

Licensing Amendments

DECAL KOALA Provider Webinar

Presented by:

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July 22, 2021

DECAL KOALA Update

Beginning August 2, 2021, all licensed programs will have the ability to apply for, view and search amendments through their DECAL KOALA account.



Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START



Child Care Rules and Regulations rule number 591-1-1-.16 (f)

Amended License: states that anytime there is a change in **the name** of the program or Center, changes in **the ages** of the children to be served, an increase in the regular **hours** of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the **services provided**, additions to or changes in the use of the **building** by the licensed Center, an application for an amended License shall be submitted at least thirty **(30) days prior to the change**, except in the case of an emergency.



- ✓ **Hours of Operation**
- ✓ **Months of Operation**
- ✓ **Days of Operation**
- ✓ **Ages of Children Served**
- ✓ **25 square feet/
Care for Additional Children
for two hours a day**
- ✓ **Program Name Change**
- ✓ **USPS Address Change**

Child Care Learning Center (CCLC) Only:

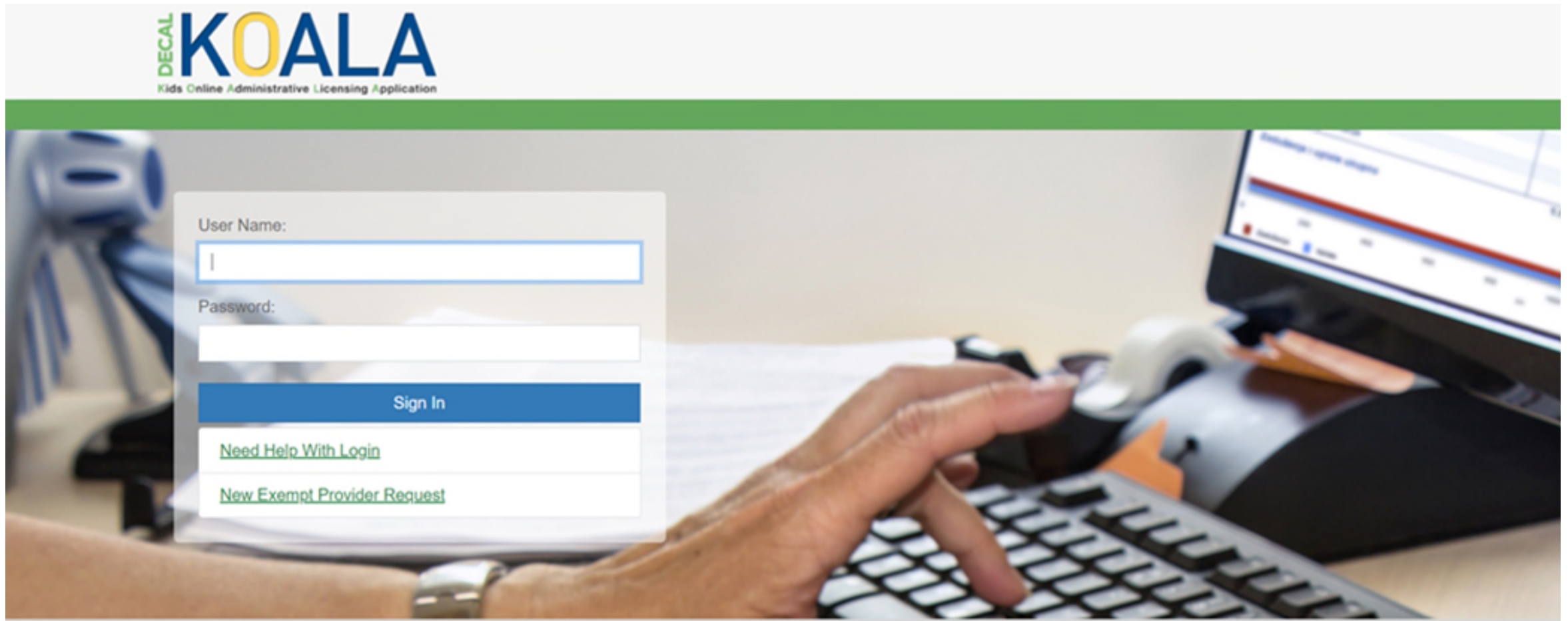
- ✓ **Legal Name Change**
- ✓ **Room Type Change
(diapering or non diapering)**
- ✓ **Capacity Increase/Decrease**

