

# DECAL KOALA Enhancements for License- Exempt Programs

July | 2020

# Presenters

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Exemption Unit Manager

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Exemption Unit Coordinator

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# What's changing...?

Beginning July 5, 2020 exempt programs may submit an Exemption Application and an Exemption Amendment Application online.

Exempt program owners can now create an Owner ID for activation and use.



Georgia Dept  
of Early Care  
and Learning  
BRIGHT FROM THE START

# Exemption Application



**An application for exemption from licensure submitted for review that includes supporting documentation based on the exemption category selection(s).**







# Exemption Amendment

An approved change to the initial exemption from licensure affecting any of the following:

- Ages served
- Months, days, and/or hours of operation
- Program's operating name
- Change of street address – by the US Postal Service only – not a location change



# REMINDERS...

## New Exemption Application Required

- Move to a new location
- Change in ownership
- Adding a new exemption category

## Exemption Amendment Application Required

- USPS Address change
- Change in name of the program
- Change in ages served
- Change in months of operation
- Change in days of operation
- Change in hours of operation

# DECAL KOALA



# DECAL KOALA Changes

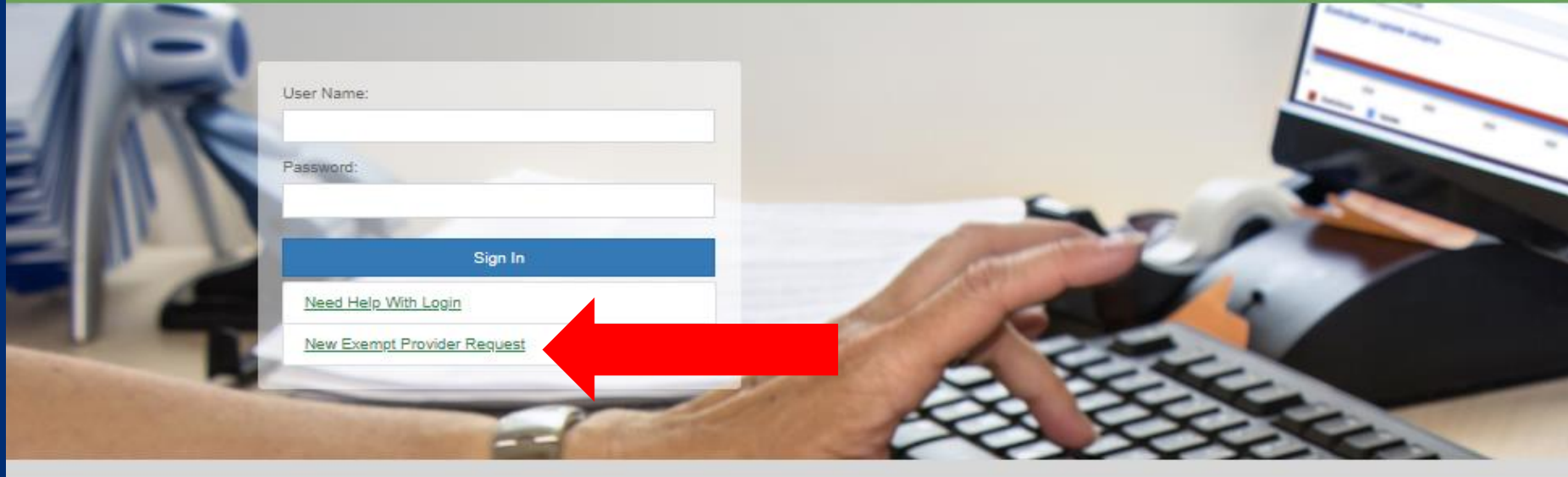
- Exemption Owner ID Activation
- Licensed CCLCs Can Apply for an Exemption
- Online Exemption Closure Request
- Online Exemption Application Submission
- Online Exemption Amendment Application Submission





# Applying for a New Exemption

DECAL **KOALA**  
Kids Online Administrative Licensing Application



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](mailto:decalkoala@decals.ga.gov)



## Search Facility

Enter the site information for the location where you want to apply for a new Exemption

Provider Number:

Facility Name:

Exempt Test Program #1

Facility Address:

Facility Zip:

Search

Cancel



## Search Facility

Enter the site information for the location where you want to apply for a new Exemption

Provider Number:

Facility Name:

Facility Address:

Facility Zip:

Search

Cancel

|       | Provider Number | Facility Name                                   | Address                                            | County  |
|-------|-----------------|-------------------------------------------------|----------------------------------------------------|---------|
| Login | EX-52575        | abc                                             | test<br>Alpharetta, GA - 30004                     | Fulton  |
| Login | LSS-1033        | Alpharetta Elementary                           | 192 Mayfield Rd<br>Alpharetta, GA - 30004          | Fulton  |
| Login | EX-47759        | Alpharetta Recreation & Parks - Summer Art Camp | 12624 Broadway Road<br>Alpharetta, GA - 30004      | Fulton  |
| Login | EX-50297        | Amazing Athletes of North ATL                   | 5025 Atlanta Highway<br>Alpharetta, GA - 30004     | Forsyth |
| Login | EX-50234        | Atlanta United Football Club- Alpharetta        | 14295 Birmingham Highway<br>Alpharetta, GA - 30004 | Fulton  |

Don't see your program location the click

Generate New ID

## Exemptions

Exemption Unit Phone:  
[\(770\) 293-5977](tel:(770)293-5977)

Exemption Unit Email:  
[CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

Is the program located at a private residence?

- Yes
- No

Programs operated in a residence are not eligible for an exemption.

Cancel

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)



## Exemptions

Exemption Unit Phone:  
[\(770\) 293-5977](tel:(770)293-5977)

Exemption Unit Email:  
[CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

Is the program located at a private residence?

- Yes
- No

Cancel





Is the program located at a private residence?

- Yes
- No

Programs operated in a residence are not eligible for an exemption.

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

First Name

Shyreeta

Program Address

10 Park Place

Last Name

Hicks

Address 2

Program Name

Phase 6 Test

City

Atlanta

State

Georgia

Zip

30303

Program Email

shyreeta.hicks@decals.ga.gov

Phone

(770) 344-5107

Phone Ext

Submit

Cancel



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

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

[Continue](#)

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)



## Welcome to DECAL KOALA



CCSExemptionsTest@dec.al.ga.gov

To Ima Ajari

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Thu 6/18/2020 7:17 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

DECAL KOALA (<https://www.decalkoala.com>) is a self-service website where you can submit your Exemption Application. If your exemption is approved, then you will also be able to maintain current contact information and update information about your program for parents to see when they search for a program.

You will need the User Name below to sign into the website.

**User Name:** EX-52607

[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:

<http://decalkoalatest.dec.al.local/Activate/8b2a6f31-55b1-ea11-af98-000d3a0f4243>

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



## Congratulations

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

New Password:

Confirm Password:



Submit

### 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 (\$, !, %, ^, ...)



# OWNER ID LOG-IN



OWN-3 [Redacted]

[Home](#) [Update Contact](#) [Resources](#)

## Noah's Ark Preschool Academy of Terrell Inc.

|                                         |                                    |                            |                                              |
|-----------------------------------------|------------------------------------|----------------------------|----------------------------------------------|
| Owner Contact First Name:<br>[Redacted] | Owner Contact Last Name:<br>Weston | Owner Phone:<br>[Redacted] | Owner Email:<br>Shyreeta.Hicks@decals.ga.gov |
|-----------------------------------------|------------------------------------|----------------------------|----------------------------------------------|

[Apply for New Exempt Program](#)

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name. If this list does not match your records, notify your consultant immediately.

|   | Provider Number | Facility Name                           | Address                | City   | Capacity |
|---|-----------------|-----------------------------------------|------------------------|--------|----------|
| 1 | CCLC-39594      | Noah's Ark Preschool Academy of Terrell | 774 2nd Avenue, SE     | Dawson | 35       |
| 2 | EX-51587        | Noah's Rainbow Academy                  | 432 Crawford Street SE | Dawson |          |

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)





# MANAGING PROGRAMS

Noah's Ark Preschool Academy of Terrell Inc.

