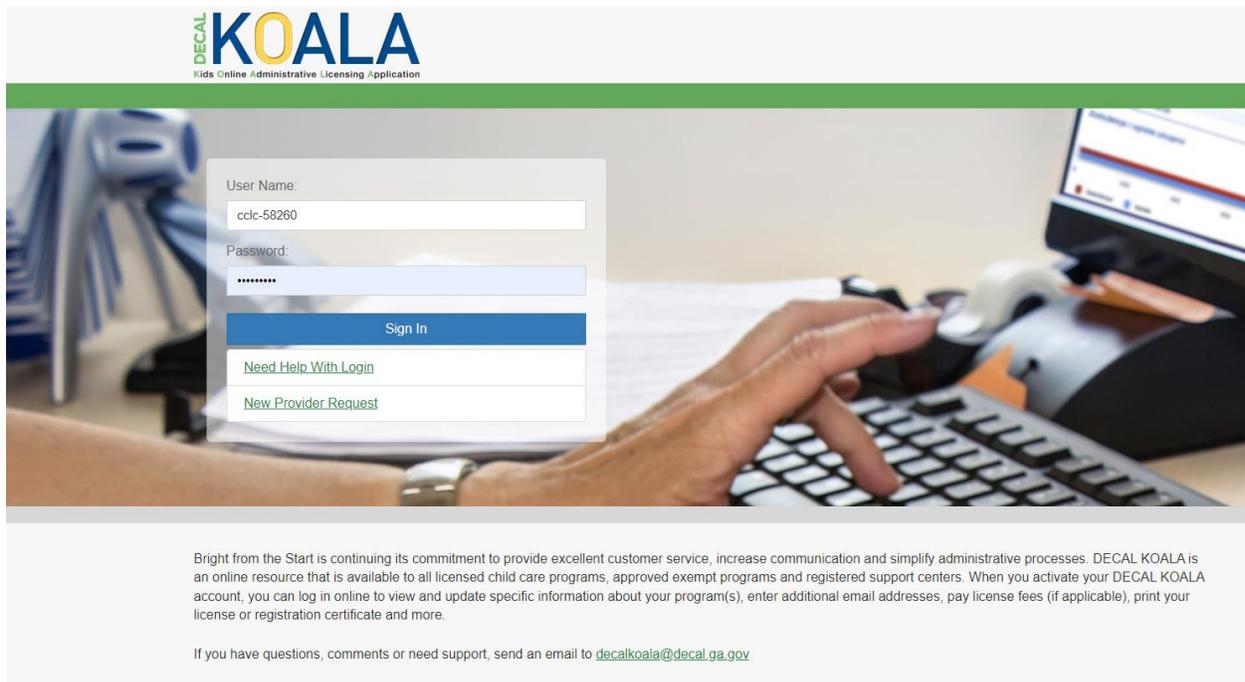
Password Requirements:

- A minimum of 8 characters in length
- Password cannot be same as Username
- Must contain characters from at least three of the following four types of characters
 - English upper case (A-Z)
 - English lower case (a-z)
 - Numbers (0-9)
 - Non-alpha special characters (\$, !, %, ^, ...)

10. Once you have created a password you will be redirected to this page. Click on Continue to Login to log onto your account and begin the application.



11. Login to your account using the NEW CCLC number as the User Name and the password that you just created.



Once you log into your DECAL Koala account you will be taken directly to the application. The application is divided into tabs. **At the bottom of each tab is a Save button so that you may save your progress. You must hit the save button to save your progress the application will not save automatically.** You may login and add to the application at different times. You do not need to complete the application in one sitting unless you want to.

- Under the Owner & Programs Applied tab select the type of ownership. If the owner is registered with the Secretary of State (Corporation, LLC, or Limited Partnership), or if you currently own an existing licensed or exempt center then the owner's name and should match up. In the Full Name of Legal Owner box, you can start typing the name of the owner and it will populate a list from the Secretary of State database. Select the owner associated with the Center.


