## Change of Ownership Applicant's Licensing Guide for Child Care Learning Centers



Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Drive, SE Suite 670, East Tower Atlanta, Georgia 30334 404-657-5562 www.decal.ga.gov

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## Introduction

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## **Steps For a Successful Application**

- 1. Register and complete the <u>Change of Ownership Orientation</u> course. The course is mandatory for new applicants and is good for 2 years from the date of completion. There is no charge for the course. It is available on GaPDS at <u>https://gapds.decal.ga.gov/Training/Sessions/91528</u>.
- 2. The owner must complete and submit the online licensing application for Child Care Learning Centers and become familiar with appropriate rules and regulations for the type of facility that will be operating. The application should be completed online via the Owner's DECAL Koala account. Owners may set up a DECAL Koala account at https://www.decalkoala.com/Default
- 3. Determine what local and state agencies have jurisdiction for the facility and become familiar with their requirements. Examples are agencies that have jurisdiction for fire, zoning, building, and health regulations and requirements that will apply to the facility. Begin securing the appropriate approvals needed for the facility from these agencies.
- 4. Prepare the facility for compliance with the rules and regulations and submit the completed application online to the Application Services Unit (ASU).
- 5. Upload and submit the completed Affidavit and secure and verifiable documentation (front and back if there is anything on the back of the back of the document) verifying status for Child Care Learning Center. This should be completed by the owner of the business or the person legally responsible for the business. This should be signed and notarized then uploaded to the online application. This should be completed by the owner of the business or the person legally responsible for the business.
  - a. The secure and verifiable documentation is U.S. issued passport or passport card, U.S. military ID, or U.S. issued driver's license.
- 6. Upload and submit detailed and readable copy of the floor plan checklist, floor plan(s), site plan checklist, site plans, and operational plan(s) checklist of the facility. The floor plan should show all rooms of the facility and ages that will be housed in each room. The site plan should show the property of the location and the building(s) and playground(s) of the property. Each checklist should be very detailed and should provide all the information requested.
- 7. If the ownership of your facility is under a Corporation (Inc.) or a Limited Liability Company (LLC), you will need to upload and submit the following documentation: a certificate of incorporation with the articles of incorporation must be included as well as by-laws, when applicable. If the ownership is a partnership include the partnership agreement, when applicable. Also, for corporations, all information listed on the application regarding your corporation should match the information listed with Secretary of State. This can be verified at <u>www.sos.ga.gov</u>
- 8. If you do not own the property/building where the facility will be located, a lease agreement must be uploaded and submitted with the online application. If you own the

building where the facility will be located, proof of ownership such as a tax bill or tax assessment must be uploaded and submitted. Bright from the Start: Georgia Department of Early Care and Learning Page - 6 Revised 9/2023

9. Written zoning approval from the county/city dated within the past 12 months.

10. Other documentation to upload and submit includes:

- A certificate of completion of a 40-hour Director's training course that has been approved by DECAL. The Director responsible for the day-to-day operation of the center shall complete the training.
- Director's Education Credentials and 10-Year Employment History
- Director's CPR and First Aid Card/Training
- Confirmation of public sewage and public water, or an approval letter from the local health department indicating safe drinking water and an approval for septic tank usage for the capacity of the facility.
- Final Certificate of Occupancy Inspection from the agency who has jurisdiction for fire approval.
- Final Certificate of Occupancy/Inspection from the agency who has jurisdiction for building approval and occupancy, or a letter stating no building inspection approval is required for occupancy.
- Completed Initial Licensing Study Staff Profile form for facility staff.
- 11. After approval of Application, the ASU consultant will be in touch to review the Licensing Prep Checklist and to schedule an on-site inspection to determine compliance with the rules and regulations. If the facility is approved during the on-site inspection, a Permission to Operate will be granted and operation can begin. The annual licensing fee must be paid within 30 days in order to receive a licensing certificate. License fee payments can be made at <u>www.decalkoala.com</u> once the center's account is created.

## **Application Definitions**

#### **Child Care Learning Center:**

- is operated by a person, partnership, association, society, agency, corporation, institution, or group that receives pay for care of children.
- children remain in care less than 24 hours per day.
- provides care for seven (7) or more children, under 18 years of age.

**Note:** If you plan to operate a Family Child Care Learning Home (FCCLH) in a private residence to serve three (3) to six (6) children not related to you, you **do not** need to obtain a license through the process described in this manual. You **do** need to contact DECAL Child Care Services to obtain the necessary registration materials.