Amendment Types



How to submit an Amendment in DECAL KOALA

WWW.DECALKOALA.COM





Facility Update

License Fee

Enforcement Actions

Manage POI Notices

License Certificate

Background Check

Required Reporting

Apply for Exemption

Emails

Contact Information

Operating Details

Services Provided

Rate Information

Staff Information

Amendments



Contact Information



Child Care Learning Center

CCLC-24631 ▾

Facility Address:

123 ABC Lane
College Park, GA - 30349

CCR&R Region:

NW

Director/Admin Name:

Jane Doe

Oversight:

Licensed

County:

Fulton

Facility Phone:

(404) 555-6969

Email:

Coty.Cummings@decals.ga.gov

Child Care Type:

Child Care Learning Center (CCLC)

Facility Fax:

CCS Consultant:

[Coty Cummings](#)

CCS Consultant Phone:

(770) 357-4919

Amendments

Child Care Learning Center

CCLC-24631 ▾

Rule 591-1-1.16(e) of the Bright from the Start Rules and Regulations for Child Care Learning Centers requires that if there is a change in the name of the program or Center, changes in the ages of the children to be served, an increase in the regular hours of operation such that the Center would be providing evening or night-time care in addition to day-time care, changes in the services provided, additions to or changes in the use of the building by the licensed Center, an application for an amended License shall be submitted at least thirty (30) days prior to the change, except in the case of an emergency. If an emergency situation arises which makes it impossible to give thirty (30) days' notice, the management of the Center shall notify the Department by telephone and shall submit an application for an amended License as soon as management becomes aware of the change that will be necessitated by the emergency situation. In no case, however, shall a new owner operate the Center without first securing a new License or Permit from the Department.

Please note that **all** supporting documentation **must** be submitted for the amendment request to be reviewed. As stated in the Rules and Regulations, a consultant will review and approve your amendment request within thirty (30) days, except in case of an emergency situation in which you must contact your consultant to discuss those circumstances.

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Add an amendment for the following, which is applicable to the entire program:

- 25 square Feet/Care for additional children
- Ages of Children Served
- Capacity Increase/Decrease (Room, Buildings, Playground)
- Days of Operation
- Hours of Operation
- Legal name change
- Months of Operation
- Program Name Change
- Room type change
- USPS Address Change



Add Amendment


Add an amendment for the following, which is applicable to the entire program:


- 25 square Feet/Care for additional children
- Ages of Children Served
- Capacity Increase/Decrease (Room, Buildings, Playground)
- Days of Operation
- Hours of Operation
- Legal name change
- Months of Operation
- Program Name Change
- Room type change
- USPS Address Change


Add Amendment


Amendment History



 Display Amendment

 Edit Amendment

 Print Amendment Decision Letter and Certificate

 Delete Amendment

No records available

[Frequently Asked Questions](#)

[Legal Notice](#)

[Resources](#)

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

Select Amendment

Child Care Learning Center

CCLC-24631 ▾

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Select-->


Continue

Cancel



Select-->

- Capacity Increase and Decrease (Room, Buildings, Playground)
- Hours of Operation
- Months of Operation
- Days of Operation
- Ages of Children Served
- Room Type Change
- 25 Square Feet/Care for additional children
- Program Name Change
- Legal Name Change
- USPS Address Change

Select--> 

License Certificate Background Check Required Reporting Apply for Exem

nt, or call the CCS intake number 404-657-5562.

Continue Cancel

Hours of Operation

Select Amendment

Child Care Learning Center

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5

Select Amendment Type

Hours of Operation

Hours of Operation

To make changes in the hours of operation at the location.