Owner Contact First Name:

[Redacted]

Owner Contact Last Name:

Weston

Owner Phone:

[Redacted]

Owner Email:

Shyreeta.Hicks@decals.ga.gov

[Apply for New Exempt Program](#)

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name. If this list does not match your records, notify your consultant immediately.

|   | Provider Number                                                                                | Facility Name                           | Address                | City   | Capacity |
|---|------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|--------|----------|
| 1 |  CCLC-39594 | Noah's Ark Preschool Academy of Terrell | 774 2nd Avenue, SE     | Dawson | 35       |
| 2 |  EX-51587   | Noah's Rainbow Academy                  | 432 Crawford Street SE | Dawson |          |



# APPLY FOR NEW EXEMPTION

Noah's Ark Preschool Academy of Terrell Inc.

Owner Contact First Name:

[REDACTED]

Owner Contact Last Name:

Weston

Owner Phone:

[REDACTED]

Owner Email:

Shyreeta.Hicks@decals.ga.gov

[Apply for New Exempt Program](#)

This is the current list of licensed programs that are in the DECAL database as Open (operating) under your Owner Name. If this list does not match your records, notify your consultant immediately.

|   | Provider Number                                                                                | Facility Name                           | Address                | City   | Capacity |
|---|------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|--------|----------|
| 1 |  CCLC-39594 | Noah's Ark Preschool Academy of Terrell | 774 2nd Avenue, SE     | Dawson | 35       |
| 2 |  EX-51587   | Noah's Rainbow Academy                  | 432 Crawford Street SE | Dawson |          |



## Exemption Application

Exemption Unit Phone:  
[\(770\) 293-5977](tel:(770)293-5977)

Exemption Unit Email:  
[CCSExemption@dec.al.ga.gov](mailto:CCSExemption@dec.al.ga.gov)

Step 1. Application

Step 2. Add Categories

Step 3. Submit

### EXEMPTION APPLICATION INSTRUCTIONS – Read Carefully

- You may submit an Exemption Application for a program providing group care for children if the program is not operated in a residence and you believe the program meets the criteria for an exemption category in Rule 591-1-1-.46(1)(b)1-14.
- Exempt programs are not required to comply with the Bright from the Start Rules for Child Care Learning Centers but must comply with the criteria and requirements for exemptions in Rule 591-1-1-.46(1)(a) Exemption Requirements and Rule 591-1-1-.46(1)(b) Exemption Categories. The rules are available at <http://dec.al.ga.gov/ChildCareServices/Exemptions.aspx> and you can complete the Exemption Application(s) below. Questions may be sent to [ccsexemptions@dec.al.ga.gov](mailto:ccsexemptions@dec.al.ga.gov)
- Complete:
  - A separate Exemption Application for each location/site address.
  - A separate Description of Service for each exemption category you are applying for.
  - Complete Attachment A only if you are applying for the category 14 - Religious/faith-based exemption. The form is available at <http://dec.al.ga.gov/ChildCareServices/Exemptions.aspx>
  - Do not use initials if you have a given name.

**Note:** A family child care learning home license is required for a program caring for three to six children for pay in a residence. Licensing information is available at <http://dec.al.ga.gov/CCS/StartingACenter.aspx>



Note: A family child care learning home license is required for a program caring for three to six children for pay in a residence. Licensing information is available at <http://dec.al.ga.gov/CCS/StartingACenter.aspx>

Is the program located at a private residence?

Yes  
 No

Full Name of Legal Owner

Alpharetta Hopewell

Program Ownership

Individual

Is Owner information correct?

Yes  
 No

Profit Status

For Profit

Date Operation Started

08/18/2020

#### Site Information (Site/Physical Location)

Program Name

Hopewell Academy

Site Address

2000 Windward Parkway

Contact Title

Director

Address 2

Salutation

Selec

Contact First Name

Imani

M.I

Contact Last Name

Williams

City

Alpharetta

State

Georgia

Zip

30004

Program Website

http(s)://www.website.com

Program Email

Ima.Ajari@dec.al.ga.gov

County

Select-->

Region

Phone

(770) 987-8543

Ext

#### Program Information

Does applicant have other exemptions?

Yes  
 No

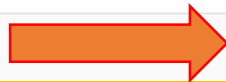
Enter the license number if there is a licensed program currently operating at this address

Are there any additional programs currently operating at this address that do not have a license or an exemption?