### **License Fees**

The Georgia Legislature passed House Bill 1055 which requires annual fees for applications for licensure or commission as a Child Care Learning Center.

FACILITY CAPACITY	FEE AMOUNT	LATE FEE AMOUNT
Capacity fewer than 25 children	\$50.00	\$25.00
Capacity 26 to 50 children	\$100.00	\$50.00
Capacity 51 to 100 children	\$150.00	\$75.00
Capacity 101 to 200 children	\$200.00	\$100.00
Capacity 201 or more children	\$250.00	\$125.00

The following fees apply, based upon the facility's anticipated capacity:

License Fees are non-refundable.

A License will be revoked for failure to pay the License fee.

NOTE: Fees are due at the time the Permit is issued.

## **Change of Ownership**

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## **Change of Ownership Application Checklist**

Applicant's Name:	

Facility Name: \_\_\_\_\_County: \_\_\_\_\_

Include each of the following in your completed online application

Ow	ner/Applicant Information		
	Affidavit & Verifiable Identification (copy of front and back)		
	Comprehensive Record Check Acknowledgement		
	Completed Buyer/Seller Affidavit Form (must be notarized)		
	Copy of Purchase Agreement or copy of Lease Agreement		
	Signed copy of Change of Ownership (COO) Statement of Understanding		
	Active and Compliance registration status with the Secretary of State www.sos.ga.gov/corporations		
	Corporation/LLC Documentation:		
	• If the ownership of your facility is under a Corporation (Inc.), you will need to upload and submit the following documentation: certificate of incorporation with the articles of incorporation must be included as well as by-laws, when applicable.		
	• If the ownership of your facility is under a Limited Liability Company (LLC), you will need to upload and submit the following documentation: Operating agreements, when applicable.		
	• If the ownership is a partnership include the partnership agreement, when applicable. Also, for corporations, all information listed on the application regarding your corporation should match the information listed with the Secretary of State. This can be verified at		
Cor	www.sos.ga.gov/corporations		
Cei	nter or Facility Information		
	Proof of building ownership or lease agreement		
	Homeowner Association Letter (if applicable)		
	Floor Plan(s) and Checklist		
	Site Plan and Checklist		
	Operation Plan Checklist		
	Fingerprint Results visible in KOALA for Director and staff *NOTE: ALL staff must have comprehensive satisfactory criminal records check completed prior to the Initial Licensing Study (ILS)		
	Completed Staff Profile Sheet		
	Copy of Lead Teacher Credentials (TCC, CDA, AA, BA, Diploma Transcripts, Professional Learning Plan, etc.)		
	Copy of CPR and First Aid for staff		
	Copy of Director Credentials (TCC, CDA, AA, BA, Diploma Transcripts, etc.), 40 Hour Director Training, CPR and First Aid, and 10-Year Work History.		
	Completed vehicle inspection, vehicle registration, insurance card, director, and bus staff		

Documentation of Food Service Permit and Caterer's Permit (If using an outside source to cater your meals) (If applicable) Approvals
Copy of Zoning Approval from agency with jurisdiction or letter stating no zoning required (Must be dated within the past 12 months)
Fire Inspection (dated within past 12 months)
Building Inspector's Report <u>or</u> Certificate of Occupancy <u>or</u> Letter stating you have met the building codes for your city or county <u>or</u> Letter stating that your city or county does not have building codes.
Confirmation of city/county water/sewer (copy of bill)
Confirmation of septic or well (Environmental Health Letter) (only if applicable)

## **Formal Partnership Requirements**



#### **Formal Partnership Requirements**

1. A license can only be issued to <u>one</u> individual and cannot be shared.

• For example, if John Smith and Susan Jones apply for a Child Care Learning Center license to operate ABC Day Care, we can only grant a license to John Smith <u>OR</u> Susan Jones to operate ABC Day Care at a specific location. If Mr. Smith elects to be the license holder, the license would be held by John Smith d/b/a ABC Day Care. He would be listed as an individual owner.

2. If two individuals wish to apply for a license as a partnership, the applicant(s) will be required to provide the Department with a Partnership Agreement. A Partnership Agreement is a legal document. Partnerships do not have to register with the Georgia Secretary of State, but they are required to have a partnership agreement, business name and Employer ID Number. A partnership agreement would include a business name. The license could then be granted to the partnership.