Continue

Cancel

Hours of Operation

Add - Amendment Hours of Operation

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Hours of Operation Details

Type	Opening Time	Closing Time
Weekday	6:30 AM	7:00 PM
Weekend	7:00 AM	7:00 PM
Summer		
Additional		



Weekday Hours

Open

Close

Weekend Hours

Open

Close

Summer Hours

Open

Close

Additional Hours

Open

Close

Effective Date

[Evening & Night Time Care Plan](#)

Hours of Operation

Effective Date

mm/dd/yyyy



[Evening & Night Time Care Plan](#)



Upload Documents

Required Documents:

Note: If you select evening/ night time care hours(7:01 PM – Midnight and from 12:01 am – 5:59 am), please download the evening/ night time care plan, complete it, and upload the document.

Upload Document

Hours of Operation

Child Care Services CCLC Evening and Night-Time Care Plan

Evening care means care provided to any child at a center between the hours of 7:00 p.m. and 12:00 midnight.

Night-time care means care provided to children at a center between the hours of 12:00 midnight and 6:00 a.m.

590-1-1-.03(15) Evening Activities: During evening and night-time care, activities shall be provided based on children's ages, hours of care and length of time in care. Quiet activities and experiences shall be made available immediately prior to bedtime.

591-1-1-.15 (6) (a) Meal Service: Children shall be served all meals and snacks scheduled for the period during which they are present. Supper shall be served if a center operates evening care. An evening snack prior to bedtime shall be served if a center operates night-time care.

591-1-1-.25 (2) Changing Areas: For evening and night-time care, separate changing areas shall be provided for children of the opposite sex eight (8) years of age and older.

591-1-1-.25 (14) Lighting: A center shall provide outside lighting at entrances and exits used by children when the center provides evening or night-time care.

591-1-1-.30 (3) Night-time Care: For centers that offer night-time care, each child, except infants who require individual cribs, shall be provided an individual bed with a four-inch (4") mattress or a cot with a two-inch (2") pad. Such equipment shall be arranged so that the children's sleep will not be unnecessarily interrupted by delivery and pick up of other children.

591-1-1-.32 (6) Staff to Child Ratios During Evening and Night-time Care: Centers are required to maintain regular staff: child ratios as stipulated in 591-1-1-.32 (1) except when the majority of children are sleeping. Ratios can be doubled during evening and night-time care when the majority of children are sleeping. However, all staff required for regular ratios must be available on the premises of the center to resume supervision of the children whenever a majority of the children in care in an area are no longer asleep or an emergency situation arises.

Hours of Operation



Child Care Services – CCLC Evening and Night-Time Checklist

Please explain how the program will meet the following rules. Please provide supporting documentation (i.e. pictures, menu, schedule, etc.):

591-1-1-.03(15) – Evening Activities		
591-1-1-.15(6)(a) – Meal Service		
591-1-1-.25(2) – Changing Areas		
591-1-1-.25(14) – Lighting		
591-1-1-.30(3) – Night-Time Care Resting Requirements		
591-1-1-.32(6) – Staff: Child Ratios During Evening and Night-Time Care		

Months of Operation

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Months of Operation ▼

Months of Operation

To make changes in the months of operation at the location.

Continue

Cancel

Months of Operation

Add - Amendment Months of Operation

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Months of Operation

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

Amended Months of Operation

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

Effective Date

mm/dd/yyyy

All Year

School Year

Summer

Save

Submit

Cancel

Days of Operation

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Days of Operation ▼

Days of Operation

To make changes in the days of operation at the location.

Continue

Cancel

Days of Operation

Add - Amendment Days of Operation

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Days of Operation

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



Amended Days of Operation

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

Effective Date

mm/dd/yyyy



All Week

Weekdays

Weekend

Save

Submit

Cancel



Ages of Children Served

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Ages of Children Served ▼

Ages of Children Served

To make changes for the ages of children served at the location.