CCLC-58288 | Jean Grey ▾

Application ▾

CCLC Application - Ownership Information

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Pre-K Information	Documents	Disclosures
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Ownership Information:

Ownership Type:

Select--> ▾

Select-->

- Unincorporated Association
- Corporation
- Government
- LLC
- Limited Partnership
- Individual
- General Partnership

Full Name of Legal Owner:

Stark Rentals, LLC

EIN:

Currently Operating?

Yes

No

Effective Date (of ownership change/date of legal transition)

13. Select if the new program is for profit or non-profit (usually a 501(c)3), enter the EIN number of the new program, indicate if the program is currently operating, and then enter the effective date of ownership change (usually the legal closing date).



Kids Online Administrative Licensing Application

CCLC-58288 | Jean Grey ▾

Application ▾

CCLC Application - Ownership Information

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Pre-K Information	Documents	Disclosures
Ownership Information:						
Ownership Type: <input type="text" value="LLC"/>		Full Name of Legal Owner: <input type="text" value="Stark Rentals, LLC"/>				
Profit Indicator: <input type="text" value="For Profit"/>	EIN: <input type="text" value="55-5555555"/>	Currently Operating? <input checked="" type="radio"/> Yes <input type="radio"/> No				
Effective Date (of ownership change/date of legal transition) <input type="text" value="08/16/2023"/>						

14. You may also choose to apply for Quality Rated, if a transfer is applicable and Georgia’s Pre-K, if there is an existing Pre-K class, by checking on the box for that program. Additional documents will be required for upload if these are added. Additionally, a transfer request is not a guarantee of approval.

If you are interested in applying for CAPS or CACFP you will need to complete an application specific to those programs at this time. For more information regarding applying for these programs please click on the link to their website provided in the application.

If you select Georgia’s Pre-K or Quality Rated, you will see additional tabs for those programs in your application after you select Save.

****Remember to click on Save before moving on to the next tab.****

Application For: (Select all that apply)

- Licensing (CCLC)**
591-1-1-.16(d) - License or Permit is Non-transferable. A License or Permit to operate a Child Care Learning Center is not transferable in any way. Each License and Permit shall be returned to the Department immediately upon the expiration, suspension, revocation, restriction of the License or Permit or closure or termination of the operation.
- Georgia's Pre-K**
Georgia's Pre-K Program is generally non-transferable. When a center is sold after entering into a Georgia's Pre-K grant agreement with Bright from the Start, change of ownership requirements must be met as determined by Bright from the Start before a determination can be made as to the transferring of the Pre-K program to the new owner. Entities applying for transfer of classes must be agents who are eligible to receive prekindergarten funds as specified in the Georgia's Pre-K Program Providers' Operating Guidelines. A request to continue services does not guarantee continuation of funding for the new owner. Funding decisions are at the discretion of Bright from the Start. For more information, go to <https://www.dec.al.ga.gov/Prek/OwnershipChangeRequest.aspx>.
- Quality Rated**
Quality Rated is Georgia's system to determine, improve, and communicate the quality of programs that provide child care. Similar to rating systems for restaurants and hotels, Quality Rated assigns one, two or three stars to early education and school-age care programs that meet or exceed the minimum state requirements. Programs that are interested in becoming Quality Rated may go to <https://qualityrated.dec.al.ga.gov/> for more information and to register for an account.
- Child and Adult Care Food Program (CACFP)**
The Child and Adult Care Food Program (CACFP) is a federal nutrition program funded by the United States Department of Agriculture (USDA) to ensure children and adults throughout Georgia have access to nutritious meals while they are in a day care setting. Participation in the CACFP is not transferrable and the agreement with the previous owner is no longer valid. New owners must apply to participate in the CACFP and sign a new program agreement with Bright from the Start. Georgia Department of Early Care and Learning. For more information, organizations interested in participating in the CACFP may visit <http://www.dec.al.ga.gov/CACFP/BecomingASponsor.aspx#Who>.
- Childcare and Parent Services (CAPS)**
Childcare and Parent Services (CAPS) is Georgia's subsidized child care program administered by Bright from the Start: Department of Early Care and Learning (DECAL.) CAPS assists low-income families with the cost of child care to support Georgia's school readiness goals. CAPS is available in all 159 counties within Georgia. Programs interested in receiving CAPS as a Family Child Care Learning Home or a Child Care Learning Center may visit <http://www.dec.al.ga.gov/CCS/StartingACenter.aspx>.