• For example, John Smith and Susan Jones form Smith Jones Partnership. Smith Jones Partnership wants to open a child care learning center called ABC Day Care. We could issue a license to Smith Jones Partnership d/b/a ABC Day Care if Smith Jones Partnership includes a copy of their partnership agreement with the application. Partnerships would not be required to have a registered agent.

3. A partnership agreement does <u>not</u> have to be done by an attorney. There are free forms online. If the partnership is the <u>last names of the partners</u>, the department can accept anything they choose to draw up. However, if they are using <u>a fictitious name</u> for the partnership name, they need to register that fictitious name as a trade name. They would need to provide us with proof that this has been done.

- Using the examples from last time: John Smith and Susan Jones form Smith Jones Partnership. In order for us to grant a license to Smith Jones Partnership, all we need to see is a document with the title "Partnership Agreement" that is signed by Mr. Smith and Ms. Jones. They could write it themselves.
- However, if John Smith and Susan Jones form Kid Care Partnership, we can only grant a license to Kid Care Partnership if we have 1) a document with the title "Partnership Agreement" signed by Mr. Smith and Ms. Jones (it can be written by Mr. Smith and Ms. Jones), and 2) proof that Mr. Jones or Ms. Smith registered the trade name Kid Care Partnership with the state of GA. This is done by completing a filing with the appropriate county superior court clerk and paying a fee. If we receive an application from Kid Care Partnership, we will respond by asking for the partnership agreement and proof of registration of the trade name.

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## **Background Check Guidelines**

Georgia law (O.C.G.A. Title 20-1A-30 et.seq.) requires comprehensive satisfactory criminal records checks on Directors and employees of all child care facilities as a condition of licensure. No person with unsatisfactory results may become an employee or Director of a child care facility. As part of the comprehensive background check process required to obtain a valid license, the Director and all employees must also receive a satisfactory comprehensive fingerprint criminal record check clearance from DECAL within the preceding twelve months. The background check must be conducted through DECAL. Get instructions and forms at <a href="http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx">http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx</a>

Who must have a background check and be fingerprinted?

- Director of licensed facilities
- All employees of a licensed facility

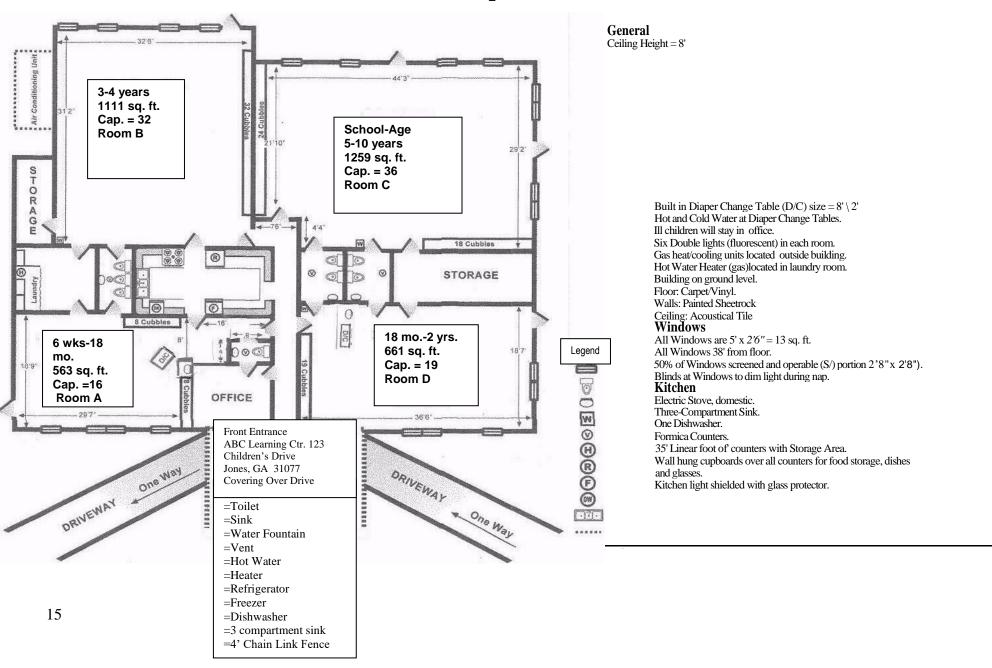
• Any Director of a licensed facility who becomes a Director of another licensed facility must be refingerprinted if it has been more than (12) twelve months since the last satisfactory fingerprint check results. If the fingerprint records check determination was processed less then (12) twelve months earlier, a copy of current results must be submitted for verification.