Yes  
 No

Describe the program/services offered: Upload additional information

250 characters



Continue to Add Categories

# Application Step 1:

- Select 'No' to the question "Is the program located at a private residence?" to proceed to Step 1: Application.
- Add Owner's Information, Site Information, and Program Information.
- Click 'Continue to add Categories' button to move to Step 2: Add Categories.



Georgia Dept  
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BRIGHT FROM THE START

### Add Exemption Category

Hopewell Academy

EX-52607

Step 1. Application

**Step 2. Add Categories**

Step 3. Submit

Select Category: (Categories already approved for cannot be chosen)

Exemption Categories 591-1-1.46(1)(b)1.-14. These are the brief descriptions and do not include all criteria for each exemption. It is strongly recommended that you refer to the exemption rules at <http://decals.ga.gov/CCS/Exemptions.aspx> for more details.

Category Type

Select-->

#### Contact Information

Title

Mailing Address

Salutation

Mrs. ▾

First Name

M.I

Last Name

Address 2

Email

City

Alpharetta ▾

State

Georgia ▾

Zip

Phone

Ext

Secondary Phone

Ext

#### Program Information

Operating Name (program operating as)

Is the program currently operating?

- Yes
- No

Are fees charged for services?

- Yes
- No

Are you planning to offer program(s) that require a license for a Child Care Learning Center?

- Yes
- No

Is the program currently accredited?

- Yes
- No

# Application Step 2:

- Select EX-1 through EX-14 from the 'Category Type' dropdown. You cannot select multiple exemption categories. Only one category can be selected per application.
- Add Contact Information, Program Information, and Operating Information.





Operating Details

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

Ages of Children:

Age From    
Age To

Select the months that the program will operate.

Depending on the category, there are age restrictions

Weekday Hours

Open     
Close

Weekend Hours

Open     
Close

Additional Hours

Open     
Close

Summer Hours













Open     
Close

Are children present at times other than described above? If Yes, complete another Exemption page  
 Yes  
 No

**Required Documents:**

- Enrollment form
- Exemption Parent Statement [Sample Parent Statement](#)
- Operating Information
- Program advertisement (flyer, webpage)
- School Schedule

Upload Document

| Document Type                                                                                                            | File Name | Description                | Action                                                                              |
|--------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|-------------------------------------------------------------------------------------|
|  Enrollment form                        | Test.pdf  | Enrollment Form            |  |
|  Exemption Parent Statement             | Test.pdf  | Exemption Parent Statement |  |
|  Operating Information                  | Test.pdf  | Operating Information      |  |
|  Program advertisement (flyer, webpage) | Test.pdf  | Program Advertisement      |  |
|  Program advertisement (flyer, webpage) | Test.pdf  |                            |  |
|  School Schedule                        | Test.pdf  |                            |  |

Back to Application

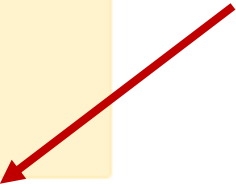
Save

Cancel

Continue to Submit

Saved successfully

Click 'Save' and this message will display.



# Document Upload Reminders

- Click on 'Upload Document' button to upload required supporting documents.
- The document type is displayed, File name, Description, and Action.
  - The Trash bin icon can be used to delete the document.
- Click on the 'Save' button to save all the information without submitting the application. The status will be "Not Submitted"
- Click on 'Cancel' if you would like to void the application.
- Click 'Continue to Submit'.



## Exemption Application

Exemption Unit Phone:  
[\(770\) 293-5977](tel:(770)293-5977)

Exemption Unit Email:  
[CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

### PLEASE READ CAREFULLY

- A. This program has been licensed and holds accreditation.
- B. Documentation of current accreditation and the accreditation visit report are enclosed and will be submitted to the department with the Exemption Application.
- C. Annual documentation to verify the program's continued accreditation must be submitted to the department.
- D. Background checks for directors/employees must be obtained while the exemption is in effect.
- E. Compliance with applicable local, regional, and state health department, state fire marshal, and local fire prevention guidelines/requirements is required while the exemption is in effect.
- F. The department retains jurisdiction over centers granted this exemption to conduct unannounced background check audits and to conduct complaint investigations regarding compliance with background check requirements and compliance with local, regional and state health department, state fire marshal, and local fire prevention guidelines/requirements.
- G. Any center applying for this exemption that is owned and/or under the legal control/direction of the certifying or accrediting entity shall not be approved by the department.
- H. Any center applying for this exemption shall adopt and comply with the minimum standards of its certifying or accrediting entity for the operation of the center's program and shall publish these minimum standards and make them available to parents of enrolled or prospective children upon request.
- I. A center granted this exemption shall provide written notice to parents of enrolled children if the center does not carry liability insurance.