Continue

Cancel

Ages of Children Served

Add - Amendment Ages of Children Served

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Ages of Children Served

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

Amended Ages of Children Served

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

Effective Date

mm/dd/yyyy



Upload Documents

Upload Document

Save

Submit

Cancel

Ages of Children Served

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Ages of Children Served

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



Amended Ages of Children Served

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

Effective Date

mm/dd/yyyy 

Upload Documents

Required Documents:

- Pictures of cribs (infants only)
- Pictures of diapering area(including hand washing sink)
- Pictures of floor plan
- Pictures of Ventilation
- Pictures of the room set-up



Upload Document

25 Square Feet/Care for Additional Children

for two (2) hours a day for children three (3) years or older

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

25 Square Feet/Care for additional children ▼

25 Square Feet/Care for additional children

To add support for additional children.

Continue

Cancel

25 Square Feet/Care for Additional Children

for two (2) hours a day for children three (3) years or older

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

CCLC-591-1-1-19(2)

Exception upon approval by the Department, a center may designate TWO (2) Specific one(1) hour periods each day when only twenty- five (25) square feet of space per child is provided for children three (3) years if age and older in their assigned rooms or area. This provision is intended to account for increased attendance for before-school and after-school care.

Select either two consecutive hours or two separate hours.

Current 25 Square Feet/Care for additional children Capacity Hours

Two Consecutive Hours

Enter two consecutive hours block.

Begin

End

Two Seperate Hours

Enter two separate hours, each hour must be 60 minutes in duration.

Session 1:

Begin

End

Session 2

Begin

End

Effective Date

mm/dd/yyyy



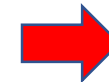
25 Square Feet/Care for Additional Children

for two (2) hours a day for children three (3) years or older

Upload Documents

Required Documents:

- Upload floor plan indicating which rooms you would like to request 25 Square feet



Upload Document

Save

Submit

Cancel



Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START

Program Name Change

Child Care Learning
Center
Only

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Program Name Change ▼



Program Name Change

To change the program name.

Continue

Cancel



Program Name Change

Child Care Learning
Center
Only

Program Name Change

Child Care Learning Center

CCLC-24631

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Amended Program Name

Child Care Learning Center

Effective Date

mm/dd/yyyy

Upload Documents

Required Documents:

Upload proof of secretary of state business license and/or local jurisdiction business license

Upload Document

Save

Submit

Cancel



Program Name Change

Family Child Care
Learning Homes
Only

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

First Name	Last Name	Middle Initial	Effective Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Upload Documents

Required Documents:

- Upload proof of name change (marriage or divorce decree)
- Government Issued Driver's license (or)
- Government Issued Identification cards (or)
- Passport

Upload Document

Save

Submit

Cancel



Legal Name Change

(Child Care Learning Center Only)

Doing business as name change only

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Legal Name Change ▼

Legal Name Change

To submit a change in owner/legal name

Continue

Cancel

Legal Name Change

(Child Care Learning Center Only)

Doing business as name change only

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Current Owner/Legal Name: Child Care Learning Center LLC

- Please type name exactly how it appears on Secretary of State.
- Use this link to check your name on Secretary of State website: <https://ecorp.sos.ga.gov/BusinessSearch>
- If your EIN/SSN has changed, a change of ownership application may be required with Licensing.

Amended Owner/Legal Name:

EIN:

Effective Date

mm/dd/yyyy



Upload Documents

Required Documents:

Upload proof of secretary of state business license and/or local jurisdiction business license



Upload Document

USPS Address Change

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

USPS Address Change ▼

USPS Address Change

To submit a change in USPS address. If moved to a new location, please submit a change of location.

Continue

Cancel

USPS Address Change

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

NOTE: If you have moved to a new location, please submit a Change of Location application.

Address1

Effective Date

mm/dd/yyyy



Address 2

City

Select--> ▾

State

Georgia ▾

Zip

Upload Documents

Required Documents:

- Upload proof of United States Postal Address Change form

Upload Document

Save

Submit

Cancel

Capacity Increase/Decrease (Child Care Learning Center's Only)

Select Amendment

Child Care Learning Center

CCLC-24631 ▼

If you have any questions about this online process please contact your Consultant, or call the CCS intake number 404-657-5562.