<u>Director</u> is defined as the chief administrative or executive officer of a facility. This person is responsible for the daily on-premises supervision, operation, and maintenance of the facility. Georgia law requires that a criminal records check clearance for an employee or Director be on file <u>before</u> the person begins employment. This clearance must be on file for the Director before the center can be initially licensed.

<u>Employee</u> is defined as any person other than a Director, employed by a facility to perform at any of the facilities any duties which involve personal contact between that person and any child being cared for at the facility and also includes any adult person who resides at the facility or who, with or without compensation, performs duties for the facility which involves personal contact between that person and any child being cared for by the facility.

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### **Sample Floor Plan**

## **Licensed Capacity Requirements**

Licensed Capacity Requirements are designed to ensure that the indoor environment provides adequate space for growth and development through exploration, freedom of movement, etc. According to the American Academy of Pediatrics, crowding reduces the ability to control the spread of infection and has a negative effect on children's activities and state of mind. Inadequate space can lead to aggressive, destructive, unfocused behavior.

To determine the licensed capacity of each child care room:

• Measure the length and width of a room from inside wall to inside wall. (Use the conversion chart below to convert inches to decimals.)

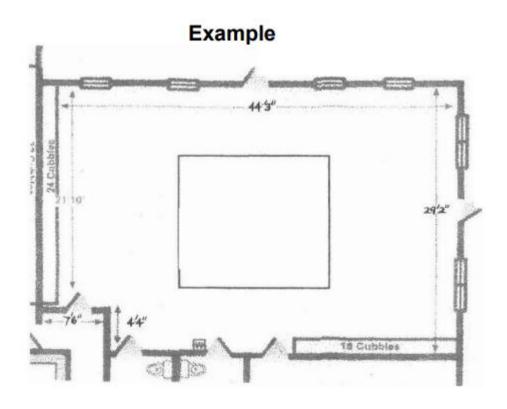
To determine the square footage of each room and the total licensed capacity of the center:

- Multiply the length times the width to get the total square footage of the room/area.
- Space occupied by closets, door inserts, bathrooms and wall protrusions will not be counted to determine the licensed capacity of a room. These areas will be deducted from the total square footage of the room to get a measurement of usable floor space.
- Show the measurements of these areas on your floor plan.

To determine the capacity of the room, divide the useable floor space by 35 square feet.

- Express the figure as a whole number by rounding decimals of .50 and above up, and those of .49 and below down.
- After measuring all rooms used by children, add the capacity of each room together to get the total licensed capacity for the center.
- Kitchens, bathrooms, closets, halls, storage areas or rooms, offices, rooms designated for staff use and other single use areas shall be excluded in determining usable space.

<b>CONVERSION TABLE (inches to decimals)</b>			
1 INCH=.08	7 INCHES=.58		
<b>2 INCHES=.17</b>	8 INCHES=.67		
3 INCHES=.25	9 INCHES=.75		
4 INCHES=.33	10 INCHES=.83		
5 INCHES=.42	11 INCHES=.92		
6 INCHES=.50			



#### **ROOM SPACE**

29'2" x 44'3" (2" =.17) (3" =.25) 29.17 x 44.25=1290.7 (ROUND UP) = 1291 SQUARE FEET

#### Less the entrance protrusion:

7'6" X 4'4" (6" =.50) (4" =.33) 7.50 X 4.33=32.4 (ROUND DOWN) = 32 (6 =.50) (4 =.33) 1291

1291 - 32 = 1259 SQ. FT.

1259 DIVIDED BY 35 = 35.9 (ROUND UP) = 36 CHILDREN

## **Window Space Requirements**

#### For Centers Without Central Heat & Air

The requirements in this section apply only to facilities that <u>do not</u> have a central air conditioning unit or individual room air conditioner units.

The window space in each child care room is determined in the following way:

- When central heat and air is not provided, total window space per room must be 5% of the useable floor space.
- Multiply useable floor space by .05 to determine required window space.
- At least 50% of required window space must be screened and operable.
- To determine the total square footage of the window space, multiply the length of the window times (X) the width of the window.
- Screens should fit tightly and should be free of open holes, rips, and/or tears to prevent insects from entering the building when the windows are open.

#### For Centers Having No Vent Fans Over The Diapering Surfaces

The requirements in this section apply only to facilities that do not have a vent fan over the diapering surfaces.