### Disclaimer/Signature Online

By submitting this application, I, , 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. I am responsible for completing this document and I understand and agree to comply with the criteria and conditions specific to each exemption category. The information furnished by me on this application, including any attachments, are true.

Submit

Cancel

# Application Step 3:

- This is the last page of the application.
- A Disclaimer/Signature Online is required.
- Click on the **Submit** button.



## Exemption Categories

Noah's Rainbow Academy




EX-51587 ▼

Exemption Unit Phone:  
[\(770\) 293-5977](tel:(770)293-5977)

Exemption Unit Email:  
[CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

### Categories

[Add New Category](#)

| Code                                                                                     | Name               | Category # | Status           | Receipt Date | Decision Date |                                                                                       |                                                                                       |                       |
|------------------------------------------------------------------------------------------|--------------------|------------|------------------|--------------|---------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------|
| EX-5                                                                                     | Parent's am/pm out | EXMT-17416 | Submitted Online | Jun 16, 2020 |               |                                                                                       |                                                                                       |                       |
|  EX-7 | Day camp           | EXMT-16415 | Approved         | Jun 14, 2019 | Jul 25, 2019  |  |  | <a href="#">Amend</a> |

Your exemption application has been submitted successfully. Exemption categories submitted along with this application are currently under review, and cannot be updated until approved.

You can continue to add more exemption categories, that are not submitted along with this application.

[Continue](#)



# Adding Exemption Categories

- Click on the “Add New Category” button to add a new category. It will take you through the same 3 steps (Step 1: Application, Step 2: Add Categories, and Step 3: Submit)
- The page displays all exemption categories
- The Status will change when a decision is made to the application by the Exemption Unit Specialist, and the decision date will display





## Exemption Categories

Noah's Rainbow Academy

EX: [Redacted] ▾

Exemption Unit Phone:




( [Redacted] )

Exemption Unit Email:

[CCSExemption@dec.al.ga.gov](mailto:CCSExemption@dec.al.ga.gov)

### Categories

[Add New Category](#)

|                                                                                     | Code | Name     | Category # | Status   | Receipt Date | Decision Date |                                                                                       |                                                                                       |                       |
|-------------------------------------------------------------------------------------|------|----------|------------|----------|--------------|---------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------|
|  | EX-7 | Day camp | EXMT-16415 | Approved | Jun 14, 2019 | Jul 25, 2019  |  |  | <a href="#">Amend</a> |

# Status and Icon Reminders

- After the Exemption Unit Specialist approves the application, the status will change from ‘Submitted online’, to ‘Approved’.
- The Decision date will display.
- You may click on the Printer icon to download disposition letters and the Notice of Exemption Certificate.
- You may click on the Clock icon to close the category.
- You may click on the Plus icon to amend an exemption category (changes in hours, days, months or change in ages of children served).
- You may click on the Folder icon to view the exemption application.



## Exemption Categories

Hopewell Academy

EX [Redacted]

Exemption Unit Phone:

[Redacted]

Exemption Unit Email:

[CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

### Categories

Add New Category

Update Exemption Category  
 Edit Exemption Category

Print Exemption Decision Letter and Certificate  
 Amend Exemption Category

Close Exemption Category  
 Delete Exemption Category

|  | Code | Name                           | Category # | Status   | Receipt Date | Decision Date |  |  |  |
|--|------|--------------------------------|------------|----------|--------------|---------------|--|--|--|
|  | EX-2 | Private educ/5 & up/school day | EXMT-17432 | Approved | Jun 18, 2020 | Jun 18, 2020  |  |  |  |



### Amendments

To add any of the following amendments, select **Amend** option for a category in the above section.

