

Exemption Unit Training

Child Care Services



Georgia Dept
of Early Care
and Learning
BRINGING EVERY CHILD FROM THE START



What is an Exemption?



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Georgia law requires that anyone providing care for more than two children for pay must be licensed or exempt. Exemptions are site and owner specific.

An exemption is an exception to the requirement for a person or business to become licensed or commissioned for providing child-care.



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Exemption approvals are limited to one location/address. Multiple locations for the same owner = separate approvals, one for each site address.

A new application is required if there is a new location, a new exemption category, or a change of ownership.

Age and time limitations stated in the exemption conditions are firm.

Family Child Care Learning Homes and private residences are not eligible for an exemption.



Exemption Facts

- ▶ Applicants must be in compliance with the requirements for zoning, fire, and building authorities. Exemption approval from DECAL does not exempt a program from state and/or local county approvals.

A licensed and an exempt program may operate at the same location under certain guidelines. Programs must be kept separate and cannot share exits/entrances, playgrounds, restrooms nor classrooms.

School breaks can be included in a facility's day camp exemption.



Exemption Requirements

Maintain attendance records for all children.

Maintain parental acknowledgement forms and attendance records on-site.

Make all records available to Bright from the Start upon application and/or request.



Exemption Requirements

Effective April 1, 2021, all new Exemption applications submitted to the Department will be required to submit state and local municipality approval documents with the application. If the program is a corporation the following should be submitted as applicable:

- Certificate of Incorporation
- Articles of Incorporation/organization
- By-Laws



Exemption Requirements

Additionally, the program is required to meet and maintain all state and local municipality approvals and provide them to the Department if requested. The Department may rescind an approved Exemption if the program fails to comply with state and local municipalities.

Notify Bright from the Start within five days if the program stops operating, closes or loses accreditation.

On the Exemption Application, they must ensure that the information provided is truthful and accurate.



Exemption Unit Partners



NUTRITION
SERVICES (CACFP)



CHILD & PARENT
SERVICES (CAPS)



UNIVERSITY SYSTEM
OF GA



PARKS &
RECREATION
CENTERS



LOCAL SCHOOL
SYSTEMS (LSS)



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Exemption Categories



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Category	Conditions	Description	Documents	Other
1	No	Programs <u>owned and operated</u> by any department or agency of a state, county or municipal government.	<ol style="list-style-type: none"> 1. Statement on letterhead that program is operated by the government system that is applying and staff are employees of that government system. 2. Notice of Exemption Language 	County Parks and Recreation Departments and Public Schools. No Age restriction.
2	Yes	Private, non-public education programs with an established curriculum for children five (5) years and older that operate during the school term for a customary school day.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 	Age restriction of 5 years and older, not to exceed 7 ½ hours per day.
3	Yes	Private, non-public school programs which provides education in any grades K-12 and is accredited.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Accreditation Certificate 	Kindergarten through 12 th grade. Includes Before and After School children, accredited entities.

Category	Conditions	Description	1. Documents	Other
4	Yes	Accredited private, non-public education programs with an established curriculum for four (4) yr. old children. The children do not leave the premises of the school, program is staffed with employees of that private non-public school.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Accreditation Certificate 	4 year olds, Accredited, Before and After school kids. Accrediting agencies.
5	Yes	Mother's Morning Out/ Parents Night Out	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Attendance Sheet 	4 hours per day, 8 hours per week, no extended care. No age restriction.
6	Yes	Nursery schools, playschools, kindergartens or other educational programs for children two (2) through six (6) yrs. which operates no more than four (4) consecutive hours per day.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 	2 through 6 years of age; limited to 4 hours per day.

Category	Conditions	Description	Documents	Other
7	Yes	Day Camp Programs for children five (5) years and older.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Camp Schedule 	5 years old and older, no more than 12 hours a day; Summer and School breaks.
8	Yes	Short-term educational or recreational activities or classes for children in which the supervision and care of the children are incidental but not limited to music lessons, dance classes, swim lessons, etc.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 	Limited to 10 hours per week. Parents pay per session. Includes dance, marital arts and music camps. Ask for documentation.
9	Yes	Any short-term childcare service prohibited by an establishment, such as but not limited to a religious facility, health club, or retail setting. Limited to four (4) hours per day, ten (10) hours per week.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 	Parents must stay on the premises.

Category	Conditions	Description	1. Documents	Other
10	Yes	Program operated after the customary school day for children five (5) yrs. or older that are strictly instructional, and skill based in a single talent, ability such as art, cheerleading, dance, drama, gymnastics, martial arts, etc.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Schedule of classes 6. Staff credentials 7. Curriculum if appropriate 8. Risk statement in paperwork 	Limited to during the school year. Skills must be closely related. No homework assistance allowed. Can provide transportation. Pre-packaged snacks allowed. No limit on the number of hours. Must obtain schedule and curriculum as appropriate.
11	Yes	Short-term educational programs offered to school age children. Provider is not assuming responsibility for the provision of daily care outside of the scheduled program.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Class schedule 6. Curriculum 7. Staff credentials 	Attendance is limited to 8 hours per week. Limited to tutoring (math, science, foreign languages). Must have qualified staff, must see resumes/qualifications of the staff. Must obtain schedule and curriculum as appropriate.