- Operable window space must equal 2.5% of the useable floor space.
  - For example, a room in a center that has 1,259 square feet of usable floor space and will house diapered children with no vented exhaust fan present must have [1,259 X 2.5%] 31 square feet of screened and operable window space.
- To measure screened and operable window space:
  - Open the window to the maximum opening position.
  - Measure the screened open area.
  - For example, 2'2" X 2'0" = 4.3 (round down) = 4 square feet of screened and operable space for the window.

• Based on that calculation, if the room needs 31 square feet of screened and operable space, then you would need [31÷4] 8 screened and operable windows.

• Screens should fit tightly and should be free of open holes, rips, and/or tears to prevent insects from entering the building when the windows are open.

## **Staff:Child Ratios**

#### **Child Care Learning Center**

Rule 591-1-1.32(1)

AGE	# ADULTS	# CHILDREN
Birth to 18 months (not walking)	1	6
One (1) year olds	1	8
Two (2) year olds	1	10
Three (3) year olds	1	15
Four (4) year olds	1	18
Five (5) year olds	1	20
Six (6) year olds and older	1	25

## **Mixed-Age Groups for Child Care Learning Centers**

In mixed-age groups, the required staff:child ratios shall be based on the age of the youngest group of children that makes up more than twenty percent (20%) of the total number of children in the mixed-age group.

Children may be combined in mixed-age groups as follows:

#### For Centers with a licensed capacity of 19 or more children:

Infants and children younger than three (3) years of age cannot be mixed with children three (3) years of age and older except as set forth below:

- During the first hour of the center's operation and the last hour of operation, infants and children younger than three (3) years may be grouped with older children as long as staff:child ratios and group size are met based on the age of the youngest child in the group.
- Children who turn three (3) years of age during the regular school year may remain grouped with other two (2) year olds for the remainder of the school year provided that the continued placement in the younger group is with the agreement of the older child's parent(s) and is developmentally appropriate for the child.

#### For Centers with a licensed capacity of 18 or fewer children:

Children of different ages may be mixed together in one room as long as the following staff:child ratio requirements are met:

- The age of the youngest child present under three (3) years of age shall determine the staff:child ratio for the group in which the child(ren) under three (3) years of age are cared for.
- Where all of the children in any group are three (3) years of age or older, the age of the majority of the children in the group shall determine the staff:child ratio.

## **Diaper Changing Areas**

The diapering station and diaper changing tables should be positioned facing the classroom so that staff members can see the whole classroom as they diaper to allow for adequate supervision of the children in the classroom. If diapering tables do not face the room a written supervision plan for extra staff will be required. The diaper changing sink should be within arm's length of the diaper changing table.

#### The rules require the diaper changing surface must:

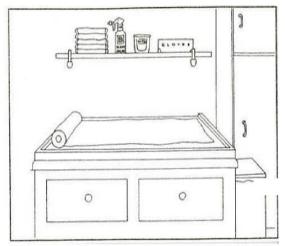
- be located in child care rooms.
- be non-porous and easily cleaned.
- be large enough to contain the child being diapered.
- have guards (straps) or rails on sides to protect the child from falling.

#### The diaper changing area must:

- provide for caregivers to wash their hands with liquid soap and warm running water immediately before and after each diaper change.
- have lavatories with hot and cold running water adjacent to the diapering area. This means that the sink should be within arm's reach of the staff who is attending the child on the diapering surface.
- have liquid soap and paper towels, single-use cloths, storage for disinfectants.
- have a closed container for diaper disposal. This container must latch or be inaccessible to children who are crawling or pulling up in this room.
- have ventilation. This can be provided by a functioning exhaust fan or by the required amount of operable/screened windows.

## **DIAPERING PROCEDURES**

#### **STEP 1**

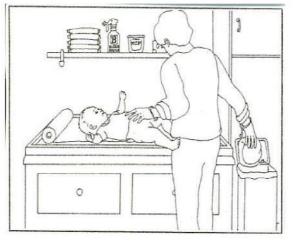


#### <u>Prepare for Diapering Before Bringing Child to the Table</u>

- Change the table paper (if used) to cover the table from the child's shoulders to feet (in case it becomes soiled and must be folded over to create a clean surface during the change).
- Obtain enough wipes for the diaper change (including cleaning the child's bottom and the child's and teacher's hands after taking the soiled diaper away from the child's skin).
- Get a clean diaper, plastic bag for soiled clothes and clean clothes (if soiled clothing is anticipated).
- Gather your non-porous gloves (if they will be used), and a dab of diaper cream on a disposable paper towel, if cream is being used.

