



BRIGHT
*from
the* *START*

Georgia Department of Early Care and Learning



Welcome to the Licensure Orientation Meeting (LOM)

**Bright from the Start Georgia Department of
Early Care and Learning**

(404) 657-5562

2 Martin Luther King Jr. Drive, SE

Suite 670, East Tower

Atlanta, GA 30334

www.decal.ga.gov



Please note, the information presented today is information on the licensing process and how to obtain a Child Care Learning Center license through Bright from the Start: Georgia Department of Early Care and Learning. The Department does not endorse any individual trainer or training company. Individuals present in the training today may not promote or solicit for private business during the presentation or on the site of this presentation.

Are you in the right spot?



- Are you looking to open a Family Child Care Learning Home instead of a Child Care Learning Center?
- Have you downloaded and printed/reviewed the rules and regulations for Child Care Learning Centers (found on the website)

Definitions (as defined by Bright from the Start):

- **FCCLH (Family Child Care Learning Home) – 3-6 children for pay; typically in home.**
- **CCLC (Child Care Center) – 7+ children, typically in a commercial building.**



AGENDA

Applicant Services Unit -Intro

Applicant Services Unit –Part A

Lunch (1 hour) 12:00PM – 1:00PM

State Fire Marshal

Applicant Services Unit-Part A completion, Part B

Q & A Session

Post Test /Adjourn



Bright from the Start, Georgia Department of Early Care and Learning is the ONLY State agency to regulate child care programs.

The agency consist of the following departments:

- **Child Care Licensing**
 - Quality Rated

- **Nutrition Services**
- **Instructional Support**
 - GAPITC

- **Federal Programs**
 - CAPS

- **Head Start State Collaboration Office**
- **Georgia's Pre-K Program**



Applicant Services Unit



- **Lisa Chandler- Unit Manager**
- **Chrissy Powell- Coordinator**
- **Cheri Smithson-Administrative Assistant**

Applicant Services Unit Consultants:

- **Tamra Thomas**
- **Neli Todorova**
- **Jennifer Salies**
- **Brianne Walters**
- **Angela Byrd**
- **Jessica Grant**





What will I learn from LOM?

- Become familiar with the application process and the rules and regulations.
- Become familiar with the different divisions within Bright from the Start
- Gain information about other approval documents you will be required to obtain.
- Become familiar with resources that are available.
- Become familiar with Department's Core Rules.
- Become familiar with The Georgia Early Learning Development Standards
- Understand Developmentally Appropriate Practices and how to establish responsive, creative environments.
- Recognize the importance of supporting staff, families and children in your program to promote school readiness.

Importance of *Quality* Care

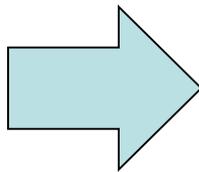


Research tells us that all young children deserve excellent early care and education.

Bright from the Start strives to work closely with facilities to provide the highest quality of care to the children being served.

Check the homepage of the website to view updates and changes to rules and regulations

www.dec.state.ga.us



The screenshot shows the homepage of the Georgia Department of Early Care and Learning. At the top right is the Georgia state logo. The main header features the 'BRIGHT START' logo and the text 'Georgia Department of Early Care and Learning'. Below this is a navigation menu with links for 'Agency', 'Programs', 'Families', 'Teachers', 'Providers', and 'Contact Us'. A search bar is located on the right side of the header. The main content area features a large banner image of a dandelion with the quote: "Children who learn together, learn to live together." To the right of the banner is a vertical list of buttons: 'Find Child Care', 'Find Georgia's Pre-K', 'Find a Meal Site', 'FAQ', 'Employment', and 'License Fee Payments'. At the bottom right is the 'QUALITY RATED Child Care' logo.



State Licensing Regulations

- **Seek to ensure basic health and safety parameters**
- **Are minimal standards for a licensed program to operate legally**

Best Practice Standards

- **Are optimal standards to strive towards**
- **Publications, such as *Caring for Our Children*, attempt to set best practice standards**

Rule Chapters for Child Care Learning Centers (Program Operations)



Activities

Admission and Enrollment

Animals

Bathrooms

Children's Health

Children's Records

Criminal Records Check

Diapering Areas/Practice (4)

Discipline (14)

Equipment and Toys

Field Trips

First Aid and CPR

Food Service and Nutrition

Governing Body & License

Hygiene (2)

Kitchen Operations

License Capacity

Medications (4)

Operational Policies and Procedures

Parental Access

Personal Records

Physical Plant

Playgrounds (5)

Posted Notices

Prohibited Substances

Required Reporting

Sleeping and Resting

Staff

Staff Child Ratios (4)

Supervision

Staff Training

Swimming and Water Related Activities (3)

Transportation (18)

Infant Sleeping Requirements (12)

The Impact of compliance with Core Rules



- **Health & Safety involves more than the absence of illness and injury. To stay healthy, children depend on adults to make healthy choices for them and to teach them to make such choices for themselves over the course of a lifetime.**

Resource – “Caring for our Children: National Health and Safety Performance Standards”

Diapering



- Diapering area requires ventilation, sink with hot water, non-porous surface, and safety strap and/or bar
- Hazards should be kept out of reach of children on changing table
- Staff shall disinfect the changing surface after each diaper change
- Staff shall wash their hands with liquid soap and warm running water before and after each diaper change
- Children's hands shall be washed immediately after toileting and diapering
- Staff shall not leave children unattended while on the changing table
- The diapering area shall not be used for a food preparation area

Diapering Procedures

Step 1: Assemble all of the supplies you need.

Step 2: Wash your hands with warm running water and liquid soap.

Step 3: Place child on clean changing surface.

Step 4: Remove clothing to access diaper. If soiled, place clothes into a plastic bag. Clean the child's diaper area.

Step 5: Use wipes to clean child's bottom from front to back.

Step 6: Put on a clean diaper and redress child.

Step 7: Place the child at the sink and wash your hands and the child's hands with warm running water and liquid soap.

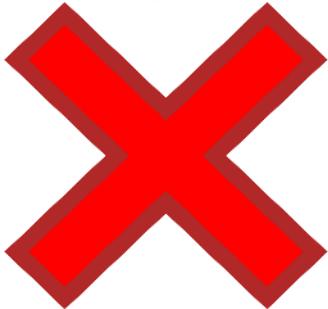
Step 8: Clean and sanitize the diaper changing surface. Wash your hands with liquid soap and warm running water.



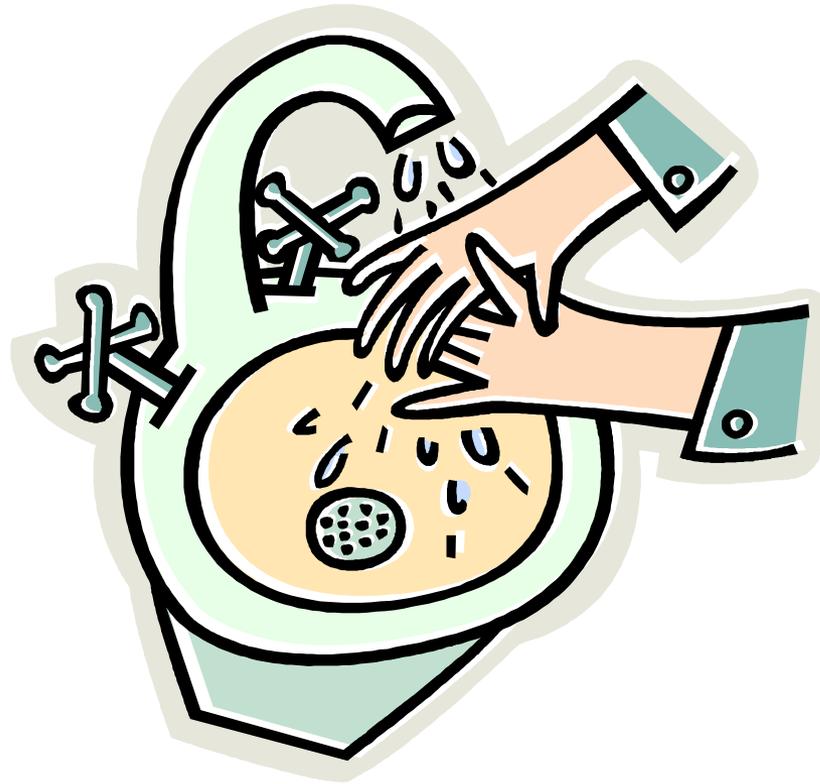
Best Practice: Diaper Changing Table Facing the Classroom



Changing pad w/ “quilted” design



When do children have to wash hands?



.17 Hygiene



- **Children and staff hand washing**
- **Potty chairs shall be emptied, cleaned, and disinfected after each use.**



Handwashing Procedures



1. Turn on warm water; no less than 60 degrees F and no more than 120 degrees F.
2. Moisten hands with water and apply liquid soap to hands.
3. Rub hands together vigorously until a lather appears and continue for at least 20 seconds. Rub between fingers, around nail beds, under fingernails, jewelry and back of hands.
4. Rinse hands under running water. Leave the water running.
5. Dry hands with clean, disposable paper and turn off faucet with paper towel.
6. Throw disposable paper into a lined trash container.



Areas commonly missed



 Most frequently missed
  Less frequently missed



BACK OF HAND



FRONT OF HAND

Distribution of areas missed during hand washing.
(Ref: Taylor LJ, SRN, SCM. An evaluation of
handwashing techniques, Nursing Times, Jan 1978).

© HAHS ICU 2003

Discipline



•Disciplinary actions, guidance techniques, and any activities that a child may participate in or observe at the center shall not be detrimental to their physical or mental health.

Staff shall not:

- Verbally, physically, or sexually abuse,
- inflict corporal punishment,
- restrict bathroom/ food privileges,
- shake, jerk, pinch or roughly handle,
- isolate in a dark room, closet or unsupervised area,
- Use medication to control behavior
- Punishing toileting accidents
- Force or withhold naps
- Allow children to discipline or humiliate other children
- Confine a child for disciplinary purposes to equipment



Medication



- **Medication should be stored out of reach and inaccessible to children.**
- **Medication paperwork completed and maintained: authorizations, dispensing records, etc.**

Infant Safe Sleep Practices

What is wrong with this picture?



Infant Safe Sleep Practices



- Cribs must meet CPSC and ASTM safety standards
- Cribs shall be in good repair and free of hazards
- Mattress shall be provided for each crib and shall be firm, tight-fitting without gaps
- Crib sheets shall be tight fitting
- Infant shall be placed on their back in a crib
- No objects shall be attached to a crib with a sleeping infant

Safe Sleep for Infants

- Center staff shall **always** place an infant on their back, but allow the infant to roll over on to his or her preferred position.
- The infant's sleeping area should be comfortable for a lightly clothed adult within a temperature range of 65 to 85 degrees, depending on season.
- The sleep sack must fit according to the manufacturer's guidelines and should not slip up around the infant's face.
- Swaddling is only allowed with a physicians note.



Infant Safe Sleep Practices



- Wedges, other infant positioning devices and monitors shall not be used unless a parent/guardian provides a physician's written statement.
- Infants shall not sleep in equipment other than safety-approved cribs, such as but not limited to, a car seat, bouncy seat, high chair or swing. Infants who arrive at the center asleep or fall asleep in such equipment, on the floor, or elsewhere shall be transferred to a safety approved crib immediately.

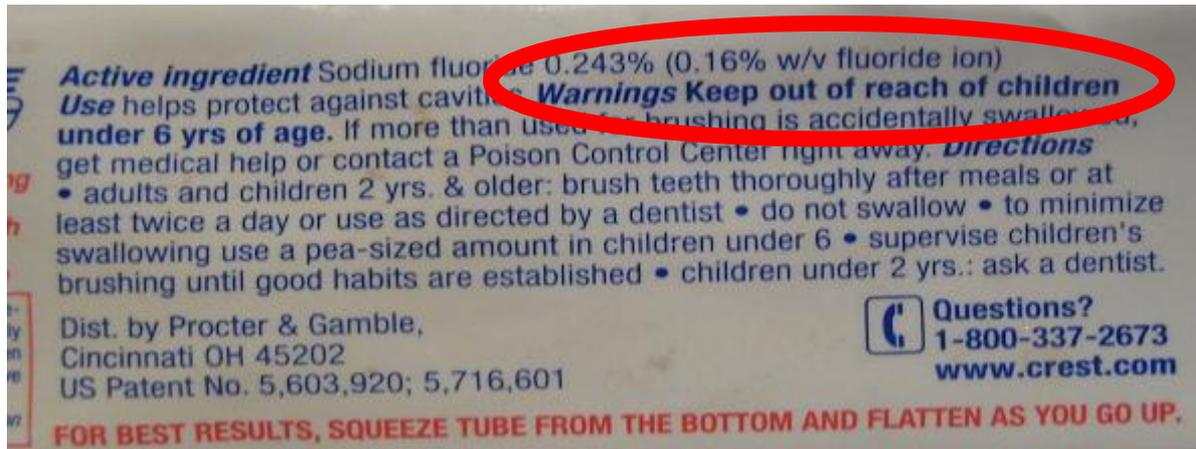
Physical Plant: Hazards



- **Potentially hazardous materials and supplies should be stored in locked closets/cabinets and inaccessible to children.**
- **This includes, but is not limited to: cleaning products; teacher supplies (staplers, white out, scissors, etc.); staff purses/bags, medication, sunscreen, hand sanitizer, diapering ointment/powder, hot drinks/coffee**



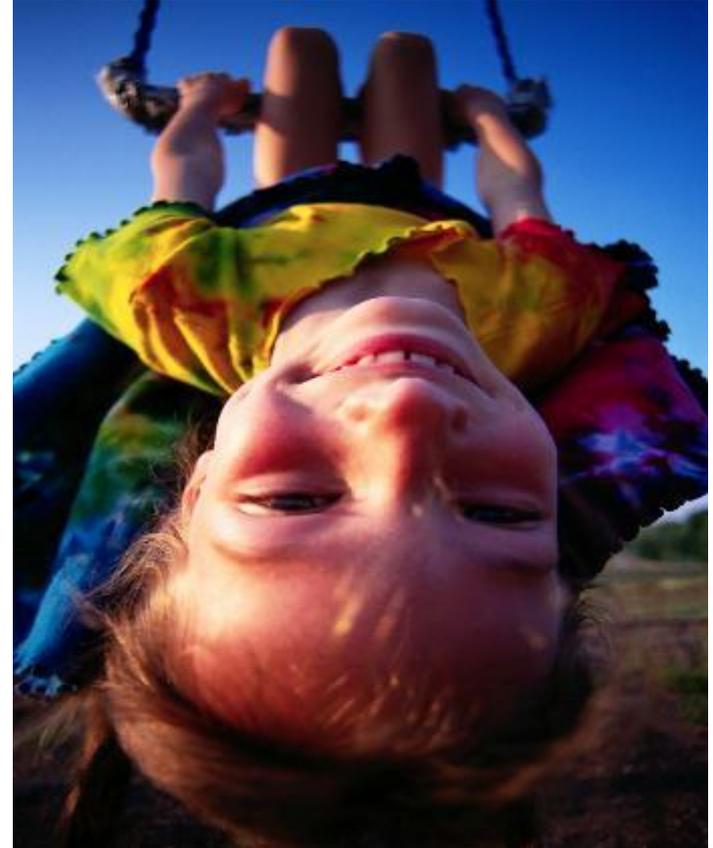
Check for labels that state “Keep Out of Reach of Children” (i.e. sunscreen, hand sanitizer, diaper ointment, aerosol spray)