Save
Cancel
Next

15. Under the Associated Providers tab answer the following questions. If the response is yes, then additional information will be needed.

CCLC Application - Associated Providers

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Pre-K Information	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	-------------------	-----------	-------------

Have you been involved in the operation of (owner/director) of another child care center, family care learning home, or have an exemption program?

Do you have any location(s) that you have been involved within the State of Georgia?

Yes
 No

Provider Number: Facility Name: Facility Address: Facility Zip:

Do you have any program(s) owned by you or a person involved in your corporation had a license revocation or application denial occur in another state?

Yes
 No

Year: State:

Add Out of State Provider

Yes
 No

16. Under the Personnel Responsible tab, the first section asks you to enter the information for the Applicant Contact. The mailing address will generate a list from the US Postal Service, please choose your mailing address from the populated list.

Application ▾

CCLC Application - Personnel Responsible

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-----------	-------------

Applicant Contact

Salutation: First Name: M.I: Last Name: Mailing Address:

Title: Contact Email: Address 2:

Phone: Ext: Secondary Phone: Ext: County: City: State: Zip:

17. The Facility Information and Person Legally Responsible will prepopulate based on the information in DECAL’s system. If the mailing address is the same as the Applicant Address, please check the box. If it is different, then please enter in the correct address.

*Any mailing address outside the State of Georgia you will need to enter the mailing address as it will not populate. Begin by changing the State to the appropriate State.

*If the prepopulated information needs to be modified, you may do so on this tab.

Facility Information (DBA/Facility name, new name if changing)

Program Name
Jean Grey School for Gifted Children

Program Email: beth.houtz@dec.al.ga.gov | Website: | Phone: (555) 555-5555 | Ext: | Fax Number: (xxx) xxx-xxxx

Facility Address
1407 Graymalkin Lane

Mailing Address Same as Applicant Address

Address 2: |

County: Select--> | City: Hahira | State: Georgia | Zip: 31632

City: Select--> | State: Select--> | Zip: |

Person Legally Responsible

Salutation: Select v | First Name: Jean | M.I: | Last Name: Grey

Mailing Address Same as Applicant Address

3382 Highway 5 Ste B

Title: Select--> | Contact Email: marcy.maioli@dec.al.ga.gov

Address 2: |

Phone: (xxx) xxx-xxxx | Ext: | Secondary Phone: (xxx) xxx-xxxx | Ext: | City: Douglasville | State: Georgia | Zip: 30135

18. If known the Building Owner and Registered Agent information will prepopulate. If there are any changes that need to be made you may do so on these tabs.

Building Owner

Do you own the building in which the program is housed?

Yes
 No

Landlord Name

Landlord Mailing Address

Address 2

City: State: Zip:

Registered Agent

Agent Name
 SOS Indicator

Email

Mailing Address

Address 2

City: State: Zip:

19. Please ensure the Social Security Number you enter for the Program Director is accurate so the correct Comprehensive Record Check will pull forward. If the prepopulated information needs to be modified, you may do so on this tab.

Licensed Program Director

Salutation:

First Name:

Last Name:

SSN:

DOB:

20. The previous center’s Operating Details will prepopulate but may be modified by the new owner on this tab.

*Remember to click on Save before moving to the next tab.