Select Amendment Type

Capacity Increase and Decrease (Room, Buildings, Playground) ▼

Capacity Increase and Decrease (Room, Buildings, Playground)

To request increase and/or decrease in the capacity for room(s), add/remove building(s), and add/remove playground(s). Actual changes will be performed by a consultant.



Continue



















Cancel

Capacity Increase/Decrease

(Child Care Learning Center's Only)

Current License Capacity

Search:

Building	Room	Age Group	Max 35 Sq Feet	Diapering/Non-Diapering	Divide Room	Remove Room
Main	1R	Infants	14	Diaper		
Main	2R	One Year Olds	17	Diaper		
Main	3R	Two Year Olds	22	Non-Diaper		
Main	4R		20	Non-Diaper		
Main	5R	PreK	34	Non-Diaper		
Main	6R	PreK	23	Non-Diaper		
Main	7R	Three Year Olds and Four Year Olds and Five Year Olds	31	Non-Diaper		
Main	8R	PreK	31	Non-Diaper		
Main	9R	Three Year Olds and Four Year Olds	31	Non-Diaper		

Showing 1 to 9 of 9 entries

Capacity Increase/Decrease

(Child Care Learning Center's Only)

Building	Playground	Playground Occupancy	Increase current playground	Remove Playground
Infant Playground	Main	29	+	×
pre-school	Main	79	+	×
School age	Main	71	+	×
WATER PARK	Main	29	+	×

Showing 1 to 4 of 4 entries

1

Add Building

Add Room

Add Playground

Remove Building

Effective Date

mm/dd/yyyy



Capacity Increase/Decrease

(Child Care Learning Center's Only)

Requested Change(s) to Building, Room and Playground

Request Type	Building Name	Room Name	Playground Name	Remove
Divide Room	Main	5R		

Effective Date

Requested Change(s) to Building, Room and Playground

Request Type	Building Name	Room Name	Playground Name	Remove
Remove Room	Main	3R		

Effective Date

Capacity Increase/Decrease

(Child Care Learning Center's Only)

→ **Add Building** Add Room Add Playground Remove Building

Add Building

Building Name

→

→ **Add Change** Cancel

Capacity Increase/Decrease (Child Care Learning Center's Only)

The screenshot shows a software interface for managing capacity. At the top, there are four buttons: 'Add Building', 'Add Room', 'Add Playground', and 'Remove Building'. The 'Add Room' button is highlighted with a red box and a red arrow pointing down to it. Below these buttons is a form titled 'Add Room'. The form has two main sections: 'Select Building' and 'Room Name'. The 'Select Building' section has a dropdown menu with 'Main' selected, and a red arrow points from the dropdown to the 'Room Name' field. The 'Room Name' field is an empty text box. At the bottom of the form, there are two buttons: 'Add Change' and 'Cancel'. A red arrow points from the left side of the form to the 'Add Change' button.

Capacity Increase/Decrease (Child Care Learning Center's Only)



Add Building **Add Room** **Add Playground** **Remove Building**

Add Playground

Select Building Playground Name

Select-->

Select-->

Main

Add Change Cancel



Capacity Increase/Decrease

(Child Care Learning Center's Only)



Add Building

Add Room

Add Playground

Remove Building

Remove Building

Select Building

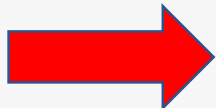
Select-->

Select-->



Add Change

Cancel



Capacity Increase/Decrease

(Child Care Learning Center's Only)

Requested Change(s) to Building, Room and Playground

Request Type	Building Name	Room Name	Playground Name	Remove
Add Building	Main			
Add Room	Main	1L		
Add Room	Main	2L		
Add Room	Main	1R		
Add Room	Main	2R		



Capacity Increase/Decrease (Child Care Learning Center's Only)