Playgrounds Hazards

Common Hazards:

- Fence is not at least four feet high
- Inadequate Resilient Surface
- Minor accessible hazards: small sticks, tree roots, debris
- Rusty chains, open “S” hooks, chipped paint, missing handles or pedals
- Active Ant beds
- No resilient surface
- Non-anchored equipment
- Equipment not age appropriate without an injury
- Standing water with drowning hazard
- Playground not completely enclosed, child left premises
- Equipment is broken, hazardous, not anchored or not age appropriate with an injury
- Playground hazards with an injury



Playground Injuries



From 2001 through 2008 there were an estimated 1,786,008 emergency department-treated injuries associated with playground equipment. (CPSC)

Table 9: Estimated Emergency Department-Treated Injuries Associated with Playground Equipment by Product Code, 2001-2008

Product Code	Estimate	Percentage
1244 (Monkey Bars or Playground Gyms)	644,932	36%
3246 (Swings or Swing Sets)	504,334	28%
1242 (Slides or Sliding Boards)	366,189	21%
3273 (Playground Equipment, Not Specified)	148,111	8%
3219 (Other Playground Equipment)	88,034	5%
1243 (Seesaws or Teeter Totters)	41,094	2%

Source: NEISS Database, May 2009



National Program for Playground Safety

S.A.F.E. – National Action Plan

S = Supervision

A = Age-Appropriate

F = Fall Zones/ Surfacing

E = Equipment/ Maintenance

What inadequate supervision might look like on the playground



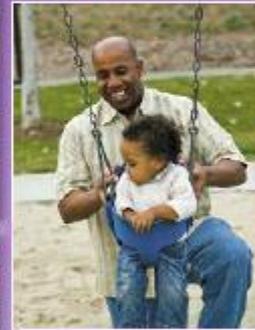
Available for
download at:

www.cpsc.gov

“Publications”
section-
Document # 325



Public Playground Safety Handbook



U.S. Consumer Product Safety Commission
Saving Lives and Keeping Families Safe

Staff: Child Ratios

591-1-1-.32 (1)



A center must establish groupings of children for care and maintain staff:child ratios as follows:

Age of Children	Staff:Child ratio Required
Under 1 Year Old (Infants)	1:6
Children who are 18 months old and not walking	1:6
1 Year Olds	1:8
2 Year Olds	1:10
3 Year Olds	1:15
4 Year Olds	1:18
Georgia Pre-K	2:22
5 Year Olds	1:20
Children 6 Years and Older	1:25



A classroom designed for 15 two year old children would require one staff person.

True or False?

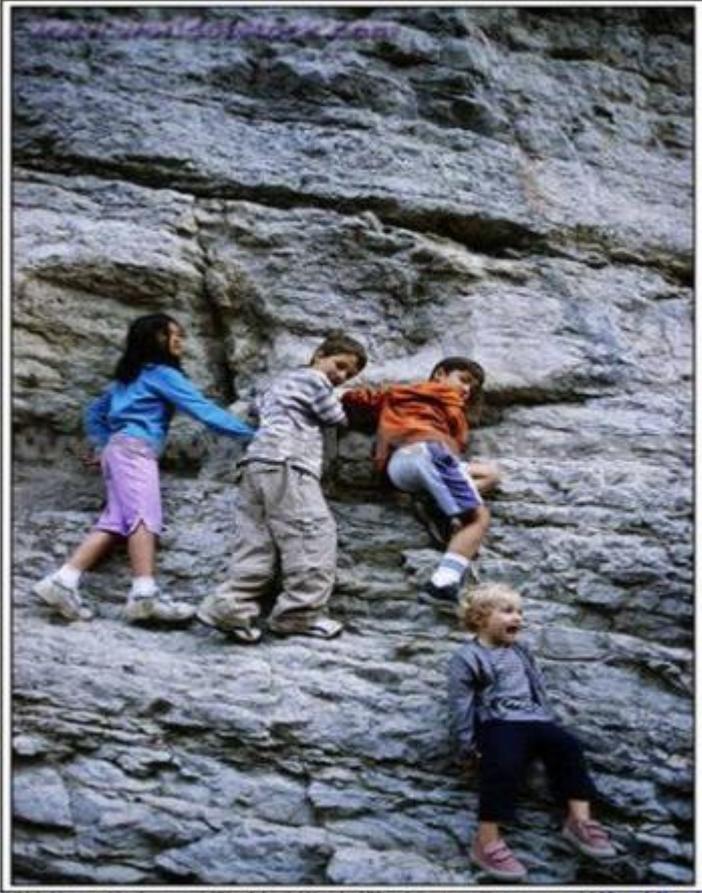
591-1-1-.32 (2)



Mixed-Age Groups. Except as stated in the next paragraph, children may be combined in mixed-age groups, but the staff:child ratios for a mixed group shall be based on the ages of the youngest children in the group if more than twenty percent (20%) of the children in the mixed-age group belong to younger age grouping(s).



Supervision



- **Children shall be supervised at all times.**
- **“Supervision” means that the appropriate number of staff persons are physically present in the area where children are being cared for and are providing watchful oversight to those children.**

Types of Inadequate Supervision



- Staff leave the room
- Children go to the bathroom alone
- Staff shortage
- Positioning of staff
- Staff talking with parents
- Diapering
- Transitions
- Children left alone on playground
- Children exit playground
- Staff use outdoor time as their “free time” for conversations w/ peers

TIP

Staff persons must be able to respond promptly to the needs and actions of the children.

What is watchful oversight?



- **Being aware everything happening in classroom**
- **Responding promptly**
- **Providing timely attention to children's actions and needs**
- **Intervening to prevent inappropriate behavior**



Transportation



- Vehicles maintained safe.
- Seat Belt/Car Seat laws followed according to State and Federal Laws and Regulations.
- Transportation Paperwork complete and maintained: transportation agreements, emergency medical authorizations, transportation checklists, etc.



Field Trips



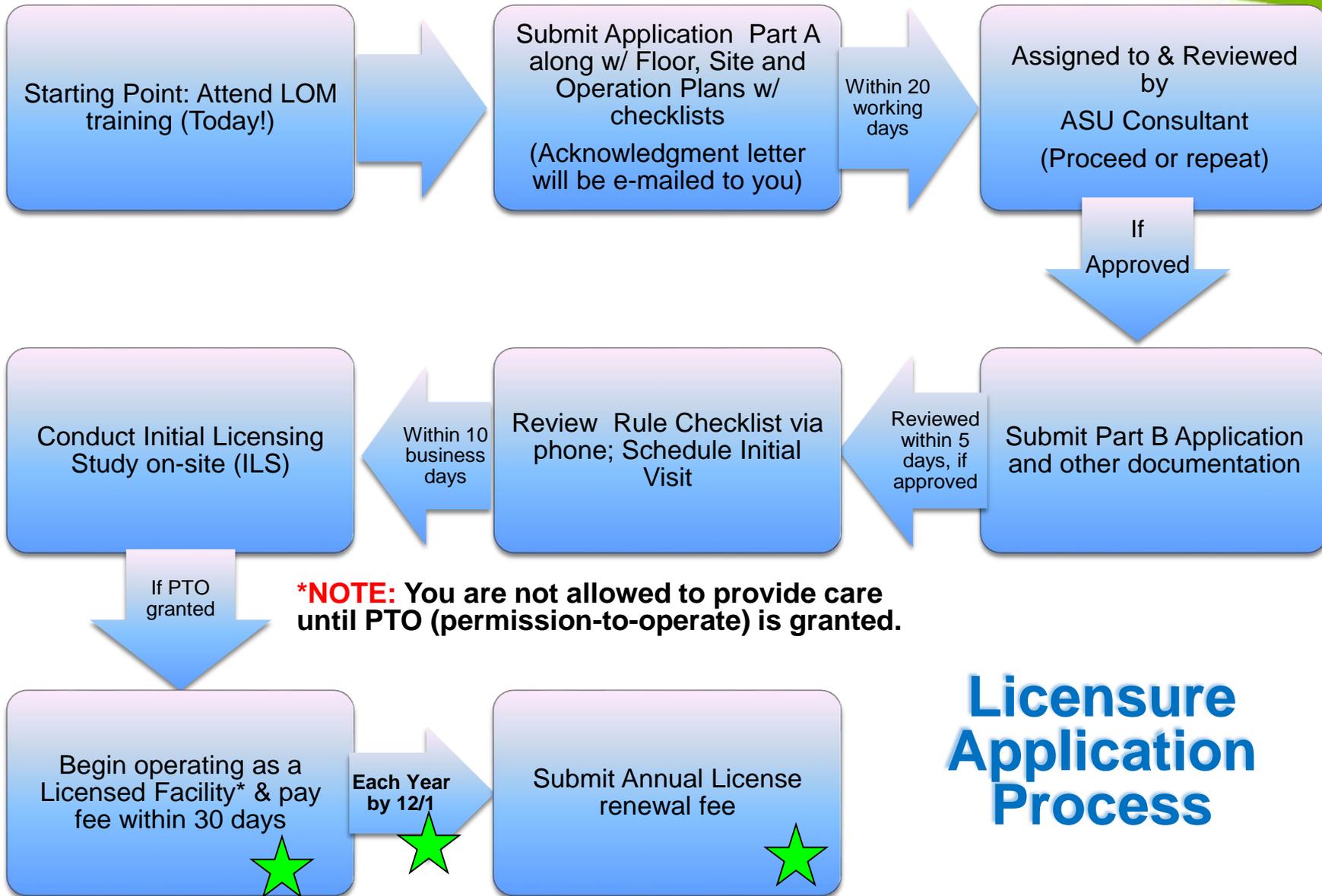
- **Paperwork completed and maintained: parent authorization, participant checklists, emergency medical information.**
- **Name tags with required information for all participating children.**



Swimming



- **Local approvals/inspections on pools.**
- **Pool gates locked and area inaccessible when not in use.**
- **Swimming ratios met.**
- **Swimming paperwork completed/maintained: parent permission, swim test.**
- **Adequate supervision maintained.**



Licensure Application Process



Licensing Fees



Facility Capacity	Fee Amount
Less than 25 children	\$ 50
26-50 children	\$ 100
51-100 children	\$ 150
101-200 children	\$ 200
More than 200 children	\$ 250
(Note: License fees are non-refundable and are based on licensed capacity)	

★ Licensing Fees and Verifiable Documentation



- ❖ License fees are due after the ILS is completed and Permission to Operate is granted. A license will not be issued until the License fee is paid and verifiable documentation of citizenship is provided. Late fees apply after a 30 day grace period. If the fee is not paid and/or verifiable documentation of citizenship is not provided the revocation process begins.
- ❖ 11/1 Annual License fees and verifiable documentation of citizenship are due for renewal of license and applications in process.
- ❖ 12/31 The 30 day grace period for payment ends.
- ❖ 01/01 Late fees will be assessed in the amount of one-half annual licensing fee.
- ❖ 02/01 Revocation process starts if license fee and late payment aren't paid and/or verifiable documentation of citizenship is not provided, which could result in forfeiting your license

Completing Part A



- **Are you applying as a Child Care Learning Center? Or Change of Ownership ? Or currently licensed center having a Change of Location?**
- **Who is the legal owner of your program?**
- **Do you have a physical address? Do you own the building in which the program will be operating?**
- **Have you become familiar with your local ordinances? i.e. zoning, fire, building, and health regulations.**
- **Do you know what services you will be providing?**
- **Do you know the months, days, and times you will be operating?**
- **What ages will you be serving?**
- **Have you included the room measurements on the floor plan for each room to be licensed and estimated your licensed capacity?**





Ownership?

- **Corporations**- If your program is LLC or Incorporated then the Corporation is the legal owner
- **Formal Partnerships** that are NOT LLC/Inc. must either have an informal partnership agreement OR register trade name with the Secretary of State
- **Individual**- One person is legally responsible for the program
- **Board Sponsored**- Either the LLC or Inc. is the legal owner OR an Individual is the legal owner

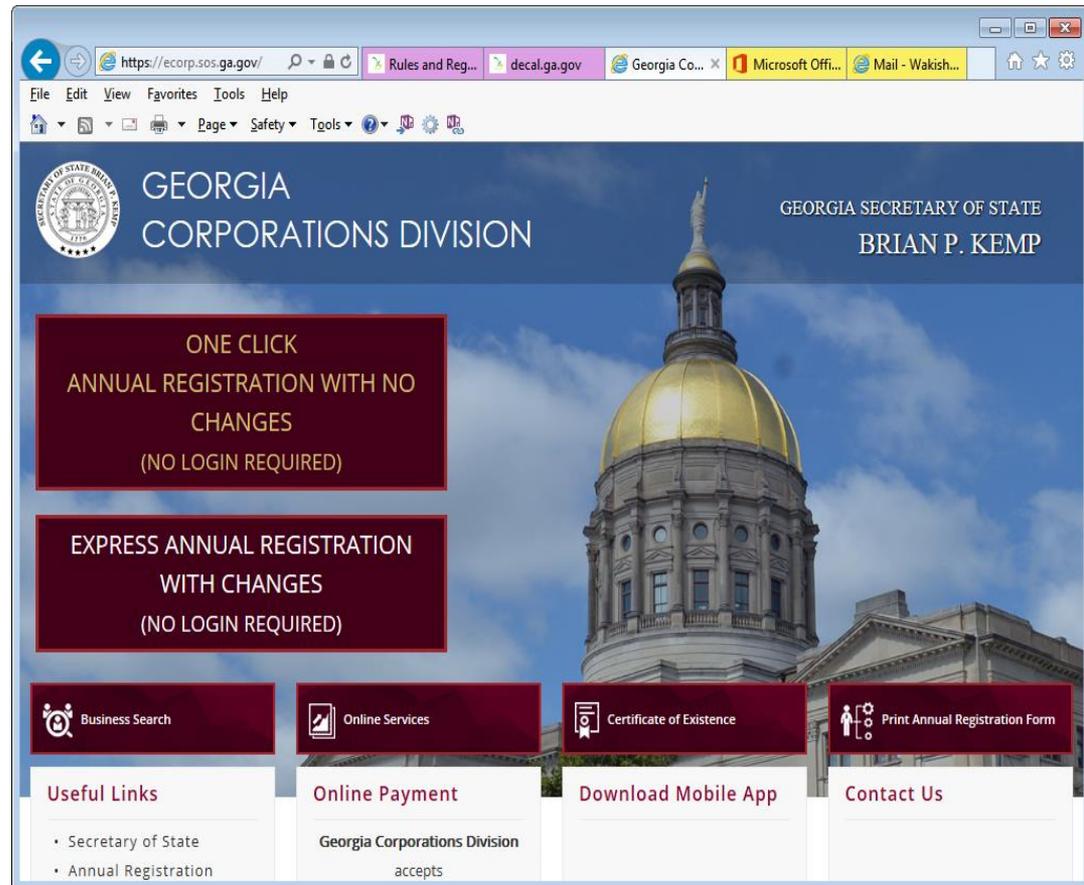
Are you applying for your license under your INC. or LLC name?