Application ▾

CCLC Application - Operating Details

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-----------	-------------

Months of Operation

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December
- Other School Break

Days of Operation

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Weekday Hours

Open

Close

Weekend Hours

Open

Close

Summer Hours

Open

Close

Additional Hours

Open

Close

Select each of the program services that will be offered (Note: Items disabled can only be updated by Decal)

<h4>Services</h4> <ul style="list-style-type: none"> <input type="checkbox"/> Accepts Child Care Subsidies (CAPS) <input type="checkbox"/> CACFP <input checked="" type="checkbox"/> Drop-In Care <input type="checkbox"/> Religion-based <input type="checkbox"/> SFSP 	<h4>Transportation</h4> <ul style="list-style-type: none"> <input type="checkbox"/> To/From Home <input type="checkbox"/> To/From School <input checked="" type="checkbox"/> Afterschool Only (PM Only) <input type="checkbox"/> Georgia's Pre-K Only <input type="checkbox"/> Near Public Transportation <input type="checkbox"/> On School Bus Route <input checked="" type="checkbox"/> Field trips <input type="checkbox"/> Before and after school 	<h4>Ages Served</h4> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Infant (0 -12 months) <input checked="" type="checkbox"/> Toddler (13 months - 2 years) <input checked="" type="checkbox"/> Preschool (3 years - 4 years) <input type="checkbox"/> Georgia's Pre-K (4 Years) <input checked="" type="checkbox"/> School Age (5+)
--	---	---

Additional Tabs for Quality Rated and Georgia’s Pre-K will appear next. These tabs will only populate when these programs are selected as part of the application. If these programs were not selected, then you will not see these tabs in your application.

Quality Rated Tab (if applicable)

1. If the center you are purchasing was Quality Rated then the information such as the Rating and Rating Expiration Date will prepopulate. The current and target ages served will also prepopulate based on what was entered into the application.
2. Please enter the number of staff remaining and leaving the program.
3. If the Director is remaining with the program, please indicate Yes. Otherwise, indicate No.

CCLC Application - Quality Rated Information

Submit this online application on or before Nov 09, 2023

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-------------------	-----------	-------------

Quality Rated & Staff Information

DO NOT CREATE A NEW QUALITY RATED ACCOUNT IF REQUESTING A RATING TRANSFER OR ANY OTHER QR DATA TRANSFER TO A NEW LICENSING NUMBER!

Quality Rated is Georgia's system to determine, improve, and communicate the quality of programs that provide child care. Similar to rating systems for restaurants and hotels, Quality Rated assigns one, two or three stars to early education and school-age care programs that meet or exceed the minimum state requirements. Programs that are interested in becoming Quality Rated may go to <https://qualityrated.decal.ga.gov/> for more information and to register for an account.

Previous Owner Quality Rated Information

Current Quality Rated Status

Current Portfolio Status

Current CAPS/Quality Rated Standing

Rating Expiration Date

04/12/2026

Date Rated

04/12/2023

Cohort

Quality Rated

- Yes
 No



Current Ages Served

- Infant (0 -12 months)
- Toddler (13 months - 2 years)
- Preschool (3 years - 4 years)
- Georgia's Pre-K (4 Years)
- School Age (5+)

Target Ages Served

- Infant (0 -12 months)
- Toddler (13 months - 2 years)
- Preschool (3 years - 4 years)
- Georgia's Pre-K (4 Years)
- School Age (5+)

Number of Staff Leaving

Number of Staff Remaining

Is the Director/Leadership remaining with the program?

- Next you will be asked if there are any changes planned to the building structure, playground(s), curriculum, or operating hours. If there are any changes planned, then select YES. A comment box will populate, please briefly describe the changes.
- If there are no changes planned, then select NO.

Change of OwnerShip/Change of Location Transfer Information

Changes to the building structure planned?

Yes
 No

Changes to the playground(s) planned?

Yes
 No

Changes to the curriculum planned?

Yes
 No

Changes planned for the operating hours?