- Change in Hours of Operation
- Change in Days of Operation
- Change in Months of Operation
- Change in Ages of Children Served

Add Program Amendment



# Exemption Amendment Application

The screen displays after you click on the Plus icon from the Exemption Categories page.




Select Amendment type:

- Hours of Operation
- Days of Operation
- Months of Operation
- Ages of Children Served



## Categories

Add New Category

|                                                                                   | Code | Name     | Category # | Status   | Receipt Date | Decision Date |                                                                                     |                                                                                     |                       |
|-----------------------------------------------------------------------------------|------|----------|------------|----------|--------------|---------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------|
|  | EX-7 | Day camp | EXMT-16415 | Approved | Jun 14, 2019 | Jul 25, 2019  |  |  | <a href="#">Amend</a> |

## Amendments

To add any of the following amendments, select **Amend** option for a category in the above section.

- Change in Hours of Operation
- Change in Days of Operation
- Change in Months of Operation
- Change in Ages of Children Served

Add Program Amendment

## Exemption Amendments

|                                                                                     | Amendment Type                             | Received Date | Amendment Status | Effective Date |
|-------------------------------------------------------------------------------------|--------------------------------------------|---------------|------------------|----------------|
|  | EX-7 Day camp<br><i>Hours of Operation</i> | Jun 09, 2020  | Approved         | Aug 03, 2020   |

## Exemption - Amendment

Hopewell Academy EX-5 [Redacted]

Exemption Unit Phone: [Redacted]      Exemption Unit Email: [CCSExemption@decals.ga.gov](mailto:CCSExemption@decals.ga.gov)

**Educational program for 5 years and older for customary school day.**

Months of Operation  
JAN,FEB,MAR,APR,MAY,JUN,AUG,SEP,OCT,NOV,DEC

Days of Operation  
MO,TU,WE,TH,FR

Ages Served  
5 To 17

| Type       | Opening Time | Closing Time |
|------------|--------------|--------------|
| Weekday    | 7:00 AM      | 7:00 PM      |
| Weekend    |              |              |
| Summer     |              |              |
| Additional |              |              |

To add any of the following amendments, go to Categories page and use the **Add Program Amend** option in Amendments section.

- Program Name Change
- USPS Address Change

Select Amendment Type

Hours Of Operation

Days Of Operation

Months Of Operation

Ages Of Children Served

Cancel

Current Program Operations

Select one to amend the EX category level



# Hours of Operation Amendment Example

**Add the new hours and effective date to Amendment-Hours of Operation Section.**

**Click on the 'Upload Documents' button to upload required documents.**

**Click on the 'Submit' button to send the amendment request.**

**Click on the 'Cancel' button to cancel the attempted amendment.**





JAN,FEB,MAR,APR,MAY,JUN,AUG,SEP,OCT,NOV,DEC

Days of Operation

MO,TU,WE,TH,FR

Ages Served

5 To 17

| Type       | Opening Time | Closing Time |
|------------|--------------|--------------|
| Weekday    | 7:00 AM      | 7:00 PM      |
| Weekend    |              |              |
| Summer     |              |              |
| Additional |              |              |

To add any of the following amendments, go to Categories page and use the **Add Program Amend** option in Amendments section.

- Program Name Change
- USPS Address Change

#### Select Amendment Type

- Hours Of Operation
- Days Of Operation
- Months Of Operation
- Ages Of Children Served

#### Amendment - Hours of Operation

##### Weekday Hours

Open

Close

##### Weekend Hours

Open

Close

##### Additional Hours

Open

Close

##### Summer Hours

Open

Close

# Reminders . . .

- **Access your DECAL KOALA accounts to apply updates such as**
  - **Email address**
  - **Telephone Number**
  - **Director**
  - **Administrative mailing address**
- **Disposition letters and a copy of the Notice of Exemption certificate, if applicable, will be attached to an email that is sent to the email address on file.**
- **Frequently Asked Questions (FAQ) can be found on the DECAL KOALA landing page.**





# Questions

Contact:

[DecalKoala@decals.ga.gov](mailto:DecalKoala@decals.ga.gov)

[CCSExemptions@decals.ga.gov](mailto:CCSExemptions@decals.ga.gov)