Category	Conditions	Description	1. Documents	Other
12	No	Any program for school aged children operated by or in affiliation with a national membership non-profit organization such as Boys and Girls Clubs of America.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Verification that program is in good standing with national organization. 	Boys and Girls Clubs, Girls Inc. are included. YMCA does not apply because no membership fee is required for children to attend.
13	No	Any program providing care for children for no pay. That includes Head Start and Early Head Start Programs.	<ol style="list-style-type: none"> 1. Policies and Procedures Handbook for Parents 2. Advertisement - flyer or brochure 3. Enrollment Form 4. Notice of Exemption Language 5. Signed statement re: Free Program 6. Budget and funding 	Free. Parents sign statement stating that they are not paying fees in any form (no trades for services). Must outline their funding source.
14	Yes	A center part of an established religious congregation or religious school.	<ol style="list-style-type: none"> 1. Verify previously licensed 2. Accreditation certificate and visits 3. Liability Insurance statement 4. Policies and Procedures Handbook for Parents 5. Advertisement - flyer or brochure 6. Enrollment Form 7. Notice of Exemption Language 8. Attachment A 9. CRC for staff 	Religious/Faith Based Fingerprints must comply with DECAL standards. Licensed previously, currently Accredited

Who can be Exempt?

After school programs may be exempt if:

Owned and operated by a government entity, to include public school on public school board property.

Free (no monetary or in-kind donations from parents) or

Accredited private school for 5 years and older (for the private school students only)



Applying for an Exemption

The Applicant submits a completed Exemption Application, (can be accessed on the DECAL website or online at DECAL Koala) and necessary supporting documentation.

Submit an Exemption Amendment application for some program changes.

It is recommended that exempt programs provide notice to parents/guardians of enrolled children if they are not covered by liability insurance.



DECAL KOALA

- Online Exemption Closure Request
- Online Exemption Application Submission
- Online Exemption Amendment Application Submission
- Complete Comprehensive Background Checks (EX-1, EX-7 and EX-14 that receives CAPS subsidies)
- Update some program information



NOTICE OF EXEMPTION

EFFECTIVE January 23, 2017

[REDACTED]

Exemption Program Number: EX - [REDACTED]

[REDACTED]

Atlanta, Georgia [REDACTED]

This program is not licensed by Bright from the Start: Georgia Department of Early Care and Learning and is not required to be licensed.

Bright from the Start does not regulate or routinely inspect this program.

For details about the exemption(s) approved for this program, please see the letter posted with this notice.
For additional information, go to www.decal.ga.gov or call 404-657-5562.

Bright from the Start: Georgia Department of Early Care and Learning, 2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334



THIS NOTICE AND THE EXEMPTION APPROVAL LETTER MUST BE POSTED IN A CONSPICUOUS LOCATION IN THE PROGRAM.



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Exemption Determinations

If a program is denied an Exemption and fails to either stop operating, apply for a license, or restructure and re-apply for an Exemption, the program will be referred to the CCSComplaints@dec.al.ga.gov mailbox.

If a program is operating outside of the approved conditions of their Exemption, the Exemption can be rescinded. If the program continues to operate after their status has been rescinded, it will be referred for investigation.



Exemption Visit Types

▶ Initial Site Visits

- Completed prior to approval for certain categories.

▶ CAPS Monitoring Visits

- Annual site visits completed for programs that receive CAPS funding.

▶ Annual Random Sampling Visits

- Completed for certain categories to evaluate health & safety practices and ensure compliance with approved conditions.

▶ Unlicensed Complaint Investigation Visits

- Exempt programs operating outside of the approved conditions, or a program operating without a license or exemption.



- The Exemption Unit **does not** approve programs for **Child and Parent Services (CAPS)**.
- CAPS contact number is 404-657-3434 and for Maximus 1-877-755-6522.
- There are only two categories that are eligible to receive CAPS funding:
 - ▶ **Category 1 – Government owned/operated** (local school systems, parks and recreation, etc.)
 - ▶ **Category 7 – Day Camp**



- Exemption rules can be found in Chapter 591-1-1-.46 of the CCLC Rules & Regulations.
- Exemptions are created under statutory authority under O.C.G.A 20-1A-14 (b) of Georgia law.
- Copies of the current Exemption Rules and Exemption Application are available at <http://dec.al.ga.gov/ChildCareServices/Exemptions.aspx>.

Contacts for Exemptions:

- Fax: 404-232-1931
- Phone: 770-293-5977.
- Email: CCSExemptions@dec.al.ga.gov