Yes
 No

- If you want to transfer the Quality Rated data from the previous license to the new license, select **YES**. Quality Rated data can include the rating, rating expiration date, portfolio, and Provisional/ Probationary Status if applicable. If **YES** is selected, please include a brief explanation of why you are requesting to transfer instead of creating a new initial Quality Rated application.

New Owner Quality Rated Star Rating or Provisional/Probationary Transfer Information

New Owner requests QR account data/star rating or Provisional/Probationary Status Transfer?

Yes
 No

Explain why you are requesting a Quality Rated data transfer instead of creating a new initial Quality Rated application for the program 500 remaining

I

7. If the previous center was enrolled in CAPS and had active CAPS scholarships, then that information will prepopulate in this section. You will need to indicate if you plan to enroll in CAPS or not enroll by selecting either Yes or No.
8. Once you have answered all the questions then click save and move on to the next tab.

CAPS Enrollment

Note: If the previous program was enrolled in CAPS and the new program plans to also serve families in CAPS, the new program owner must enroll in the CAPS program and work with CAPS staff to ensure the smooth transfer of any existing Scholarships. Quality Rated does not make Scholarship Transfer decisions.

If QR data transfer is approved, **do not** create a new QR Account as this will delay the ability to smoothly transfer CAPS Scholarships after enrollment in the CAPS program.

If QR data transfer is denied, **do** create a new QR Account as this will speed up the ability to smoothly transfer CAPS Scholarships when the new program enrolls in the CAPS program.

Previous Program enrolled in CAPS?	Number of Scholarships (if Known)	New Program plans to enroll in CAPS?
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

Georgia’s Pre-K Information Tab (if applicable)

If the previous owner had a Georgia Pre-K classroom and you would like to request a transfer of the class(es), then you will need to complete this part of the application. If the previous owner did not have Georgia Pre-K, then you will not be able to complete this part of the application.

1. The Legal name of the owner and the Doing Business as Name will be prepopulated based on what was entered into the application. You will need to enter the Pre-K Project Director information and the address. If the mailing address is the same as the Business address, then you can check the box so it will populate.

CCLC Application - PreK Information

Submit this online application on or before Mar 19, 2024

[COO Applicant Guide](#) 

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-------------------	-----------	-------------

Georgia's Pre-K Program Contact Information (only)

<p style="font-size: x-small; margin: 0;">Full Name of Legal owner</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Tony Stark"/>	<p style="font-size: x-small; margin: 0;">Doing Business as Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Avengers Academy"/>
--	--

Pre-K Project Director

<p style="font-size: x-small; margin: 0;">Pre-K Project Director First Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p style="font-size: x-small; margin: 0;">Pre-K Project Director Last Name</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p style="font-size: x-small; margin: 0;">Pre-K Project Director Email Address</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
--	---	---

<p style="font-size: x-small; margin: 0;">Business Address</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p style="font-size: x-small; margin: 0;">Mailing Address</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
--	---

Same as Pre-K Director business address

<p style="font-size: x-small; margin: 0;">Address 2</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p style="font-size: x-small; margin: 0;">Address 2</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
--	--

<p style="font-size: x-small; margin: 0;">City</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select-->"/>	<p style="font-size: x-small; margin: 0;">State</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select-->"/>	<p style="font-size: x-small; margin: 0;">Zip</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p style="font-size: x-small; margin: 0;">City</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select-->"/>	<p style="font-size: x-small; margin: 0;">State</p> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Select-->"/>	<p style="font-size: x-small; margin: 0;">Zip</p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>
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2. In the next section the information for the Pre-K Site Director should be entered. If the mailing address is the same as the Business address, then you can check the box so it will populate.