Upload Documents

Required Documents:

- Approval from Fire Marshal Approval (Certificate of Occupancy)
- Approval from location zoning department
- Approval from the local health department (indicating safe drinking water)
- Confirmation of public sewage and public water
- Lead in Water Checklist (new or updated)
- Original and copy of amended 25 sq. ft. approval letter
- Pictures of floor plan
- Pictures of site plan



Upload Document

Save

Submit

Cancel

Capacity Increase/Decrease (Child Care Learning Center's Only)

Upload Documents

Select-->

- Approval for Septic Tank Usage (if applicable)
- Approval from Fire Marshal Approval (Certificate of Occupancy)
- Approval from location zoning department
- Approval from the local health department (indicating safe drinking water)
- Confirmation of public sewage and public water
- Lead in Water Checklist (new or updated)
- Original and copy of amended 25 sq. ft. approval letter
- Pictures of floor plan
- Pictures of site plan

Select-->

Upload File

Choose File No file chosen

JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC.

Description

Upload File Cancel



Capacity Increase/Decrease (Child Care Learning Center's Only)

Upload Documents

Required Documents:

- Approval from Fire Marshal Approval (Certificate of Occupancy)
- Approval from location zoning department
- Approval from the local health department (indicating safe drinking water)
- Confirmation of public sewage and public water
- Lead in Water Checklist (new or updated)
- Original and copy of amended 25 sq. ft. approval letter
- Pictures of floor plan
- Pictures of site plan

Upload Document

Document Type	File Name	Description	Action
 Approval for Septic Tank Usage (if applicable)	Facility Approval486.pdf		

















Save

Submit

Cancel

Capacity Increase/Decrease (Child Care Learning Center's Only)

Upload Document

Document Type	File Name	Description	Action
 Approval for Septic Tank Usage (if applicable)	Facility Approval486.pdf		
 Approval from Fire Marshal Approval (Certificate of Occupancy)	Facility Approval486.pdf		
 Approval from location zoning department	Facility Approval486.pdf		
 Confirmation of public sewage and public water	Facility Approval486.pdf		
 Lead in Water Checklist (new or updated)	Facility Approval486.pdf		
 Original and copy of amended 25 sq. ft. approval letter	Facility Approval486.pdf		
 Pictures of floor plan	Facility Approval486.pdf		
 Pictures of site plan	Facility Approval486.pdf		



Save Submit Cancel

Capacity Increase/Decrease (Child Care Learning Center's Only)



CCLC-24631 | Jane Doe ▾

- [Home](#)
- [Facility Update](#)
- [License Fee](#)
- [Enforcement Actions](#)
- [Manage POI Notices](#)
- [License Certificate](#)
- [Background Check](#)
- [Required Reporting](#)
- [Apply for Exemption](#)
- [Emails](#)

Your Licensed Amendment Application has been submitted successfully






Continue



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

Capacity Increase/Decrease (Child Care Learning Center's Only)

Add Amendment

Amendment History						
 Display Amendment	 Edit Amendment	 Print Amendment Decision Letter and Certificate	 Delete Amendment			
	Amendment #	Amendment Type	Amendment Status	Submission Date	Decision Date	
	AMEND-566	Capacity +/-	Submitted Online	May 05, 2021		



- ✓ Upon submitting the amendment, the Provider will receive an email notification that the amendment was received.
- ✓ The assigned Consultant will also receive an email notification that the amendment was submitted and is ready for review.
- ✓ The assigned Consultant will review all documentation submitted and be in contact with the Provider if additional information is needed.
- ✓ It is possible that a visit could be required from the Consultant to take measurements, obtain additional photographs, etc.
- ✓ Once the amendment is processed, a letter of approval or denial will be emailed to you for each amendment type that was requested.
- ✓ Please remember, the Department has up to 30 business days to process an amendment request.

Amendments Next Steps



Questions?



Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START

If you have further questions,
please contact your assigned
Consultant or email questions
to decalkoala@dec.al.ga.gov



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