- Please visit Georgia's Secretary of State website to verify your information prior to completing Application Part A if you have a INC. or LLC.

- This can be found at www.sos.ga.gov

- The information for your INC. or LLC found on this website should match the information that you put on Application Part A.





BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
 2 Martin Luther King Jr. Drive, SE
 Suite 670, East Tower
 Atlanta, Georgia 30334
 www.dec.state.ga.us



APPLICATION FOR LICENSE PART A

License or Commission (CHECK ONE)			
Child Care Learning Center:	<input type="checkbox"/> License	<input type="checkbox"/> Commission	
Group Day Care Home:	<input type="checkbox"/> License	<input type="checkbox"/> Commission	

A license to operate a Child Care Learning Center or Group Day Care Home is issued to the governing body of the center, meaning the person or entity that owns the center.

Owner/Applicant Information:

Facility/ Site Information:

(Name of Corporation/LLC/Individual Owner/Board)

(Name of Center)

(Mailing Address) (City/Zip) (County)

(Site Address) (City/Zip) (County)

(Daytime Telephone No.)

(Facility Telephone No.)

(E-mail Address) (required)

(Facility tax number)



Type of Ownership (CHECK ONE)		Profit/Nonprofit (CHECK ONE)	
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Profit	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Board-Sponsored	<input type="checkbox"/> Nonprofit	

Location Change? Yes No (NOTE: If this is a change of ownership, a different application is required.)

If yes, this is a change in location, please provide the current address of the facility:
 Facility Name/ Current Address _____

Is facility currently operating? Yes No
 Corporation EIN# _____ or Individual Owner SSN# _____

INC/LLC name goes Here





A corporate owner must submit a copy of corporation papers including Certificate of Incorporation, Articles and By-Laws, when applicable. Board-sponsored facilities must submit a list of board members and minutes from the most recent board meeting approving the facility.



Person Legally Responsible for business and Official Address for all Correspondence:	For Corporations and LLCs Only: Name and Address of Agent for Service for Facility: (person registered with the Secretary of State's office as the agent)
Name	Name
Street or P.O. Box	Street or P.O. Box
City/State/Zip	City/State/Zip
E-mail Address	E-mail Address

Do you own any exempt child care facilities in the State of Georgia? Yes No
If yes, list the official name and address of the exempted program.

(Name, Site Address, City, State, Zip and County)

Do you own the building in which the program is housed? Yes No

If no, please provide the landlord's name and address and include a copy of the current lease agreement:

Landlord's Name and Mailing Address: _____

Proposed Schedule:

Proposed Months of Operation: _____
Proposed Days of Operation: _____
Proposed Hours of Operation: _____

Note: Please list specific months, specific days of the week and actual clock hours.

Proposed Age Range of Children to be served:

From _____ Through _____

Note: Please list actual ages (i.e. 6 weeks through 12 years)

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Infants & toddlers (Ages 0-2) | <input type="checkbox"/> Transportation/Field Trips |
| <input type="checkbox"/> Preschoolers (ages 3-4) | <input type="checkbox"/> Evening Care (7:00 pm – 12 midnight) |
| <input type="checkbox"/> School Age (Ages 5+) | <input type="checkbox"/> Night Care (12 midnight – 6:00 am) |
| <input type="checkbox"/> School Age Only | <input type="checkbox"/> Mildly Ill Care |
| <input type="checkbox"/> Subsidized Care | <input type="checkbox"/> Swimming |



The following items must be submitted with this application. Please check that all are attached:

- Two (2) copies of readable Floor Plan (1 copy must be 8 1/2"x11")
- Two (2) copies of readable Site Plan (1 copy must be 8 1/2"x11")
- Completed Floor Plan Checklist and Site Plan Checklist
- One (1) copy of detailed Operation Plan with completed checklist
- Large, self-addressed, stamped envelope for return of your plans
- Copy of zoning approval from the agency with jurisdiction or letter stating no zoning is required
- Copy of Certificate of Licensure Orientation Training
- Signed "Affidavit Verifying Status for CCLC/GDCH License Application" form (owner completes)
- Signed lease agreement for facility, if applicable
- Notarized Criminal Record Check Application for director, if director has been hired

Has the center identified the facility director? yes no

If yes, please list director's name: _____

Please note that in order to obtain a valid license, the director must have received a satisfactory national fingerprint criminal record check clearance from Bright from the Start within the preceding twelve months. If your license application is completed more than twelve months from the date the director received a satisfactory national fingerprint criminal record check clearance from Bright from the Start, you will not receive a valid license until you submit a new national fingerprint criminal record check application for the director through Cogent.

I understand that a child care license is nontransferable. Submission of this application is the initial step in obtaining a license. Upon receipt, review, and approval of the completed application, a Child Care Consultant will conduct an inspection of the center. This inspection includes an assessment of required approvals, such as fire safety, an evaluation of the physical plant, staffing, and services. I understand that the issuance of a new license may be denied for failure to comply with licensing requirements.

I hereby apply for a license and agree to the following:

- A. I will ensure that the center adheres to all licensing requirements.
- B. I assume responsibility for conducting the affairs of the center herein described and for meeting all applicable regulations.
- C. I understand that the center is subject to unannounced inspections by Bright from the Start: Georgia Department of Early Care and Learning at any time during operation hours.
- D. I understand that a license to operate a center is not transferable to another individual or location.
- E. I understand that remodeling or modification to the center requires a plan review by Bright from the Start: Georgia Department of Early Care and Learning before new construction, alterations, or additions can begin.
- F. I 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, may result in adverse action by Bright from the Start.

False or misleading statements made on any part of the application will void this application and nullify any license issued on the basis thereof.

Signature of Corporation/LLC Name or Individual owner _____ Date _____

* _____ Date _____

Board Chairman /President/CEO
(*use this line only if you are a corporation/LLC/Board-sponsored)

Write in the name
of the LLC/INC
here



Application Part A



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE
Suite 870, East Tower
Atlanta, Georgia 30334
www.docul.ga.gov

APPLICATION FOR LICENSE PART A

License or Commission (CHECK ONE)
Child Care Learning Center: License Commission

A license to operate a Child Care Learning Center is issued to the governing body of the center, meaning the person or entity that owns the center.

Owner/Applicant Information: Calvary's Harvest Baptist church, INC.
(Name of Corporation/LLC/Individual Owner/Board)

Facility/Site Information: Calvary's Harvest Christian Academy & Daycare
(Name of Center)

3621 Jodeco Road, Jonesboro, GA 30236 (Clayton)
(Mailing Address) (City/Zip) (County)

3621 Jodeco Road, Jonesboro, GA 30236 (Clayton)
(Site Address) (City/Zip) (County)

555-555-5555
(Daytime Telephone No.)

555-555-5555
(Facility Telephone No.)

anytime@gmail.com
(E-mail Address) (required)

555-555-5555
(Facility tax number)

Type of Ownership (CHECK ONE)
 Individual Corporation
 Partnership Board-Sponsored

Profit/Nonprofit (CHECK ONE)
 Profit Nonprofit

Location Change? Yes No (NOTE: If this is a change of ownership, a different application is required.)
If yes, this is a change in location, please provide the current address of the facility:
Facility Name/ Current Address
Is facility currently operating? Yes No
Corporation EIN ___00-000000000 or Individual Owner SSN _____

GEORGIA

Page 1 of 1



GEORGIA
CORPORATIONS
DIVISION

GEORGIA SECRETARY OF
STATE
BRIAN P. KEMP

HOME (/)

BUSINESS SEARCH

BUSINESS INFORMATION

Business Name: CALVARY'S HARVEST BAPTIST CHURCH, INC. County Number: 0525719

Business Type: Domestic Nonprofit Corporation Business Status: Active/Compliance

Business Purpose: 3621 JODECO RD, JONESBORO, GA, 30236 Date of Formation / Registration Date: 4/20/2005

Principal Office Address: 3621 JODECO RD, JONESBORO, GA, 30236 State of Formation: Georgia LAST ANNUAL REGISTRATION YEAR: 2017

REGISTERED AGENT INFORMATION

Registered Agent Name: CRAIG L BENNETT
Physical Address: 105 BURLEYSON DR, Henry, MCDONOUGH, GA, 30253, USA

OFFICER INFORMATION

Name	Title	Business Address
LaChelle Stewart	Secretary	255 Killetop Dr, McDonough, GA, 30253, USA
Craig L Bennett	EFO	105 BURLEYSON DR, MCDONOUGH, GA, 30253, USA
William J Hull	CFO	3499 Maplehurst Dr, Decatur, GA, 30032, USA

Back Filing History Name History
Return to Business Search

Office of the Georgia Secretary of State Attn: 2 M.L.K. Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1540, Phone: (404) 656-2377, TOLL-FREE: (811) 753-7826, WebSite: <http://www.sos.ga.gov/>
© 2013 PCC Technology Group. All Rights Reserved. Version 2.1.2a Report a Problem

A corporate owner must submit a copy of corporation papers including Certificate of Incorporation, Articles and By-Laws, when applicable. Board-sponsored facilities must submit a list of board members and minutes from the most recent board meeting approving the facility.

Person Legally Responsible for business and Official Address for all Correspondence: Craig Bennett	For Corporations and LLCs Only: Name and Address of Agent for Service for Facility: (person registered with the Secretary of State's office as the agent)
Name 3621 Jodeco Road Street or P.O. Box Jonesboro, GA 30236 City/State/Zip anytime@gmail.com E-mail Address	Name Craig Bennett Street or P.O. Box 105 Burleyson Drive City/State/Zip McDonough, GA 30252 E-mail Address anytime@gmail.com

Do you own any exempt child care facilities in the State of Georgia? Yes No
If yes, list the official name and address of the exempted program: _____

(Name, Site Address, City, State, Zip and County)

Do you own the building in which the program is housed? X Yes No

If no, please provide the landlord's name and address and include a copy of the current lease agreement.
Landlord's Name and Mailing Address: _____

Proposed Schedule:

Proposed Months of Operation: January - December
Proposed Days of Operation: Monday - Friday
Proposed Hours of Operation: 7:00 AM - 6:00 PM

Note: Please list specific months, specific days of the week and actual clock hours.

Proposed Age Range of Children to be served:

From 6 weeks Through 17 years old
Note: Please list actual ages (i.e. 6 weeks through 12 years)

Check all that apply:

- Infants & Toddlers (Ages 0-2)
- Preschoolers (ages 3-4)
- School Age (Ages 5+)
- Subsidized Care
- Transportation/Field Trips
- Evening Care (7:00 pm - 7:20 midnight)
- Night Care (12 midnight - 6:00 am)
- Military Ill Care
- Swimming

Email Address Required

- **Every child care learning center is required to have a contact email address.**
- **This should be indicated on your application.**





GA Sex Offender Registry Checks

- **At the time application is submitted the GBI sex offender registry will be checked for the owner and director (if hired)**
- **Prior to the on-site visit checks will be completed for all staff that have been hired**
- **During on-site visit checks will be done for any additional staff**

<https://gbi.georgia.gov/georgia-sex-offender-registry>



Citizenship Affidavit Form



Bright from the Start: Georgia Department of Early Care and Learning
 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334
 O.C.G.A. § 50-36-1(e)(2) Affidavit For Lawful Presence Verification

License Number _____
 Facility Name _____
 Facility Address _____
 Facility Owner _____

By completing this affidavit under oath, as an applicant for the license or registration listed below, as referenced in O.C.G.A. Sec. 50-36-1, I _____

verify one of the following with respect to my application for a public benefit from Bright from the Start: Georgia Department of Early Care and Learning, as referenced in O.C.G.A. Sec. 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. Submit a *legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.*
- 2) _____ I am a legal permanent resident of the United States, 18 years of age or older. Submit a *legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.*
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, with an alien number issued by the Department of Homeland Security or other federal immigration agency. Submit a *legible front and back copy of secure and verifiable document from the list below that includes your alien number.*

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____ (Required)

I also verify I have provided at least one secure and verifiable document, as required by O.C.G.A. Sec. 50-36-1(e)(1), with this affidavit. The secure and verifiable document I have provided with this affidavit is: _____ (Identify the document, such as driver's license, Temporary Resident Card, passport, etc).

In providing the above information under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Georgia law, O.C.G.A. Sec. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Completed in _____ (city), _____ (state).

Signature of Applicant _____ Printed Name of Applicant _____

Mailing Address: _____ Street or P.O. Box _____ City _____ State _____ Zip _____

Contact Phone Number _____ E-mail Address _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

NOTARY PUBLIC _____ My Commission Expires: _____

OWNERSHIP TYPE	WHO MUST SUBMIT NOTARIZED AFFIDAVIT & VERIFIABLE DOCUMENT
Individual owners – a person or a business or organization that is <u>not</u> a corporation or LLC	The <u>individual person</u> in whose name the license or registration was issued; this includes: 1) all family day care home providers and 2) group day care homes and child care learning centers owned by an individual person or <u>one</u> individual person who may legally act on behalf of a business or organization that is <u>not</u> a corporation or LLC.
Partnerships	<u>One person</u> in the partnership
Corporations	<u>One</u> officer of the corporation (<u>not</u> the registered agent unless the registered agent is also an officer of the corporation)
Limited Liability Company (LLC)	One member <u>or</u> one manager, <u>or</u> an organizer if there are no members or managers
Board-sponsored corporation or LLC) (No	<u>One</u> board member



Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012, by the Office of the Attorney General,
Georgia

- A United States passport or passport card
- An original or certified copy of a birth certificate
- A United States military identification card
- A driver's license issued (both front and back)
- An identification card (both front and back)
- A United States Permanent Resident Card or Alien Registration Receipt Card
- A passport issued by a foreign government
- A NEXUS card

A complete list of verifiable documentation is provided on the website and in the updated application packet



Child Care Learning Centers

Children under three years cannot share classroom space with children three years and older

They cannot cross into each others rooms to:

- **Enter the building**
- **Exit the building**
- **Reach the playground**
- **Reach the restrooms**

****If licensed for a capacity of 7-18 children, children can cross into each other rooms and be combined.**

Room Dividers



This 1/2 wall IS 48 in. tall

This 1/2 wall is NOT 48 in tall!