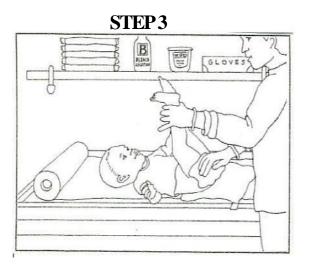
Supplies should be removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.

STEP 2



#### Avoid Contact with Soiled Items and Always Keep a Hand on the Child

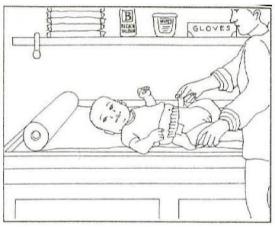
- Wash your hands with liquid soap and warm running water.
- Place the child on diapering table. Remove clothing to access diaper. If soiled, place clothes into a plastic bag.
- Remove soiled diaper and place into a lined, hands-free trash container. (To limit odor, seal in a plastic bag before placing into trash container.)



#### **Clean the Child's Diaper Area**

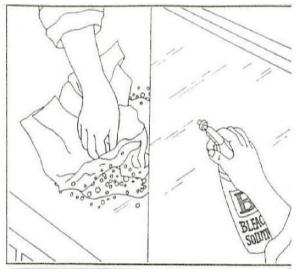
- Use wipes to clean child's bottom from front to back.
- Use a wipe to remove soil from adult's hands.
- Use another wipe to remove soil from child's hands.
- Throw soiled wipes into lined, hands-free trash container.

STEP 4 Put on a Clean Diaper and Wash Child's Hands

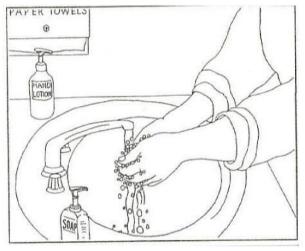


• Put on a clean diaper and redress child.

#### **STEP 5**









Place the child at the sink and wash hands following the proper hand washing procedure.

#### **Clean and Disinfect the Diapering Area**

- Clean any visible soil from the diapering table. Spray the diapering surface with bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry.
- The recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped.
- The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution.

#### Wash Your Hands and Record in the Child's Daily Log

• Adult washes hands using the proper hand washing procedure without contaminating any other surfaces.

#### **Additional precautions**

All surfaces must be able to be sanitized- e.g., no quilted pads or safety straps, no containers that are stored on the diapering surface.

Toys that are played with or objects that are touched while children's diapers are changed must be put aside to be sanitized.

## **Storage Space/Bathrooms**

#### **Children's Storage**

- Play equipment requiring little adult supervision must be on low open shelves in the classroom.
- Individual storage spaces for children's personal belongings (i.e., coats, bookbags, etc.) must be accessible (within reach) of children (1 year of age and older). Storage spaces should be large enough to accommodate the size of the child's belongings.
- Diaper bags must be stored out of reach of children and should be accessible to the diaper changing area.
- Sleeping equipment (i.e., mats, cots) can be stored in the classroom, but must be stored to prevent children's access and to allow maximum use of the play space.

#### **Teacher's Supplies**

• Teachers' supplies must be kept out of reach of children. (<u>Examples</u>: Teachers' purses, White-out, adult scissors, staplers, bulletin board pins, aerosol cans, etc.)

#### **Hazardous Items**

• First aid supplies, cleaning tools, cleaning supplies and medicines must be kept out of reach of children in locked area (cabinets, closets, etc.).

#### **Bathrooms**

- Bathrooms must be fully enclosed.
- Bathrooms must have proper ventilation either through a screened and operable window or a functioning exhaust fan.
- Installed toilets or lavatories of adult height that would be used by children in any room of your facility, you must provide steps or a platform.
- The building should be designed to allow for supervision of children during toileting. Bathrooms must be in or adjacent to classrooms for children 2 years of age. This means a shared wall or immediately across from the classroom door with a direct line of sight.
- For children 3 years of age and older, bathrooms must be no more than 40 feet from the classroom door
- A written supervision plan must be on file whenever bathrooms are not located in the classrooms.
- Toilet facilities for four-year-old children and older children must be screened for privacy (for example: partitions or dividers between toilets).
- Supplies should be within children's reach (i.e. tissue should be within the child's reach when seated on the toilet. Liquid soap and paper towels should be within the child's reach at the sink.)
  - The use of a stool or platform is permissible for the child to reach the sink and all supplies.
- Refer to your copy of the Child Care Learning Center rule book for the required number of sinks/toilets.
- Note that all applications received after December 22, 2009, are required to meet revised Rule 591-1-1-.06(1) for the correct number of toilets.
- Two potty chairs are no longer allowed as a substitute for an additional toilet.