Pre-K Site Director

Pre-K Site Director First Name	Pre-K Site Director Last Name	Pre-K Site Director Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Address	Mailing Address	<input type="checkbox"/> Same as Pre-K Site Director business address
<input type="text"/>	<input type="text"/>	
Address 2	Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Select-->	Select-->	

3. In the Georgia’s Pre-K Program Contract Signatory section, you will enter the information for the contract signatory. The Contract Signatory must be an officer or representative vested with the powers to commit the organization to a binding agreement if the grant is awarded (CEO, COO, CFO, President, Sole Proprietor, Superintendent, etc.).
4. If the mailing address is the same as the business address, then you may select the box and the address will populate.
5. In the Georgia’s Pre-K Curriculum section, you will choose the curriculum you will be using for the Georgia Pre-K class from the drop-down menu of approved curricula.
6. Start and End times are prepopulated, but they can be adjusted. If you change the start time the end time will automatically adjust to ensure the 6.5 hours of instructional time is met. Once completed then click on save and move on to the next tab.

Georgia's Pre-K Program Contract Signatory

The legal signatory who has apparent authority or legal authority for the program/company/school system/etc. applying for the grant must sign the Grant Agreement (CEO, COO, CFO, President, Sole Proprietor, School Superintendent) if the grant is awarded.

Title
Select-->

Mailing Address Same as Pre-K Site Director business address

Person authorized to sign First Name:
 Person authorized to sign Last Name:
 Address 2:

Email Address:
 Contact Phone: (xxx) xxx-xxxx Ext:
 City: Select--> State: Select--> Zip:

Georgia's Pre-K Curriculum

Note: The 6.5-hours of instructional time should begin no earlier than 7:30 a.m.

Georgia's Pre-K Curriculum (Select One): Select-->

Start time for the instructional day: End time for the instructional day:

Previous
Save
Cancel
Next

Georgia’s Pre-K Approved Curricula:

Curriculum
Alpha Skills Pre-K Curriculum
Beyond Centers and Circle Time
Creative Curriculum for Preschool
Connect4Learning: The Pre-K Curriculum
Frog Street – EXCEL Pre-K
Frog Street Pre-K
High Scope Preschool Curriculum
InvestiGator Club: Prekindergarten Learning System
Ready to Advance Early Learning Program
We Can Early Learning Curriculum
WINGS: The Ideal Curriculum for Children in Preschool

Documents Tab

1. Under the document tab is where you will upload all the required documents. If you are also requesting a Quality Rated transfer or a Georgia's Pre-K classroom transfer, then there will be additional documents to upload for those programs in the document list.
2. If there is a sample form, then it will be in green next to the document type. You can click on the link and be directed to the form so that it may be completed and upload to the list. Some forms may also be available in the COO Applicant guide. There is a link for the guide at the top of the page.
3. If the document is a mandatory upload, then there will be a check mark under the Is Mandatory column.
4. Once you have uploaded a document you will see a green check mark under the Is Uploaded column.
5. If you need to delete a document, you may do so by clicking on the red trashcan.
6. To upload a document, click on the green up arrow under the Action column. You will be taken to a different screen to upload your document.

CCLC Application - Upload Files

Submit this online application on or before Dec 11, 2023

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
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Search:

Document Type	File Name	Description	Is Mandatory?	Is Uploaded	Action
Building CO/Inspection	Test document.pdf		✓	✓	
Buyer/Seller Letter Buyer Seller Agreement.pdf	Test document.pdf		✓	✓	
COO Statement of Understanding	COO Statement of Understanding.pdf		✓	✓	
Corporate organizational documents (Operating agreement and/or, bylaws, partnership agreement)	Test document.pdf		✓	✓	
Criminal Record Check Acknowledgement Form Criminal Record Check Acknowledgment Form.pdf	Test document.pdf		✓	✓	
Director 10 year work history document	10 Year work history.pdf		✓		
Director First Aid and CPR (No online training accepted)			✓		
EIN from the IRS			✓		
Fire CO					
Floor Plan	Test document.pdf		✓	✓	

- The document type should already be selected based on the green up arrow that you clicked on. You may include a description of the document that is being upload.
- Click on the Choose File button to locate the file on your computer that you wish to upload. After selecting the document to upload you will then click on the Upload File button. You will then be redirected back to the documents tab.