Bathrooms for children four years and older require partitions or dividers for privacy.

True or False?

Bathrooms for 2 year olds must be in or adjacent to the classroom. Bathrooms should be in the line of sight from the classroom door or share a wall with the classroom door.



Bathrooms for 3 years and older can be in the classroom or within 40 feet of the classroom door.





Toilets and sinks that are used for the children should be located in or adjacent to the classrooms.

True or False?



ALL programs that care for children 3 and older, including after school ONLY programs, need to have a written diapering plan in the event a child with this need is enrolled

591-1-1-.06 Bathrooms.

(1) Required Facilities. Flush toilets and lavatories (hand washing sinks) with running water shall be provided in the following minimum ratios for the use of all children:

<u>Number of Children</u>	<u>Toilets and Lavatories</u>
1-12	1
13-25	2
26-50	3
51-75	4
76-100	5
101-125	6
126-150	7
151-175	8

Each additional group of twenty-five (25) children shall require one (1) additional toilet and lavatory.



Bathrooms with Partitions



Child Size and Adult Size Toilets



Bathroom Ventilation

- (4) Ventilation. In centers first licensed after March 1, 1991, and centers that remodel or add to existing plumbing facilities, the bathroom area shall be **fully enclosed** and ventilated to the outside of the building with either an open screened window or functioning exhaust fan and duct system.





Partial walls used to separate classrooms must be at least 48 inches tall.

True or False?

Cubbies



Any room that houses children 12 months and older must have accessible storage for the one-year-old children



Accessible storage such as cubbies, hooks, bins, are required in classrooms for children 12 months and older.

True or False?

Mats and Cots



Mats should be at least 2 inches thick.



Sleeping equipment must be stored inaccessible to children

Sheets and Blankets

Each program is responsible for providing a sheet and blanket for each child's use at the initial licensing inspection.

If the center will require parents to provide these items, the center shall also provide additional blankets and sheets per child for use as needed.



NOTE: Bedding shall be stored so it does not touch other children's bedding



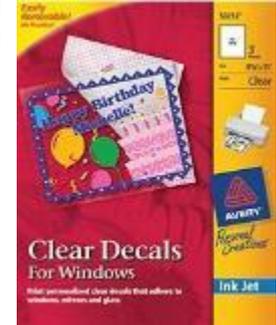
Mats or Cots should be at least two inch thick.

True or False?

Full Length Glass Window/Door



Examples of types of decals/ visuals for door/windows





**Full length windows are approved by
Bright from the Start.**

True or False?

Diaper Changing Table Facing the Classroom





**Diapering sinks may be located
in the bathroom.**

True or False?

What's Wrong with this Picture?



Exhaust Fan for Diapering Room





Ventilation for diapering rooms may be provided by exhaust fans or the proper amount of screened operable window space.

True or False?

Give Make and Model Number of Water Cooler





Water coolers are required for your building.

True or False?

Sink & Dishwasher Combinations

Your 3 options:



Option #1 3 Compartment Sink



Option #2 2 Compartment Sink & Dishwasher



Option #3 2 Compartment Sink & All Disposables





A dishwasher is required for all child care learning centers.

True or False?



Food Service Area

A kitchen is NOT required however:

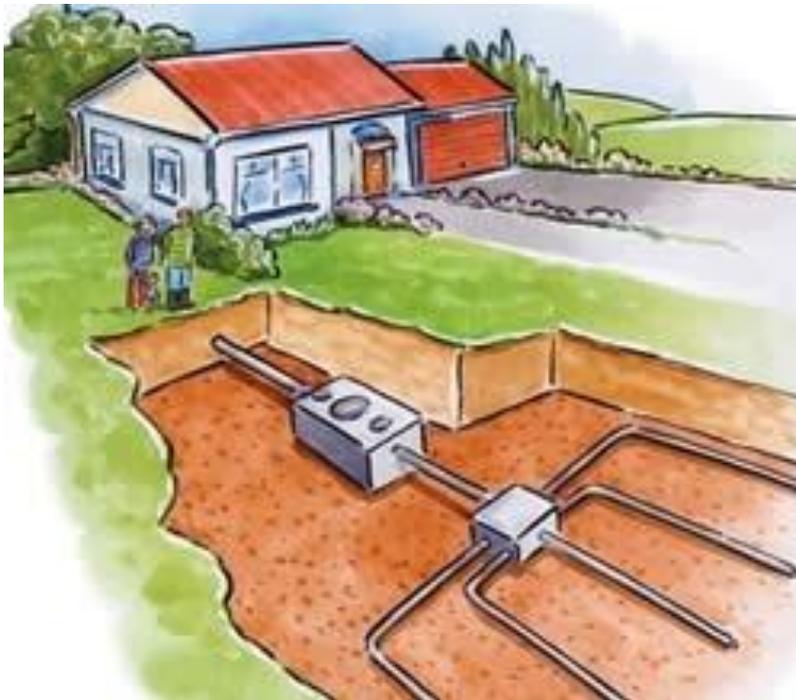
- **ALL Licensed Programs require a food service area, including after-school only programs**
- **This area must be separate from the classrooms**
- **This area must have the required ventilation**
- **A water source should be provided**

***This requirement is regardless of whether or not you prepare meals/snacks**

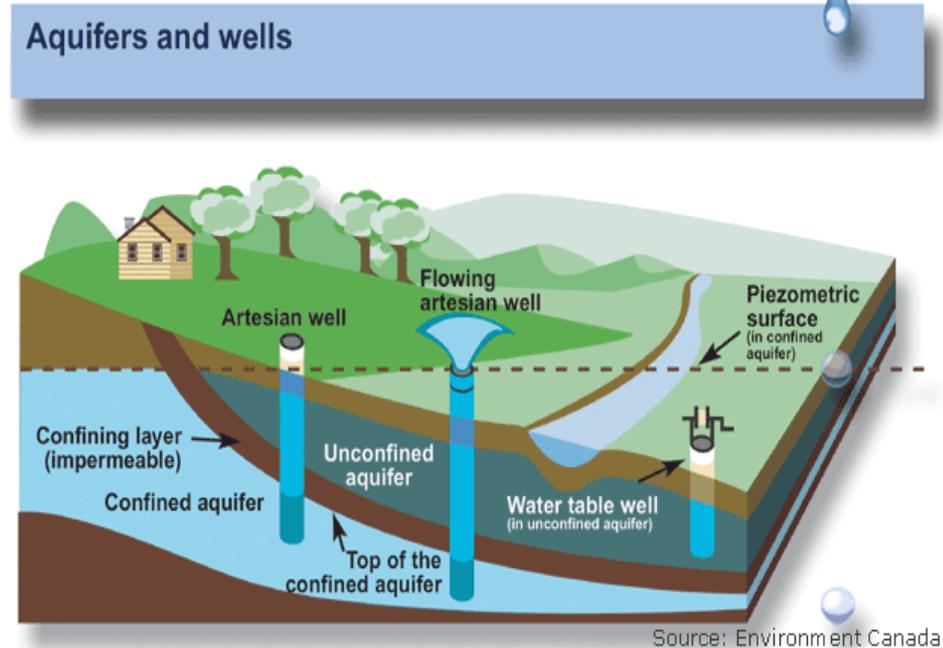
Approvals for Septic Tank and Well Systems must be obtained and submitted.



Septic Tank System



Well Systems





**A well or septic tank is allowed
for a child care facility.**

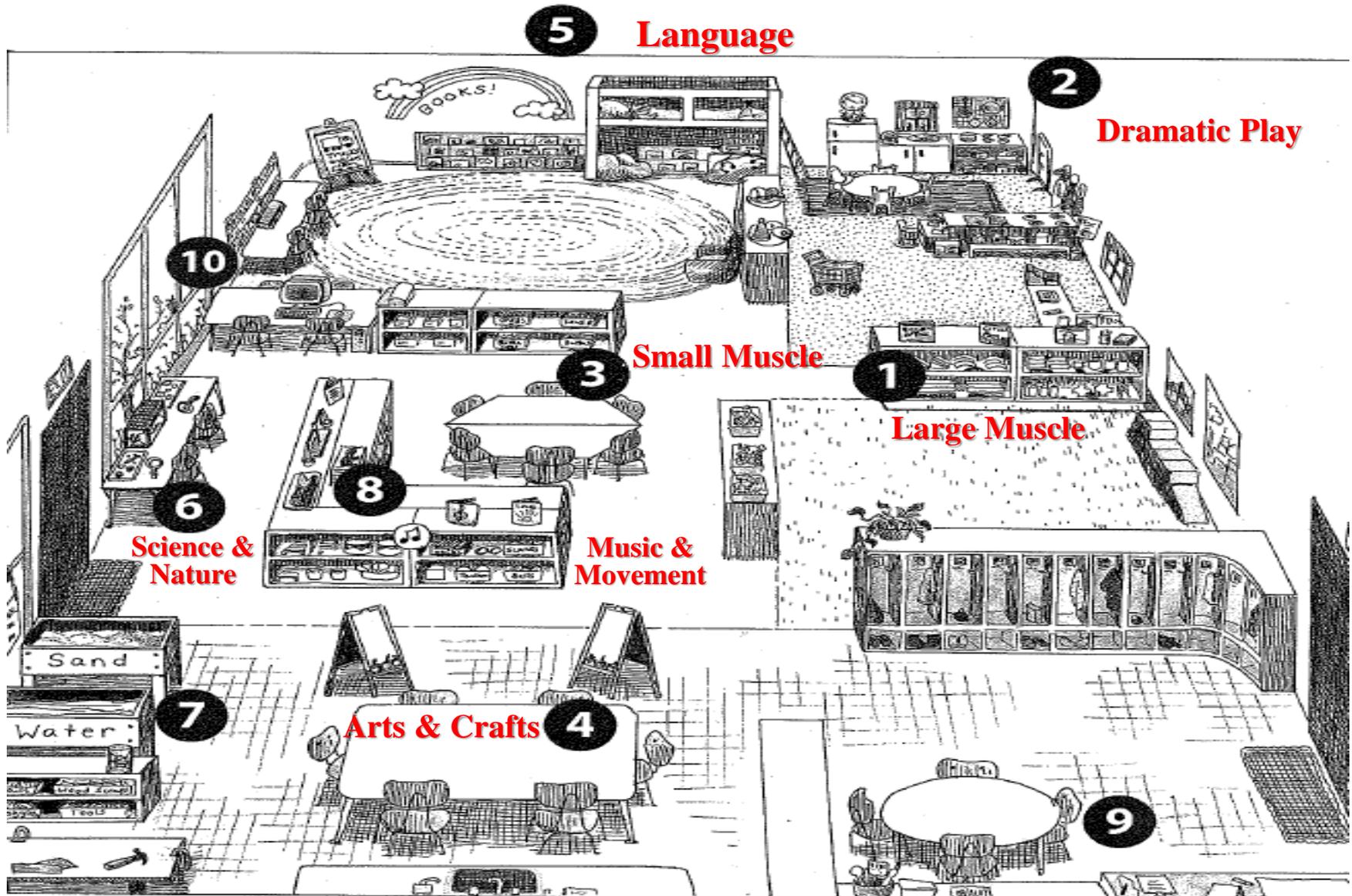
True or False?

Designing the Creative Environment



- **What are the messages that you convey in your environment?**
 - Is the environment set up for children?
 - Are families welcome?
 - Do books, materials and resources in the program reflect the children and families that you serve?

Appropriate Environments



Infant Classroom



Toddler Classroom



03/08/2008

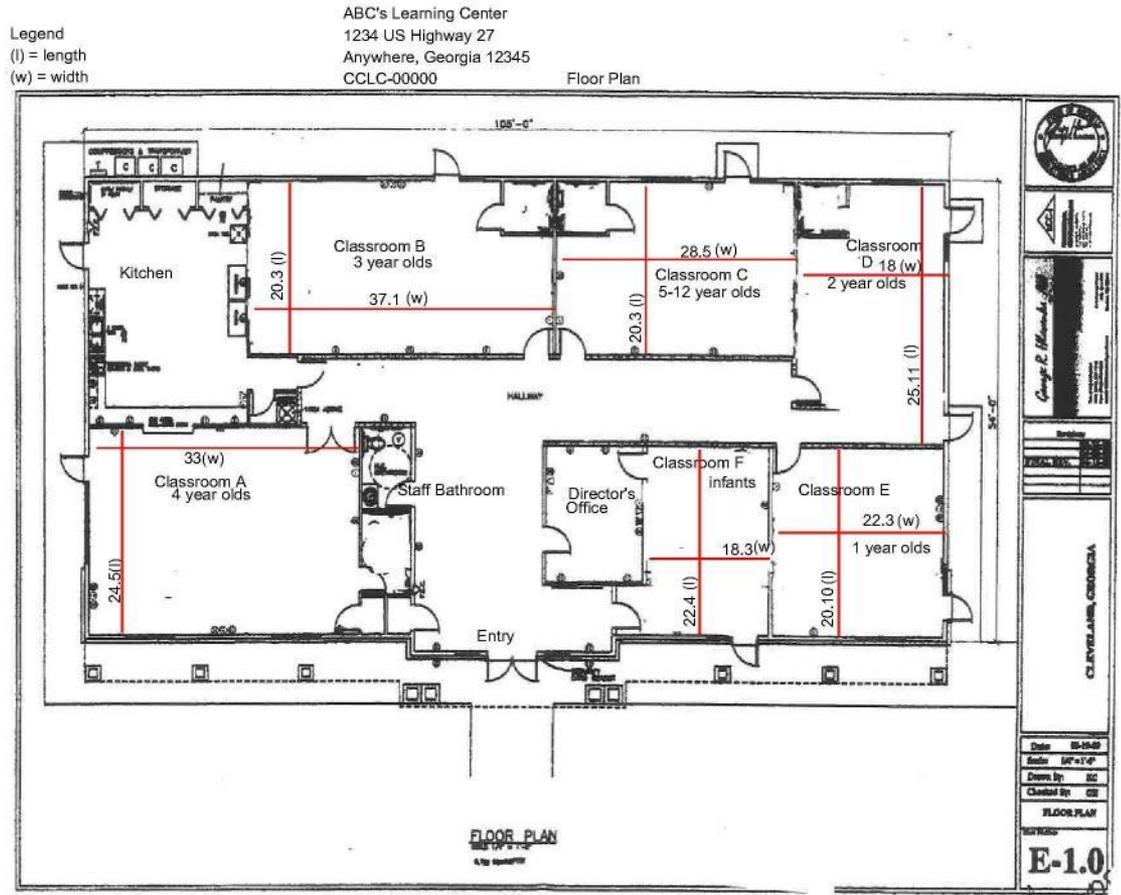
Preschool Room



School Age Classroom



Floor Plan Activity



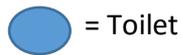
LOM Activity Floor Plan Key



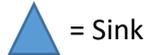
CONVERSION TABLE (inches to decimals)

1 INCH=.08	7 INCHES=.58
2 INCHES=.17	8 INCHES=.67
3 INCHES=.25	9 INCHES=.75
4 INCHES=.33	10 INCHES=.83
5 INCHES=.42	11 INCHES=.92
6 INCHES=.50	

Labels for classrooms:



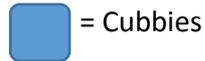
= Toilet



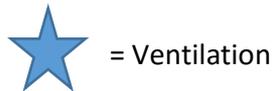
= Sink



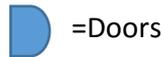
= Changing Table



= Cubbies



= Ventilation



= Doors

Classrooms are labeled starting clockwise from the left to the right: A, B, C, D, E, and F.