## Kitchen/Laundry/Building Safety & Repair

#### Kitchen

- If you plan to use non-disposable eating and drinking utensils, kitchens must have proper dishwashing facilities.
- This includes either a three (3)-compartment sink or a two (2)-compartment sink with a dishwasher that meets sanitizing criteria.
- An approved dishwasher has a sani-cycle or maintains rinse water of 150 degrees.
- If you have difficulty locating a suitable dishwasher, you may consider installing a booster heater, a separate hot water heater, or using an approved sanitizing agent.
- Refrigerator must be 40 degrees or lower and the freezer must be 0 degrees.
- Areas for food preparation must be non-porous, easily cleaned and have no unsealed cracks or seams.
- Areas for storage of food, eating utensils and cookware must be provided.
- If your facility plans to have catered food, the caterer must have a Food Service Permit and a current inspection report and provide you with current copies of both documents to maintain in your records.

#### Laundry

- Must be separate from child care areas.
- Must contain covered storage for soiled linens.

## Note: Children cannot pass through kitchens or laundry areas to reach other parts of the facility or playground.

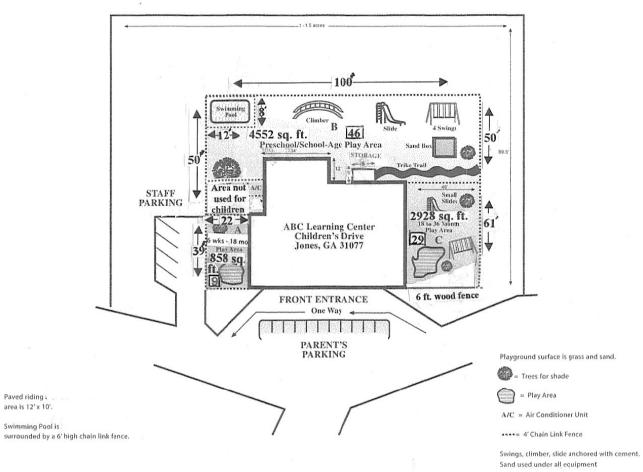
#### **Building Safety and Repair**

- Walls, floors and ceilings should not have holes, cracks or tears, chipping paint, peeling wallpaper, or sharp edges.
- Carpeting and vinyl must be pulled tightly, and the seams secured to avoid any hazards, such as tripping.
- Screens, guards or other types of barriers must protect any type of heating or cooling equipment accessible to children. Screens should not get hot to the touch.
- It is important to develop a system of maintaining the building in good repair.

# **Site Requirements**

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## **Sample Site Plan**



#### SAMPLE SITE PLAN

## **Playground Area Rules**

The playground, just like the interior space, has specific requirements. The first requirement is that it should be adjacent to the facility (indicate location on your site plan). If not, a safe route to the playground must be approved by Bright from the Start: Georgia Department of Early Care and Learning. Children should not cross driveways or parking lots to reach their playground. Children less than 3 years of age may not pass through the rooms of older children to reach the playground. Children 3 years of age and older may not pass-through younger children's rooms to reach the playground. The entrance to the center cannot be through the playground unless that passageway is fenced separately from the playground space.

## **Playground Size**

Here are rules for calculating useable playground space:

• Child care learning centers are required to have 100 square feet of usable play space per child for each group using the play area at any one time.

• Child care learning centers with a capacity of 19 or more children must have enough playground space to accommodate at least 1/3 of the center's total licensed capacity.

• Child care learning centers with a capacity of 7 to 18 children must have enough playground space to accommodate the facility's total licensed capacity at one time.

• Document the exact dimensions of the playground in feet and inches on your plans.

• To obtain the square footage, multiply the length times the width of the playground. To determine the capacity, divide the total square footage by 100.

• If the playground is not uniformly shaped (i.e., square or rectangular), please measure it in segments.

• Remember to deduct any areas that subtract from useable space such as areas for storage buildings, swimming pools, and heating or cooling units.