DECAL **KOALA**
Kids Online Administrative Licensing Application

CCLC-58258 | Tony Stark ▾

Application ▾

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
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File Upload

Note: The following types of documents are valid to upload on this page: PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC.
Maximum File size limit is 12 MB

Document Type: CBC disclosure form ▾ Description:

Upload File

No file chosen

Disclosures Tab

1. Under the Disclosures tab you will need to initial in each box confirming that you have read each Disclosure Statement. If you are also requesting a transfer from Quality Rated or Georgia's Pre-K you will have additional Disclosure Statements to initial.
2. In the blue box at the bottom of the Licensing Disclosures please type your name as the authorized signature and select your title from the drop-down menu.
3. Once all the Disclosure Statements have been initialed and all Authorized Signatures have been entered for each part (as applicable) then you will click on save.

CCLC Application - Disclosures

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures																								
Licensing (CCLC) Disclosures																														
<div style="border: 2px solid orange; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We will ensure that the center adheres to all licensing requirements.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that a license to operate a center is not transferable to another individual or location.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that I/we shall not represent to the public that I/we are the license holder until the change of ownership is final.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that the issuance of a new license may be denied for failure to comply with licensing requirements.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that the center is subject to unannounced inspections by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) at any time during operating hours.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We assume responsibility for conducting the affairs of the center herein described and for meeting all applicable regulations.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that remodeling or modification to the center requires a plan review by Bright from the Start Georgia Department of Early Care and Learning (DECAL) before new construction, alterations, or additions can begin.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that rule violations which are determined by Bright from the Start Georgia Department of Early Care and Learning (DECAL) to endanger the health and/or safety of children in care or failure to maintain compliance with rules and regulations may result in adverse actions by DECAL.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I am/We are responsible for compliance with the rules and regulations as set forth in the Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1. I/We understand that rule violations which are determined by Bright From the Start Georgia Department of Early Care and Learning to endanger the health and/or safety of children in care, or failure to maintain compliance with rules and regulations may subject me/us to civil penalties of up to \$500 per violation per day.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I understand that, pursuant to O.C.G.A. § 20-1A-4(9), Bright from the Start: Georgia Department of Early Care and Learning recommends that all child care providers licensed or registered by the Department maintain insurance coverage sufficient to protect the provider's clients. I understand that if I do not maintain liability insurance, I will have to notify parents, obtain a written acknowledgment from parents, and post a notice at the child care facility stating that I do not maintain liability insurance.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We understand that failure to comply with Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1, may result in denial or revocation of the license to operate the facility.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"><input type="checkbox"/></td> <td>I/We declare there have been no license/registration revocation proceedings initiated against me/us within one year of the date of this application.</td> </tr> </table> </div> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>I/We understand and agree to the above statements and agree to submit a copy of the bill of sale. I/We hereby apply for a license. The information submitted on this application, including any attachments, are true and correct. False or misleading statements made on any part of the application shall void this application and lead to the denial or revocation of a license issued on the basis thereof.</p> </div> <div style="border: 2px solid orange; padding: 5px; margin-top: 10px;"> <p>Authorized Signature of Legal Owner (Disclaimer Signature Online) <input style="width: 100%;" type="text"/></p> <p>Title <input style="width: 100%;" type="text" value="Select-->"/></p> </div>							<input type="checkbox"/>	I/We will ensure that the center adheres to all licensing requirements.	<input type="checkbox"/>	I/We understand that a license to operate a center is not transferable to another individual or location.	<input type="checkbox"/>	I/We understand that I/we shall not represent to the public that I/we are the license holder until the change of ownership is final.	<input type="checkbox"/>	I/We understand that the issuance of a new license may be denied for failure to comply with licensing requirements.	<input type="checkbox"/>	I/We understand that the center is subject to unannounced inspections by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) at any time during operating hours.	<input type="checkbox"/>	I/We assume responsibility for conducting the affairs of the center herein described and for meeting all applicable regulations.	<input type="checkbox"/>	I/We understand that remodeling or modification to the center requires a plan review by Bright from the Start Georgia Department of Early Care and Learning (DECAL) before new construction, alterations, or additions can begin.	<input type="checkbox"/>	I/We understand that rule violations which are determined by Bright from the Start Georgia Department of Early Care and Learning (DECAL) to endanger the health and/or safety of children in care or failure to maintain compliance with rules and regulations may result in adverse actions by DECAL.	<input type="checkbox"/>	I am/We are responsible for compliance with the rules and regulations as set forth in the Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1. 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Quality Rated Disclosures