Ages are also noted for each classroom.

1. Calculate the square footage (**length x width**) for each classroom (**please refer to conversion table above to convert inches to decimals**) and write each classroom capacity on floor plan.
2. Label items in each classroom by using the key above.

*to calculate the capacity multiply the length by the width example: room A: $33 \times 24.42 = 805.86$ (round up any decimal greater than 5) $=806$ then divide by 35 $= 23.02 = 23$, if it was 23.5 we would round up to 24.

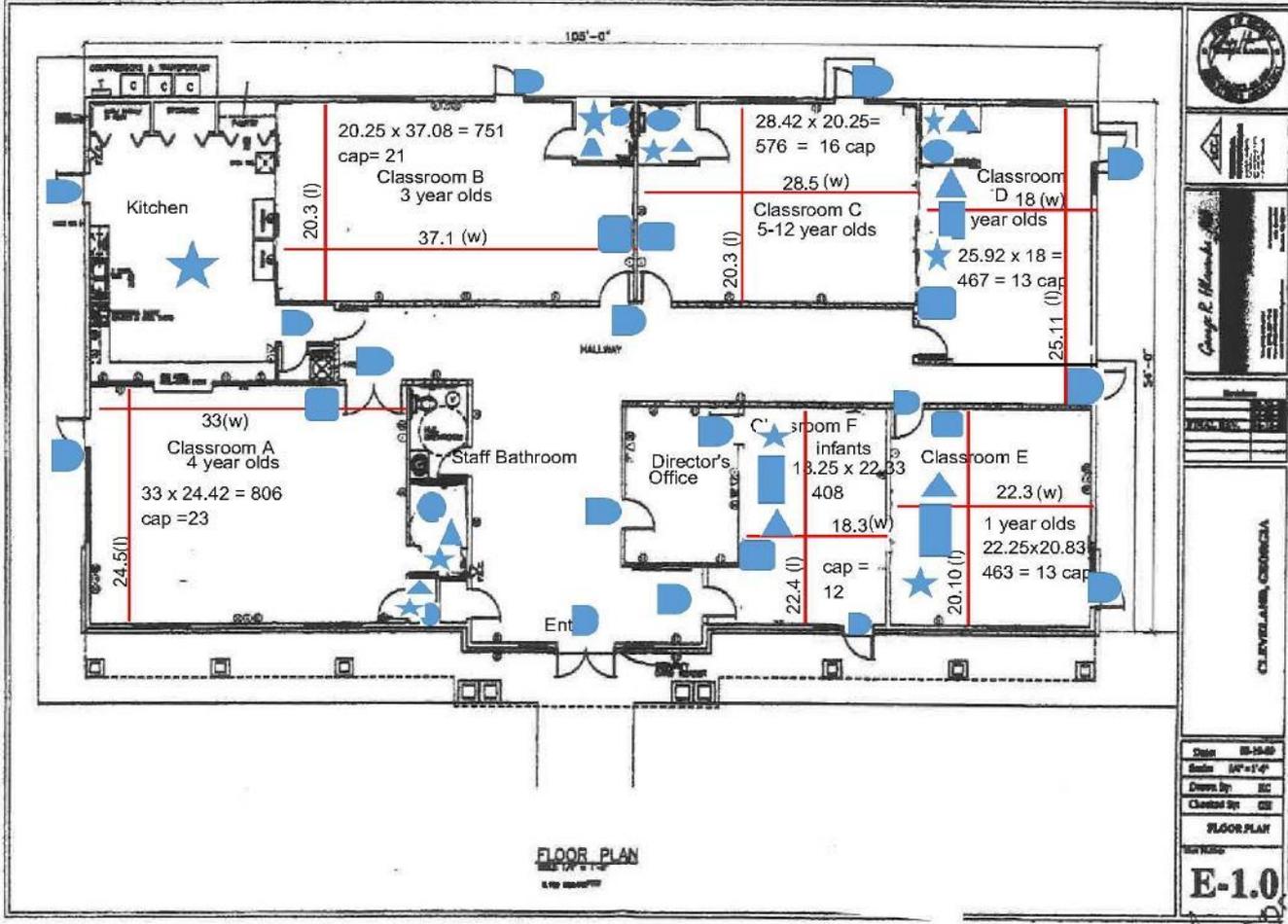
Floor Plan Activity - Answers



Legend
 (l) = length
 (w) = width

ABC's Learning Center
 1234 US Highway 27
 Anywhere, Georgia 12345
 CCLC-00000

Floor Plan



Architectural details and metadata on the right side of the floor plan:

- North arrow pointing up.
- Scale: 1/4" = 1'-0"
- Project Name: ABC's Learning Center
- Location: CLEVELAND, GEORGIA
- Date: 03-15-00
- Scale: 1/4" = 1'-0"
- Drawn by: EC
- Checked by: CR
- Project Name: ABC's Learning Center
- Sheet Title: FLOOR PLAN
- Sheet Number: E-1.0

Applicant's Guide: Site Plan Checklist

FACILITY TYPE:

- (CCLC) Child Care Learning Center
(7 or more children)

SITE PLAN CHECKLIST

Applicant(s) Name _____
 Contact Person _____
 Address _____
 Telephone Number (s) _____
 Facility Name _____
 Address _____
 Telephone Number (s) _____
 County _____

Instructions:

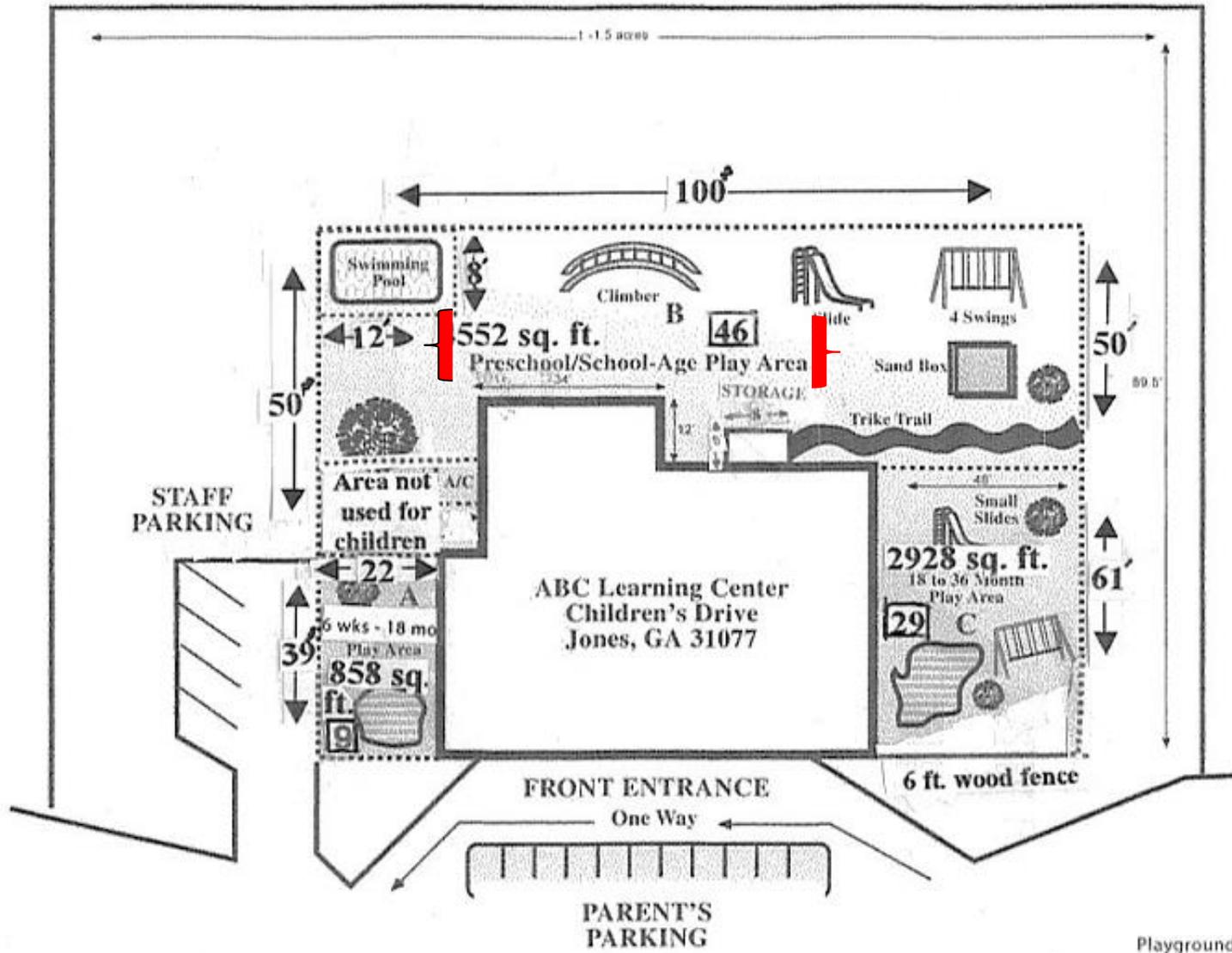
When preparing a drawing of your site plan, be certain that all items are shown on your plans and/or in the appropriate section of this checklist.

- Submit two (2) copies of a site plan drawing to the Applicant Services Unit. These may be hand drawn or professionally prepared. One copy must be 8½" by 11" for the Bright from the Start: Georgia Department of Early Care and Learning file. A copy will be returned to you.
- Submit a copy of this completed Site Plan Checklist.
 - Submit a self-addressed, stamped envelope, sufficient in size with adequate postage to receive a copy of your reviewed plans and checklist.
 - Applicant Services Unit will use the checklist to evaluate your plan using the following key:
M – Met, **NM** – Not Met, **NA** – Not Applicable, **D** - Discussion, and **?** - Question/Further clarification needed

CCLC = Rules and Regulations for Child Care Learning Centers

Office Use Only	Office Use Only	Office Use Only	Please draw/clearly indicate the following information marked with a "✓" on your floor plan drawing AND answer questions noted on each item. Do not skip any item on this checklist. Write N/A if it does not apply.
Review Date:	Review Date:	Review Date:	
			1. Draw the location of parking for parents and staff. (Assure that there is enough to accommodate staff vehicles and the peak arrival and departure times for the safe pick-up and delivery of children.) CCLC #591-1-1-.25(16) GDCH #290-2-1-.12 (aa)
			2. Draw the measurements of each playground and the age range of children that will use each playground. (Ex. 120 feet x 80 feet= 10,800 sq. feet) If more than one playground is planned show each playground and designate each with a letter. NOTE: Facilities are not required to have separate play areas for all age groups. Refer to Applicant's Guide for additional information. (Give dimensions of any heating/cooling equipment areas on the playground. These should be fenced off from children's access.) NOTE: For child care learning centers (CCLC), total playground capacity must accommodate at least 1/3 of overall capacity. For Group Day Care Homes (GDCH), playground capacity must match or exceed the total group day care capacity. CCLC #591-1-1-.28(1) GDCH #290-2-1-.12 (y)
			3. Are there any buildings or storage areas on the playground? ____ Yes ____ No If yes, please draw location on plan and give measurements of the building. CCLC #591-1-1-.25(1) GDCH #290-2-1-.12(z)
			4. Is there a swimming pool (in ground or above ground) on-site? ____ Yes ____ No If yes, please draw on plan and describe below the method used to make it inaccessible to children when not in use. (Ex. Locked fence.) _____ CCLC #591-1-1-.35(2) GDCH # 290-2-1-.11(i) 15(i)
			5. Draw the location of the playground in relationship to the building, and show the route children will use to safely reach the playground from each room. (Note: Children less than 3 years of age may not pass through older children's rooms to reach the playground, nor may children 3 years and older pass through the rooms of younger children. This applies to CCLC only.) CCLC #591-1-1-.28(3) GDCH #290-2-1-.12 (y)
			6. Draw the location of the playground equipment (climbers, swings, sandboxes, slides, etc.). A variety of age appropriate equipment for all children served must be provided. CCLC #591-1-1-.26(6) GDCH #290-2-1-.12 (y) 7

SAMPLE SITE PLAN



Playground surface is grass and sand.

Playground Capacities:

- For centers licensed for 7-18 children, the playground must accommodate the total licensed capacity of the facility. Ex: If the center is licensed for 18 children, then the playground should be at least 1800 square feet to accommodate all 18 children.
- For centers licensed more than 18 children, the playground must accommodate 1/3 of the total licensed capacity of the facility. Ex: If the center is licensed for 75 children, the playground must be at least 2500 square feet to accommodate 25 children.
- *** $75/3= 25$ ($25 \times 100=2500$)

Approved Playground Fencing

- Chain Link
- Wooden
- Iron*
- Plastic/PVC Picket*
- *Spaces between pickets and bars must be less than 3 1/2 inches.



Playground Fencing Not Approved



Barbed Wire



Farm Wire



Chicken Wire



Lattice



Toddler Playground Equipment



Preschool-School Age Equipment



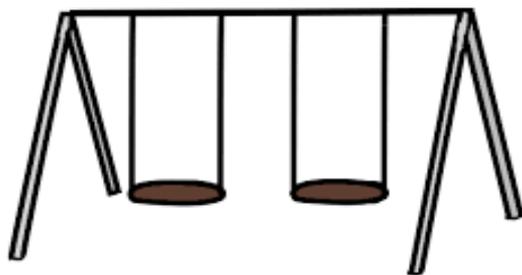


Playground Fall Zone Requirements

Swings-The fall zone should extend to the front and back of the swing(s) a minimum distance of twice the vertical distance from the top swing support bar to the ground.

Tire Swings-The fall zone should extend in all directions from the pivot point for a minimum distance of the length of the chain(s) + 6 feet.

Example:
If the distance from the top support bar to the ground is 7'--
14' fall zone is required in front and back of swings

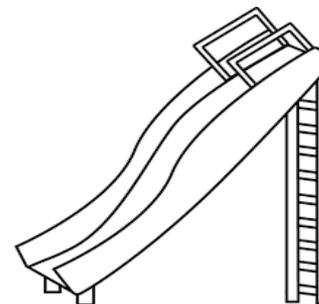


Example:
If the length of the chains on the tire swing are 5'--
11' fall zone is required around the entire tire swing.

Space between pieces of equipment:
A minimum of 6 feet should extend to the side of the swing-set poles/posts.

Playground Fall Zone Requirements

The fall zone for slides and other climbing equipment should extend 6 feet from entrance and exit points and 6 feet to the sides



Playground Surfacing Depth Requirements

Height of Equipment	Depth of Resilient Surfacing Needed
Highest climbing Point < 3 ft.	None, but on a soft surface (ex: grass, sand)
3 ft. – 5 ft.	At least 3 inches
5 ft. or over	At least 6 inches

**To determine the height – measure from the ground to highest climbing point(s).
Example: If the blue platform in this picture measures 2’9” from the ground, resilient surfacing is not required.**



Swings



Is your fence 4 feet high?



What is wrong with this playground equipment?



Hazardous Piece of Outdoor Equipment



Not enough Fall Zone



Tripping Hazard Along Sidewalk



Nut/Bolt Protrusions Should not be Facing the Inside of the Playground

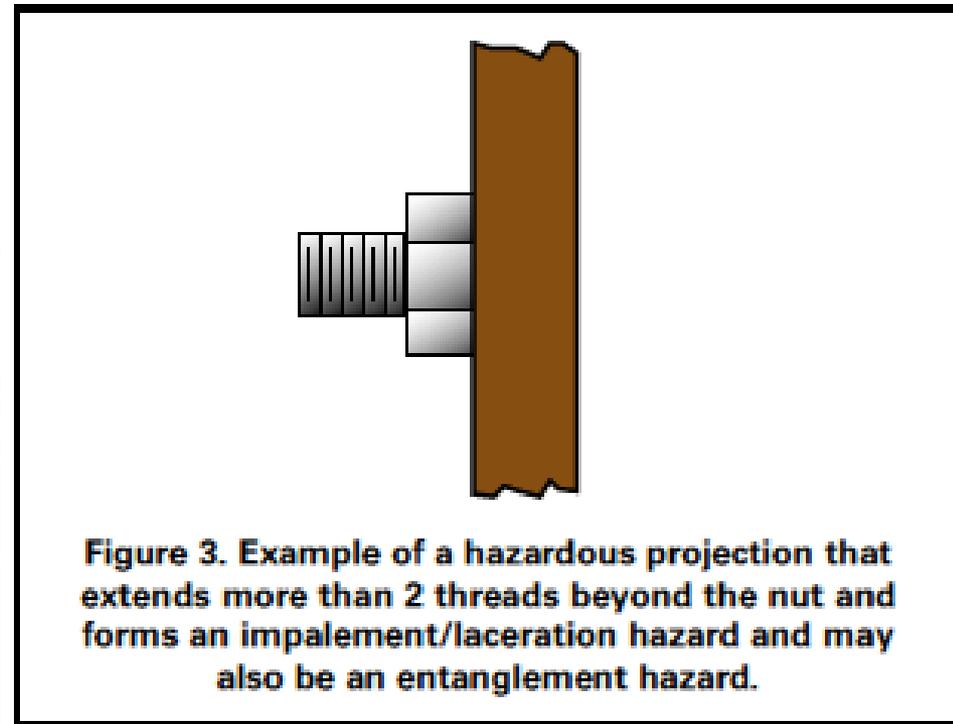
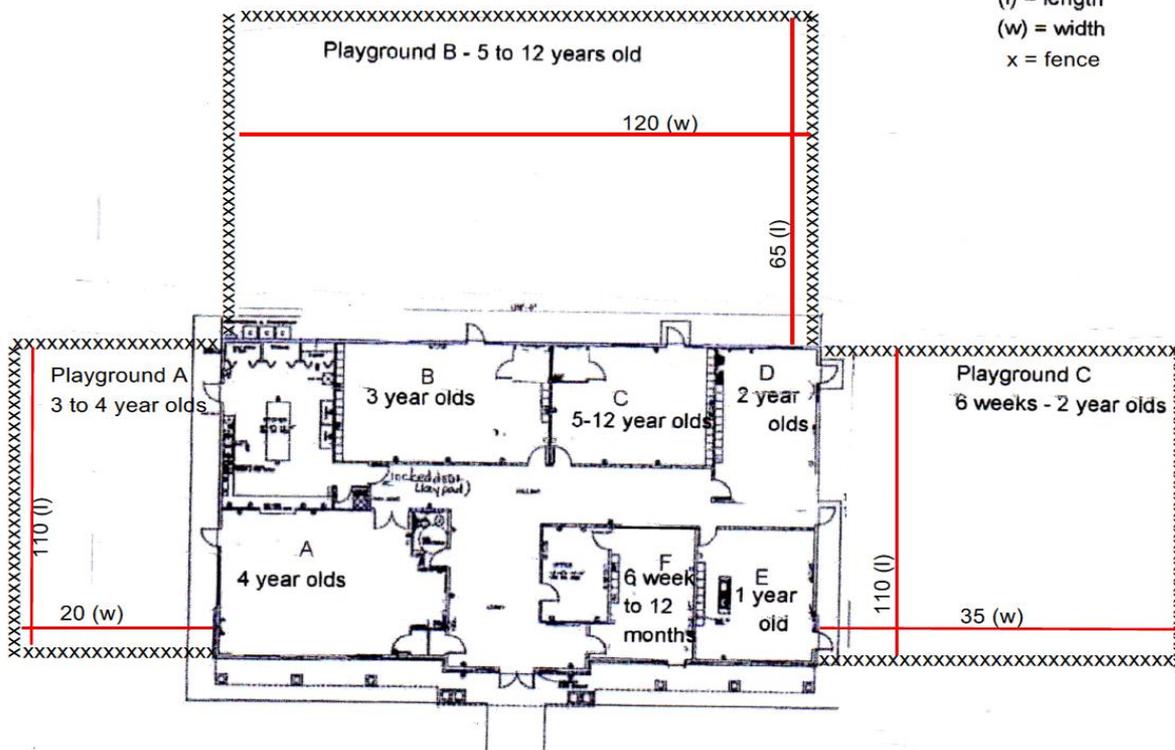


Figure 3. Example of a hazardous projection that extends more than 2 threads beyond the nut and forms an impalement/laceration hazard and may also be an entanglement hazard.

ABC's Learning Center
 1234 US Highway 27
 Anywhere, Georgia 12345
 CCLC - 00000 Site Plan

LOM Site Plan Activity

Legend
 (l) = length
 (w) = width
 x = fence



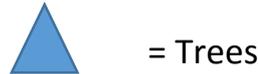
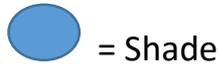
LOM Activity Site Plan Key

CONVERSION TABLE (inches to decimals)

1 INCH=.08	7 INCHES=.58
2 INCHES=.17	8 INCHES=.67
3 INCHES=.25	9 INCHES=.75
4 INCHES=.33	10 INCHES=.83
5 INCHES=.42	11 INCHES=.92
6 INCHES=.50	



Labels for rooms:



Rooms are labeled starting clockwise from the left: A, B, C, D, E, F.

Ages are also noted for each playground.

1. Calculate the square footage (**length x width**) for each playground (**please refer to conversion table above to convert inches to decimals**) and write each playground capacity.
2. Label shade, trees, and how each classroom will access the playground.

**to calculate the capacity multiply the length by the width example: Playground A: 20 x 110 = 2200 then divide by 100 = 22 cap, if you have 2250 square feet then we round up to 2300 and give the capacity at 23.

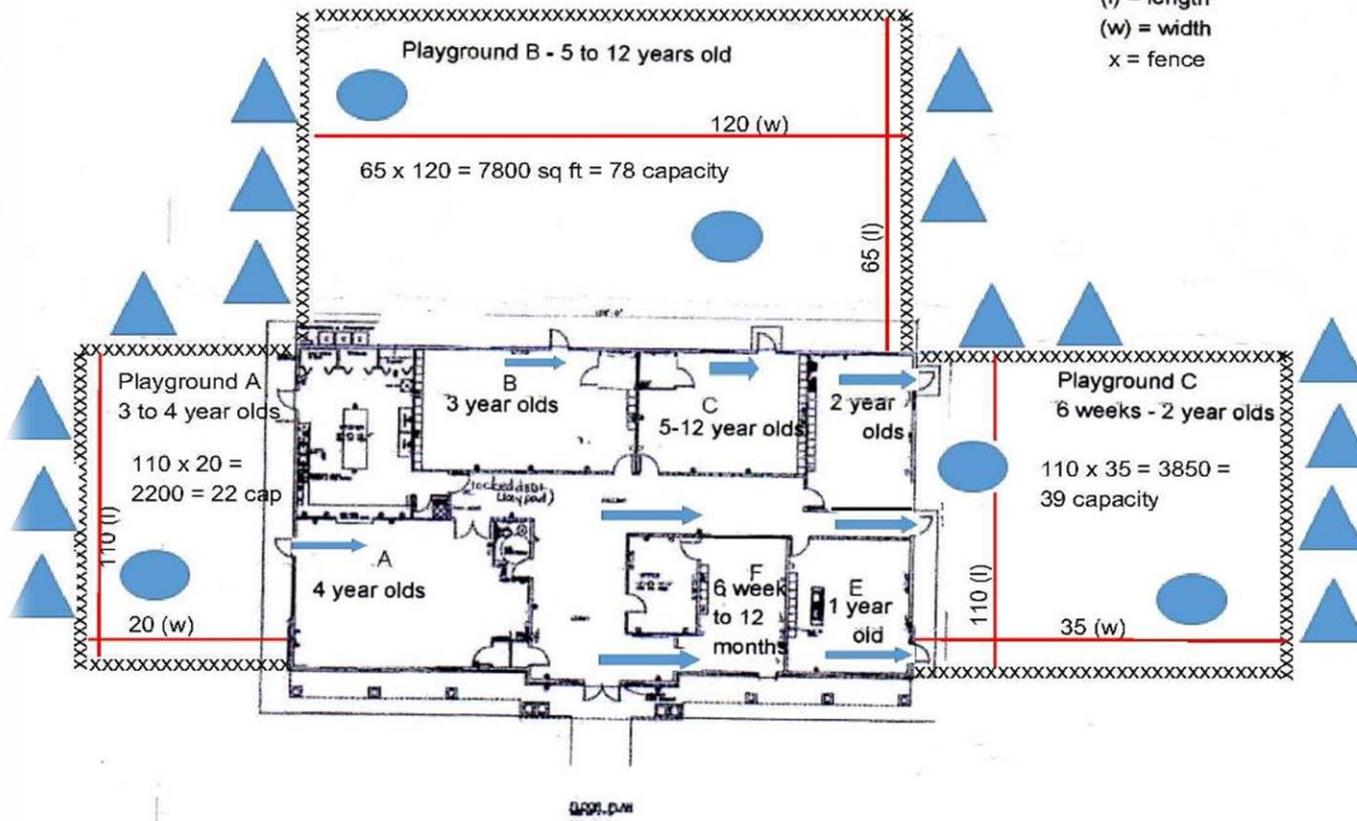
Site Plan Answer



ABC's Learning Center
 1234 US Highway 27
 Anywhere, Georgia 12345
 CCLC - 00000 Site Plan

LOM Site Plan Activity

Legend
 (l) = length
 (w) = width
 x = fence



Applicant's Guide: Operation Plan Checklist

FACILITY TYPE:

- (CCLC) Child Care Learning Center
(7 or more children)

OPERATION PLAN CHECKLIST

Applicant(s) Name _____
 Contact Person _____
 Address _____
 Telephone Number (s) _____
 Program Name _____
 Address _____
 Telephone Number (s) _____
 County _____

1. Submit copies of forms and/or documentation to show compliance with each item listed below along with this checklist to the Applicant Services Unit. Keep one copy of the checklist and attachments for your files.
2. Submit a self-addressed, stamped envelope sufficient in size with adequate postage to receive your copy of the evaluated checklist.

All items listed below should be represented on the operation plan, or answered on the checklist, which is attached to your plan. Applicant services Unit will use this checklist to evaluate your plan using the following key:

M – Met, **NM** – Not Met, **NA** – Not Applicable, **D** – Discussed, **?** - Question/Further clarification needed

CCLC = Rules and Regulations for Child Care Learning Centers

NOTE: If using the sample forms developed by Bright from the Start, you may indicate this on your checklist by writing **SF** rather than sending copies of the sample forms. Please be advised there are only sample forms for items starred (*); therefore, on items not starred you must develop your own forms for these items and submit a copy for review/approval.

CHILD CARE LEARNING CENTERS

GROUP DAY CARE HOMES

STAFF RECORDS:

A record must be established on each staff person including the director, which will be the licensee in some cases. Submit the forms you will use to capture the required information below. Write SF if you are using the **SAMPLE FORM** from the Applicant Guide for this item. Please note that only items starred (*) have sample forms.

	Office Use Only		Staff Application Form / Staff attendance record
Review Date:	Review Date:	Review Date:	
			*Staff application FORM must include the following:
			Name
			Date of Birth
			Current address
			Current telephone number
			Employment History (10 year)
			Education
			Qualifying work experience (commensurate with position)
			The following 3 statements are required on staff applications: 1. Staff has never been shown by credible evidence, e.g. a court or jury, a department's investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.
			2. Staff has not made any false statements on their application regarding their qualifications. (Under the American with Disabilities Act of 1991, all programs are required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If a staff member is disabled and requires accommodation, they may request it at any time during the interview process. They are obligated to inform the program director of their needs if it will impact their ability to perform the job for which they are applying.)
			3. Staff has read the job description for the position for which they are applying, staff members are in all respects, able to adequately perform the duties as described.

Please do NOT send in copies of our SAMPLE Forms



Operation Plan Requirements

- **Submit with Part A 5 PARTS**

Center Forms

- Medication form, Infant feeding plan; Accident report form; Field trip form; etc.
- **Samples are available for all forms**

Policies & Procedures Manual

- Handbook given to your parents that covers everything they need to know about the day-to-day operation of your facility.
- Should be organized in an easily readable format and address required information
- Should match Application Part A for services

Staff Handbook

- Handbook given to your staff. This should cover the 7 required staff statements as well as all requirements for staff.