I/We understand that completion of this application does not automatically guarantee a transfer of the program's, current Quality Rated Star Rating.

I/We understand that if the Quality Rated Star Rating is transferred, I/we will maintain and continue to improve the high standards of quality associated with the current level of star rating.

I/We understand that completion of this application does not automatically guarantee a transfer of the program's current QR Cohort.

I/We understand that if the QR Cohort is transferred, I/we will ensure submission of the portfolio during the appointed portfolio submission window and submit to an onsite observation or Quality Rated Virtual Process (QRVP) whichever is applicable.

I/We understand that the individual who is responsible for overseeing the day to day operations of Quality Rated will complete the Orientation to Quality Rated and Introduction to the Environment Rating Scales (ERS) training, either live or virtually. Training can be located via Georgia's Professional Development System for Early Childhood Educators at <https://gapds.dec.state.ga.us/>

By submitting this application, I, , title declare that I have the authority to submit this application and enter into this agreement as or on behalf of the owner of this program.

4. If you are ready to submit, then you may click on the Continue to Submit button.

Georgia's Pre-K Disclosures

All information provided is true and accurate. In understand that falsifying information reported will result in an automatic termination of the Pre-K grant agreement.

I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).

I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance rule and regulations of the Secretary of State's office, the State Department of audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.

I have read and agree to comply with the Pre-K Program's Operating Guidelines and an addenda.

Georgia's Pre-K Program is generally non-transferable. When a center is sold after entering into a Georgia's Pre-K grant agreement with Bright from the Start, change of ownership requirements must be met as determined by Bright from the Start before a determination can be made as to the transferring of the Pre-K program to the new owner. Entities applying for transfer of classes must be agents who are eligible to receive prekindergarten funds as specified in the Georgia's Pre-K Program Providers' Operating Guidelines.

A request to continue services does not guarantee continuation of funding for the new owner. Funding decisions are at the discretion of Bright from the Start.

Georgia's Pre-K payments are placed on hold during the change of ownership process. Entities requesting a change of ownership should not base business decisions on the assumption that Georgia's Pre-K will automatically approve the continuation of Pre-K classes once a request is processed. The Pre-K Division will notify the new owner of the continuation status of the Pre-K classes after the Child Care Services Division issues a valid license.

If the transfer of the Pre-K program is approved, the payment will be released, and the new owner may continue delivery of Pre-K services. It is understood that all equipment, supplies, and materials purchased for the Pre-K program remain with the program. It is also understood that the new owner accepts the conditions of the Pre-K grant agreement for the current school year. Refer to section 21.5 in the Pre-K Program Providers' Operating Guidelines for additional information.

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- After clicking the Continue to Submit button you will be redirect to the page shown below. If there is any information missing, you will not have a green check for that section and will not be able to submit your application. If you have all green checks then you may submit your application.
- If you would like to print a copy of your application, you may do so by clicking on the printer icon.

Application ▾

CCLC Application - Submit

[COO Applicant Guide](#) 

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
Application Section		Is Complete	Comments				
Owner Information & Programs Applied For		✓					
Associated Providers		✓					
Personnel Responsible		✓					
Operating Details		✓					
Quality Rated Information		✓					
Pre-K Information		✗	Missing required information				
Documents		✗	Missing required information				
Disclosures		✗	Missing required information				



- After your application has been submitted you will receive an email stating that it was successfully submitted.