Operation Plan Requirements...Continued

Menus, Daily Schedules, Lesson Plans

- Sample completed menus for all meals/snacks served
- Sample daily schedules for each classroom
 - Should reflect at least 2 hours between meals/snacks
 - Should reflect the correct hours of operation
 - Should reflect required outside time
- Sample lesson plans for each age group

Emergency Plans

- Step-by-step plans for emergency situations
- To include, but not limited to: fire; severe weather; structural damage; loss of a child; death of a child; injury; loss of water, power; heat; air



Emergency Plans

- **Applicable for ALL programs**
- **Must be SPECIFIC for YOUR program**
- **How will you operate your program?**
- **Must cover all 10 required areas**
- **Must reference contact Bright From the Start where applicable** (death of a child, lost child, structural damage)
- **Must cover applicable rules**
(ie: temperature must be maintained between 65-85 degrees)



New Safe Sleep Operation Policy

Safe Sleep Practices Policy

Child's name: _____ Date of birth: _____

Parent/Guardian name: _____

Safe Sleep Practices/Policies:

- 1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
- 2) Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
- 3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
- 4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
- 5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
- 6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice:

- 7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
- 8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
- 9) Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

Signature _____ Date _____

- A policy must be created by the provider covering all safe sleep policies
- BFTS has a sample form you can use.
- Operation plans cannot be approved if this is not provided
- **This MAY NOT be in applicants guide downloaded before this presentation**
- Contact your ASU consultant for additional guidance

Planning

- **Daily Care**
- **Routines**
- **Schedules**
- **Lesson Plans**
- **Transitions-Transitions are the times between major activities (time between clean up time and lunch, time between clean up and nap)**





Schedules should reflect:

- **The hours from open to close (including sleep times for night time care)**
- **The required amount of outdoor time**
- **At least 2 HOURS BETWEEN all meals**
- **The required meals as determined by your operating hours**
- **Child choice activities**
- **Routine Care times (diaper changes, hand washing, bathroom breaks, rest periods)**

Sample Toddler Schedule



6:00 – 7:30	Arrival/ Routine Care*/Child Initiated Activities
7:30 – 8:30	BREAKFAST/Hand-washing/Tooth-brushing/ Clean – up
8:30 – 8:45	Planned Activities (Music & Movement/Art/ Story Time/Other)
8:45 – 10:00	Self-selected Activities/45 minutes Outside Time/Gross Motor Play
10:00 – 11:00	Small-group Activities (i.e. art, story times, etc.)/Planned Activities
11:00 – 11:30	Self-selected Activities/Clean-up/Prep for Lunch (hand-washing, etc)
11:30 – 12:15	LUNCH/Routine Care*
12:15 – 12:45	Transition Activities/Story Time/Prep for nap
12:45 – 3:00	NAP TIME
2:15 – 3:15	SNACK/Routine Care*
3:15 – 3:45	Planned Activities
3:45 – 4:15	Self-selected Activities
4:15 -- 5:00	Outside Time /Gross Motor Play
5:00 –6:00	Quiet Activities/ Routine Care*/ Departure



***Note: Routine care happens throughout the day as needed and includes: diapering, toileting, napping
Toileting is based on individual child's needs/schedules.**

Although times are designated, this is a “rolling” schedule. Transition activities are not a required part of routine that must follow timelines. These are suggestions of activities to keep children entertained and assist them through transitions. Children should NOT be prepped and waiting for the next item on the schedule to begin.



Lesson Plans:

- ALL age groups need a sample lesson plan
- The activities should be specific
(instead of coloring, say create self portraits with crayons and yarn)
- Activities should be age appropriate
(2 year olds are not learning sight words)
- Activities must be varied and changed weekly
- All developmental domains should be covered daily

Developmental Domains



- **Physical:** Muscles and movement
- **Social:** Getting along with others
- **Emotional:** Handling and Expressing feelings
- **Cognitive:** Problem Solving
- **Language and Literacy:** Communication
- **Approaches to Learning:** The way children learn



Georgia Early Learning Development Standards

www.gelds.decal.ga.gov

- Downloadable PDF book
- Training guides available
- Example videos available
- Lesson plan templates available

***Local resource and referral agency will provide free training on GELDS**



Sample Lesson Plans

Weekly Lesson Plan

Week Of: _____ Classroom: _____ Theme: _____

Teacher: _____ Age Group: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Physical Development and Motor Skills (PDM)	GELDS:	GELDS:	GELDS:	GELDS:	GELDS:
Social and Emotional Development (SED)	GELDS:	GELDS:	GELDS:	GELDS:	GELDS:
Approaches to Play and Learning (APL)	GELDS:	GELDS:	GELDS:	GELDS:	GELDS:
Communication, Language and Literacy Development (CLL)	GELDS:	GELDS:	GELDS:	GELDS:	GELDS:
Cognitive Development and General Knowledge: Math, SS, Science, Creative Dev., Cognitive Processes (MA) (SS) (SC) (CR) (CP)	GELDS:	GELDS:	GELDS:	GELDS:	GELDS:
Special Adaptations Needed					
Key: I=Indoor O=Outdoor SG=Small Group LG=Large Group II= Individual	Activity: Initial/ Adaptation:				

©Bright from the Start 2013



The Definition

- **What does *Developmentally Appropriate Practice* or (DAP) really mean?**

Teaching practices that ensure that young children learn and develop to their fullest potential.



After-School Programs

- **Submit a half day schedule**
- **Submit a full day schedule if applicable for when children are present all day (School Breaks, Summer Time)**
- **Submit a lesson plan**



Application Part A Submittal

- **Application Part A-3 pages and checklist.**
- **Floor, Site and Operation Plans complete with checklists.**
- **One copy of the floor plan and site plan drawings must be 8 1/2 x11 .**
- **The zoning letter and Citizenship Lawful Presence documentation must be included with proof of citizenship.**
- **LOM certificate.**
- **DO NOT place checklist and documentation in binders or plastic sheet covers.**
- **Make sure to include a postage paid return envelope.**



- **75% of fire fatalities result from smoke inhalation**
- **47% of people who survive fires report not being able to see more than 12 ft. (due to smoke)**
- **Smoke travels at 120 – 420 feet per minute**
- **57% of fire fatalities do not die in the room of where the fire origin**
- **The temperature of most structure fires reaches 1300 degrees within 10 minutes**



Child Care Fires

Type of Fire	2011	2012	2013
Building	12	11	3
Cooking	16	7	6
Incinerator	1	0	
Boiler	1	0	
Vehicle	5	9	3
Grass	12	11	3
Rubbish	3	3	3
Outside equipment	1		
Dumpster	1	6	2
Total Fires	52	47	20
Dollar loss	\$204,176	\$159,000	\$10,305
Injury/fatality	2	2	0

Section 406.2



Child care-giver training-

A minimum of five hours initial fire safety training and recommendation for receipt of a certificate of merit for successful completion of the training shall be required for all directors, operators and all staff members of day-care centers and group day-care homes as defined by the Life Safety Code adopted by this Chapter.

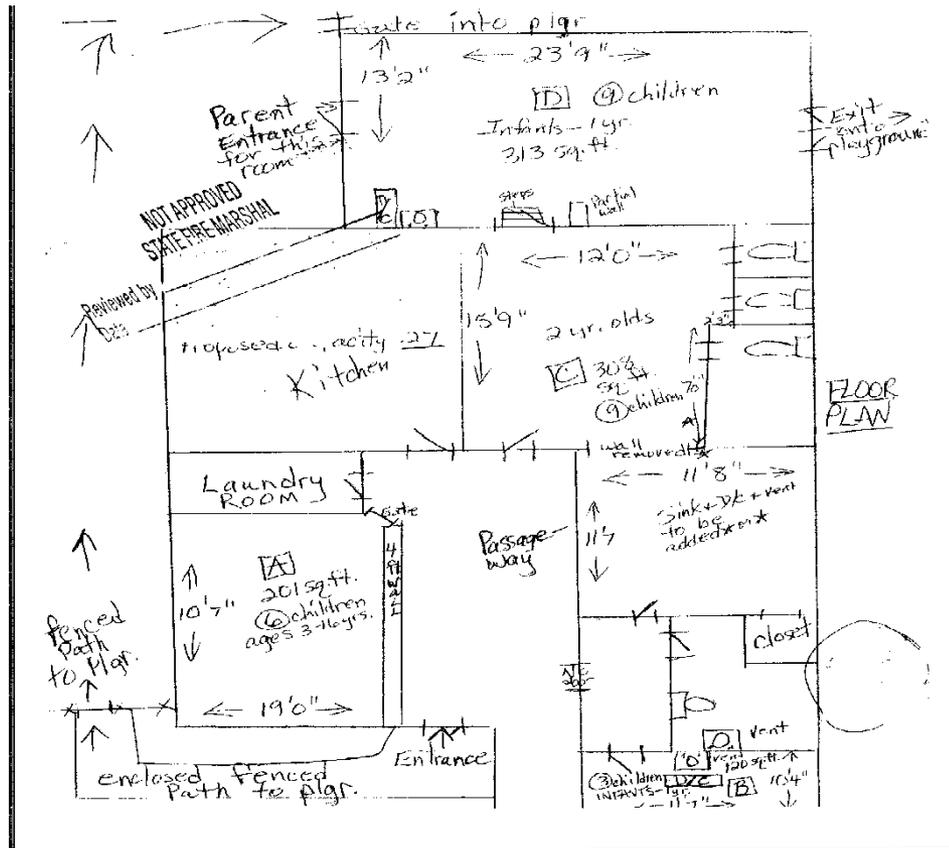
- To be taken within 90 days of employment.
- A minimum of two hours fire safety refresher training shall be required every three years from the date initial training is received.

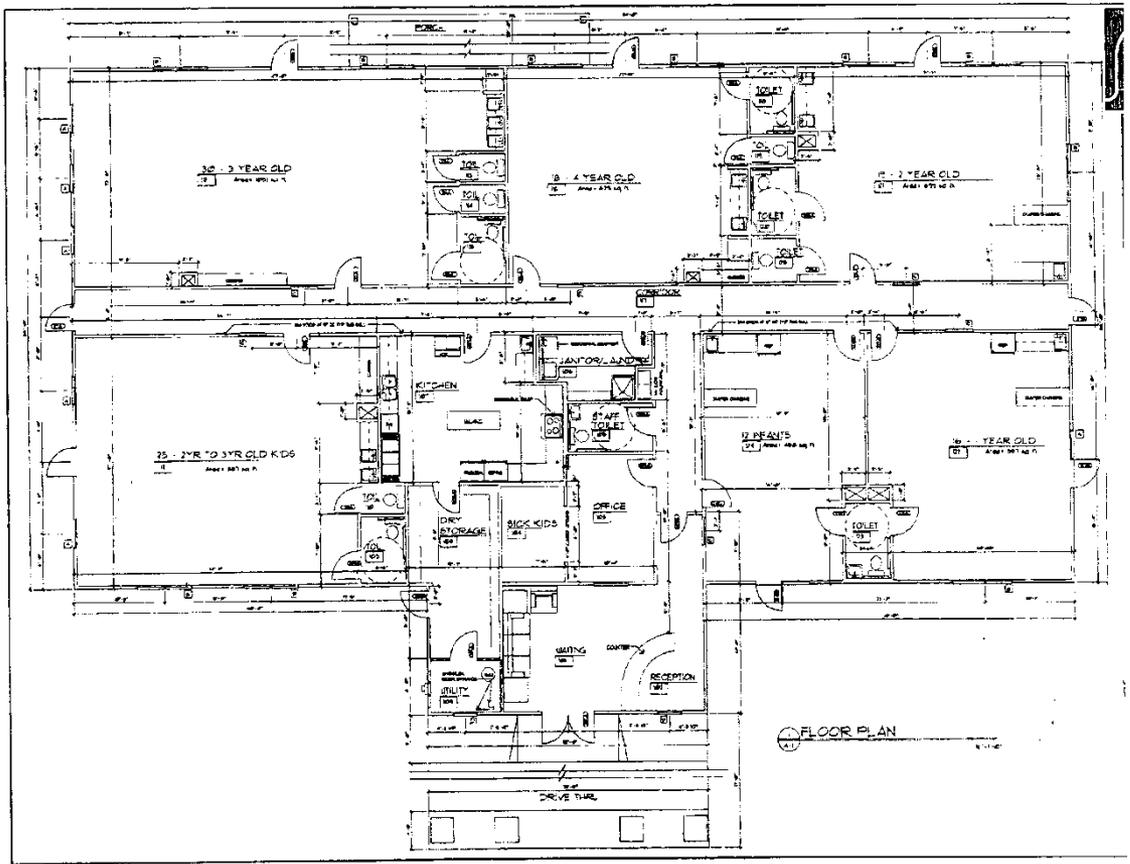
For information regarding fire safety training, please contact Karla Richter at 404-463-6512.



Find Caregiver Classes:

- www.oci.ga.gov
- **Click on other links under the Commissioner's picture on the right side of the page**
- **Click on Public Education in Red**
- **Click on Caregiver Class Registration on the left side of the Education Page under Quick Links**
- **Search by zip code or county instructor near you**





What is the Americans with Disabilities Act (ADA)?

- **Federal civil rights law**
- **Prohibits discrimination against those with disabilities**
- **Applies to child care centers, family day care homes, group care, after-school programs, regardless of funding**





ADA—What Does the Law Mean for Me?

- **Admissions policies can't discriminate against children with disabilities**
- **The needs of each child with a disability must be considered individually**
- **Concerns about safety must be based on real risks, not stereotypes or speculation**
- **Reasonable accommodations must be made**
- **Each provider must decide what is reasonable**



Allen LaBerteaux
Fire Safety Engineer
404-617-6653
alaberteaux@sfm.ga.gov



RESOURCES

- **Frequently Asked Questions about Child Care and the ADA (<http://www.ada.gov/childq&a.htm>)**
- **Child Care Resource and Referral Agency (<http://dec.al.ga.gov/>)**



Part B Application

**The same as
Application
Part A**



BRIGHT FROM THE START
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE
Suite 670, East Tower
Atlanta, Georgia 30334
www.dec.state.ga.us



APPLICATION FOR LICENSE - PART B

License or Commission (Check one):
Child Care Learning Center: _____ License _____ Commission

TO: Bright from the Start: Georgia Department of Early Care and Learning

Applicant Information:

Facility Information:

(Name of Corporation/LLC/Individual
Owner/Board)

(Name of Center)

(Mailing Address) (City/Zip) (County)

(Site Address) (City/Zip) (County)

(Daytime Telephone No.)

(Facility Telephone No.)

(Date of Birth)

(Facility Fax No.)

(E-mail Address)

(E-mail Address- required for application approval)

Director Information:	Attach results of the criminal records check.
_____ (Title) (First, MI, Last Name)	Have you ever been involved in legal proceedings in which issues were raised regarding the care and treatment of your own children or any children for whom you were responsible? <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ (Date of Birth)	If yes, please attach a statement giving dates and the name and location of the court involved, the outcome of the proceedings and a detailed description of the alleged facts giving rise to the court proceeding.
_____ (Social Security Number)	



Is the facility currently operating? Yes No

This is to certify that I have met all applicable rules as evidenced by the following:

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All plans have been submitted and approved by local building and the governing fire safety authorities and Child Care Learning Center Licensing Department. Verification of plans approval for building and fire are attached. If no local building ordinances, attach a written statement from the local government official stating no building ordinances are needed for your location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Construction of outdoor areas have been completed according to my approved site plans and <u>all work has been completed.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. I have taken all actions as outlined in my approved floor plans and <u>all work has been completed.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Zoning- If no ordinance, attach a written statement from the local government official stating no zoning ordinance is required for your location. (N/A if you have already submitted this with Application Part A.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Vehicle Inspection Form |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Water approval, from Health Department if other than city/county |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Sewer approval, from Health Department if other than city/county
Septic Tank Capacity _____ (attach written verification from Health Department)
Approved for _____ # of Persons |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Fire Inspection (including certificate of occupancy or written approval from governing fire agency) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Caterer's Food Inspection Permit (if applicable) and copy of current inspection report |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. I obtained criminal Records Check results on all employees from local Enforcement and all were completed within the last 12 months. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. A completed "Initial Licensing Study-Staff Profile" form is attached. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Child care rooms are equipped with furniture and toys as required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. I have posted all required written items in the front entrance of the child care facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. The outdoor play space is equipped and the correct area and depth of surfacing is in place. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Certificate of completion for the 40-hour director's training course is attached. |





I understand that if an on-site inspection is conducted and my facility is not in compliance with the rules, permission to operate may not be granted and my application to operate may be denied.

Under provision of the "Children and Youth Act" O.C.G.A. Sec. 49-5-1 et. Seq. I/We hereby apply for a license and hereby agree to adhere to the rules and regulations which apply to my facility and to the following conditions:

- A. I/We have read and understand the application and the regulations for Child Care Learning Center facilities or Group Day Care Homes.
- B. I/We assume responsibility for conducting the affairs of the facility herein described and for meeting the applicable regulations.
- C. I/We understand that the facility is subject to inspection by Bright from the Start: Georgia Department of Early Care and Learning at any time during operating hours. To interfere with such inspections may subject me/us to misdemeanor charges and may also have an adverse impact on my/our license.
- D. I/We understand that a license to operate a Child Care Learning Center/ Group Day Care Home is not transferable to another individual or location.
- E. I/We understand that remodeling or modification to the facility requires a plan review from Bright from the Start: Georgia Department of Early Care and Learning before starting new construction, alterations or additions.
- F. 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, Group Day Care Homes, 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 may subject me/us to civil penalties of up to \$500 per violation for each day the violation exists.
- G. I/We understand that failure to comply with the regulations may result in denial or revocation of the license to operate the facility.
- H. I/We declare there have been no licensure/revocation proceedings initiated against me/us within one year of the date of this application.
- I. I/We understand that before the official Bright from the Start: Georgia Department of Early Care and Learning (BFTS) initial license will be issued to the facility, a License Fee based on the facility's overall capacity must be submitted to BFTS. The License Fee is an annual fee that is due by December 31 of each year that the facility is in operation.

A map is enclosed with the directions to my center.

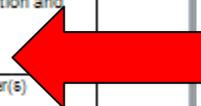
False or misleading statements made on any part of the application will void this application and nullify any license issued on the basis thereof.

Name of Corporation/LLC or Individual owner

Director of Center, if different from Owner(s)

Board Chairman /President /CEO
(signature)

Date



Part B Items

All (*) approvals should be less than 12 months old when submitted with Part B*



- Fire Marshal's Report / Certificate of Occupancy*
- Building Inspector's Report/Certificate of Occupancy *
 - Confirmation of Water and Sewer *
- 100% Gemalto/Cogent Fingerprint Results for Director and Employees *
 - Director's Application for Employment *
 - 40 Hour Director's Training Certificate
 - Director's Education Credentials
 - Staff Profile form *

If applicable:

- Septic Tank / Well Approval from Health Department *
- Food Service Permit/Health Inspection (for catering) *
- Vehicle Inspection/Transportation documentation *

Certificate of Occupancy (CO)



- Certificate of Occupancies must give approval from BOTH the Fire Marshal and Building Department. If your county does not have building codes please obtain a letter from the county stating so.
- Some Cities/Counties issue ONE CO signed by both the Fire Marshal and Building Inspector.
- Some Cities/Counties issue TWO CO's. One from the Fire Marshal and One from the Building Department.
- Existing buildings will already have a building CO. You will need to get another CO issued or a letter stating the building is suitable for Child Care if the building was not used as a child care facility before.
- The CO(s) must indicate the primary use is for Child Care/ Day Care/ Preschool/ Nursery.
- After school only programs in a public school must provide the original CO and an inspection report from the Fire Marshal stating the rooms used by the program are acceptable.



Criminal Background Check (CBC)

- **Georgia Law requires that a Gemalto/Cogent satisfactory fingerprint clearance letter for the director be on file before the initial licensing visit is conducted. This fingerprint clearance must be less than 12 months old.**
- **All employees must have a Gemalto/ Cogent satisfactory records check (within last 12 months) on file.**

GEMALTO/COGENT Procedure



- Register online at https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl
- Use the correct ID information (**DECAL-DAYCARE DIRECTOR/EMPLOYEE**)
- Complete application on DECAL KOALA account.
- Go to location designated for fingerprints to be scanned into computer

Gemalto/Cogent Background Checks for Other Employees...



- **Required to have a Gemalto/Cogent satisfactory on file on the date of the visit.**
- **Must be dated less than 12 months at the day of your Initial Licensing Study visit.**
- **Effective January 1, 2014, HB 350, Requires all staff be fingerprinted through the Gemalto/COGENT Process.**



DECAL KOALA

- **Once the application for licensing has been entered, an email about DECAL KOALA will go to the applicant.**
- **Applicants can register and submit the CBC applications online.**
- **www.decalkoala.com**

Login

Log In

[Need Help With Login?](#)

Welcome!

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 and registered support centers. When you activate your DECAL KOALA account, you can sign 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

Records Check

123 Kiddle Nursery & Prekindergarten

CCLC-3408

Facility Address	Director/Admin Name	Email	Facility Phone
123 Day Care Lane Albany, GA 31701	Susie Sue	marcy.maioli@dec.al.ga.gov	(229) 101-1010
County: Dougherty	CCS Consultant Stephine Newberry	CCS Consultant Phone (229) 317-5613	Facility Fax (229) 101-0101
Records Unit Helpline 1 (855) 884-7444	Records Unit Email CRCHelpDesk@dec.al.ga.gov		

[Add Application](#)

[Search New Applications](#)

[Add Portability Request](#)

Facility Records Check Applications

[Show Filters](#)

View Application Edit Application Approve Application Print Records Check Letter Delete Application												
	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.		<input type="checkbox"/>	Sue	Suzie	Completed	Unsatisfactory	10/06/2015	10/06/2015			Application	

[Back](#)



Director Requirements

The Director of the program must meet the following criteria to submit Part B:

1. Have completed the 40 hr. Director's Training Course or Equivalent
2. Possess ONE of the required Education Credentials
3. Have valid CPR and First Aid
4. Have a Cogent Satisfactory Records Check determination.



If you are a facility operating 24 hours...

- You will be required to have two identified Directors.**
- Both persons will have to have a Cogent satisfactory fingerprint determination.**
- Both persons will be required to meet Director qualifications.**
- Both persons will be required to complete the Director's 40 hour training prior to being issued a license.**
- Only One director has to meet the education credentials**

Director's 40 hour training requirement...

Bright from the Start requires directors of newly opening child care learning centers to take a 40-hour class before they become licensed. Pre-existing directors of licensed facilities are not affected by this new requirement – only newly opening facility Directors must take this class.

List of trainings and trainers are available at:

www.training.decal.ga.gov



Alternatives to the 40 hour Training Class

- The **Technical Certificate of Credit (TCC) in Program Administration** available at Technical Colleges includes the Director 40 hour requirements. Completing this would give you credit for both the 40 hour requirement as well as the 2012 education requirements.
- Successful completion of **ECE 2320**, offered at technical colleges, will give credit for the 40-hr. director training course.
- **National Administrator's Credential (NAC)**
 - * Must be approved by the ASU Consultant prior to Part B submittal.



Education Requirements

- **Effective December 1, 2012, education requirements for all Directors & Lead Teachers of Child Care Learning Centers were implemented.**
- **These requirements are implemented in all current and newly licensed programs throughout the state.**
- **Directors must meet ONE of the following criteria for Part B to be approved.**

Effective 12/1/2012

Director's Education Requirements



- **Child Development Associate (CDA) & 6 mths of *qualifying child care experience (Note: These credentials do expire.)**
- **Technical Certificate of Credit (TCC) in Early Childhood Education or Child Development & 6 mths of *qualifying child care experience.**
- **TCC in Infant and Toddler & 6 mths of qualifying child care experience.**
- **TCC in Program Administration & 6 mths of *qualifying child care experience.**
- **TCC in School Age and Youth Care & 6 mths of *qualifying child care experience.**
- **Technical College Diploma (TCD) in Early Childhood/Child Development & 6 mths. of *qualifying child care experience.**
- **40 hour Director Training course approved by Department & employed as director for a minimum of 5 years at a licensed child care learning center.**

Effective 12/1/2012

Director's Education Requirements... Continued



- **Associates Degree in Early Childhood Education or Child Development & 6 mths qualifying child care experience.**
- **Paraprofessional Certificate issued by the Georgia Professional Standards Commission & 6 mths qualifying child care experience (Note: These certifications do expire & must be renewed.)**
- **25 Quarter hours or 15 Semester hours from an accredited college or university in Early Childhood Education or Child Development & 6 mths qualifying child care experience.**
- **Bachelor's or Master's degree from an accredited college or university in Early Childhood Education or Child Development.**
- **Bachelor's degree from an accredited college or university in a field other than Early Childhood or Child Development & 3 mths of qualifying child care experience.**
- **Credentials from National Montessori Organizations.**



Remember:

- **NOTE: The Technical Certificate of Credit (TCC) in Program Administration available at Technical Colleges includes the Director 40 hour requirements. Completing this would give you credit for both the 40 hour requirement as well as the 2012 education requirements**



Brain Teaser

- **I have a Masters degree in Psychology (or any field other than ECE/Child Development). Can I be a Director?**
- **I have a PhD in Economics (or any field other than ECE/Child Development). Can I be a Director?**

YES!! IF you have 3 months qualifying experience. Qualifying child care experience means any job where you worked with children other than just being a parent. (Paid or volunteer position-no deadline for how long ago.)



Staff Qualifications

- **To approve Part B the staff profile form must be submitted to document all hired staff.**
- **All staff must have a Cogent satisfactory records check determination.**
- **50% of staff must have CPR and First Aid proof on file.**
- **Staff should have a complete staff file with application and completed orientation form.**
- **Within 6 months of hire, each lead teacher must meet the education credentials (enrolled in school and degree completed w/in 18 months)**



**Lead Teacher's Education Requirements
Must be met within 6 months of hire/PTO
(Note: only ONE must be obtained)**

- **Child Development Associate (CDA) (Note: This credential expires.)**
- **Technical Certificate of Credit (TCC) in Early Childhood Education or Child Development**
- **TCC in Infant and Toddler**
- **TCC in Program Administration**
- **TCC in School Age and Youth Care**
- **Technical College Diploma (TCD) in Early Childhood Education or Child Development**
- **Associate's Degree in Early Childhood or Child Development**



Lead Teacher's Education Requirements...Continued

- **Paraprofessional Certificate – issued by the Georgia Professional Standards Commissions. (Note: These certifications do expire.)**
- **25 Quarter hours of 15 Semester hours from an accredited college or university in Early Childhood or Child Development**
- **Bachelor's or Master's Degree from an accredited college or university in Early Childhood Education or Child Development**
- **Bachelor's degree from an accredited college or university in a field other than Early Childhood Education or Child Development & 3 mths of qualifying child care experience**
- **Credentials from National Montessori organizations are also accepted.**



Initial Licensing Study (ILS) - Staffing Requirements

Minimum number of staff required for opening facility:

- **Child Care Learning Center – 3 persons**
- **After-School Only Programs- 2 persons**

****These files should be prepared and ready for review on the date of the ILS.**

After-School Only Programs



- *Licensed to care for children ages 5+**
- Only one staff person has to meet the educational requirements.**
- This staff person can be the Director**



22 Page Licensing Visit Checklist

- **This checklist will be your last step before the Initial Licensing Study.**
- **This will be done over the phone with your ASU consultant.**
- **Typically takes an hour to review. During this conference, your consultant will review what is evaluated and expected on the date of the ILS.**
- **Available at www.decal.ga.gov/forms**



Initial Licensing Inspection

- **Once Part B is approved and the 22 page checklist phone conference is completed, the initial licensing inspection will be scheduled.**
- **This is typically the only scheduled and announced visit that is conducted.**
- **To receive Permission to Operate (PTO) programs must be compliant in all Core Rule areas. With NO Medium Core Rule Violations.**
- **Classrooms and playgrounds must be set up, stocked with toys, materials and ready to provide developmentally appropriate activities.**

License



2017



**BRIGHT FROM THE START
GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING
LICENSE**

License # CCLC-

This is to certify that a license is granted to _____ to operate a Child Care Learning Center doing business as _____ located at _____ County of Georgia.

This license expires 12/31/2017.

"This license is granted pursuant to the authority vested in Bright from the Start: Georgia Department of Early Care and Learning, O.C.G.A. §20-1A-1 et seq."

THIS LICENSE IS NOT TRANSFERABLE AND LICENSE FEE IS NON REFUNDABLE
License Fee of \$100.00 was paid on 11/29/2016

Anishi Lewis

Assistant Commissioner for Child Care Services

Resources



- GA-Pre-K program: (404) 656-5957 or toll free at 1-888-4GA-PREK
- <http://www.dec.state.ga.us/Prek/About.aspx>
- Playground CPSC: <https://www.cpsc.gov/PageFiles/122149/325.pdf>
- Head Start Collaboration Director: Janice Haker
Janice.haker@dec.state.ga.us (404) 651-7425
- Nutrition: Falita Flowers – Director (404) 656-6452
Falita.flowers@dec.state.ga.us
- CAPS: (404) 657- 3434 www.CAPS.dec.state.ga.us
email : caps.support@dec.state.ga.us
- Quality Rated: 1-877-ALL-GA-KIDS
- Professional Learning: proflearning@dec.state.ga.us
- Georgia Training: <https://www.training.dec.state.ga.us/>
- Exemptions:
- Exemption General Mailbox is (770) 293-5977
- Exemption General Fax is (404) 232-1931
- Exemption General Email is ccsexemptions@dec.state.ga.us
- Secretary of State: <https://ecorp.sos.ga.gov>



U.S. Small Business Administration

www.sba.gov

Mr. Jorge Valentin-Stone

Jorge.valentin@sba.gov

Telephone # 404-331-0100 ext. 609

Contact Us



**Bright from the Start: Georgia Department of
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404-657-5562
applicantsservicesunit@dec.al.ga.gov**

Questions?