• If the playground is divided into individual sections to accommodate individual age groups, each fenced area must comply with the rules.

**Note:** Please consider supervision when designing outdoor play areas. Children are not visible, and cannot be adequately supervised, on a playground that has hidden areas or on one that wraps around a portion of the building.

## **Ground Covering**

- Choose from a variety of surfaces such as grass, wood chips, sand, etc.
- Hard surfaces, such as pavement or gravel cannot exceed <sup>1</sup>/<sub>4</sub> of the total outside surface. Therefore, <u>your playground may not be constructed over concrete or asphalt without first</u> removing this hard surface.
- Play area must not contain any hazards, such as, but not limited to:
  - Uneven turf
  - o Briars/thorny plants
  - o Holes Mushrooms
  - o Exposed tree roots
  - Active ant beds
  - Sharp rocks

### Shade

- Shade may be provided by:
  - o Trees
  - Equipment with shade coverings
  - Man-made structures (i.e. gazebos/canopies)
- Shade provided by your building cannot be the only source.
- Shade must be provided within each individually fenced area.

## Fencing

- Provide at least a four (4)-foot-high fence around the play area.
- Material must be non-hazardous without any protruding metal or wires.
- The following are approved fencing materials, if they are at least four (4) feet tall:
  - Chain Link with closed, bent wire- no sharp points exposed along the top
  - Wooden with no gaps between boards, no splinters
  - PVC/plastic picket fence with less than 3 <sup>1</sup>/<sub>2</sub> inch-gaps between pickets
  - Wrought Iron with less than 3 <sup>1</sup>/<sub>2</sub> inch-gaps between rails
- Materials <u>not</u> approved:
  - Barbed wire
  - Chicken wire
  - Farm wire (rectangular openings)
  - Lattice (plastic or wood)
- A fence must be installed to prevent a child from becoming injured or from leaving the play area by any other means than through an approved access route. The fence must be secured at the top and meet the ground and be secured at its base. Securing the base would prevent the entrance of rodents, etc.
- Any bolt used for installation should be turned toward the outside of the fence. If pointing inside, the bolts must be cut down to no more than two threads, then filed smooth or capped.
- All screws around the entrance gate or divider fences can present a problem on either side.
- Any barrier other than fencing must be approved by the DECAL.
- Location of gas meter and/or heating and cooling equipment must be marked on site plan.
- The type of barrier/fence used to prevent children from coming in contact with this equipment must be noted on the site plan.

Note: If barriers such as landscape timbers, PVC perimeters, are added to the outdoor area to contain loose fill materials like sand or mulch, be sure that these barriers are not installed close to the fence line. The height of the barrier would reduce the overall fence height possibly causing it to be less than the minimum height of four (4) feet.

## **Play Equipment and Surfaces**

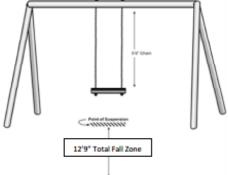
- Provide enough outdoor play equipment that is age appropriate to offer a variety of activities.
- Equipment must be in safe operating condition with no rusted, broken or missing parts and no protruding nails or screws.
- Tires used for play must have holes bored in them, so water drains out.
- Specific requirements for swings and climbing equipment include:
  - Must be anchored securely in the ground.
  - Chain hooks on swings must be clamped tight.
  - Slides should be installed in shaded areas.
- Require a resilient or bouncy surface such as wood chips, sand, mulch, or pea gravel underneath and in the fall zone.
- Height of the equipment determines the depth of the resilient surface.
- Six (6) inches of resilient surface is required underneath and within the fall zone of equipment five (5) feet or higher.
- If less than five (5) feet, the required depth of the resilient surface is three (3) inches.
- Borders may be needed to maintain loose fill materials at the proper depth.
- Any border, such as timbers or PVC pipes, built to contain the resilient surface must be installed outside of the fall zone.
- If synthetic material is used, contact the Applicant Services Unit for approval of the material prior to installation. You will be required to provide testing specifications on the product you plan to install.
- It is important to develop a system to check the playground equipment and measure resilient surface regularly to assure that both are maintained adequately.
- Safety or encroachment zones of at least six (6) feet should also be created between pieces of equipment as well as between the equipment and fencing.

For information concerning fall zones and resilient surfacing, visit the Consumer Product Safety Commission Website at <u>www.cpsc.gov/PageFiles/122149/325.pdf</u>

### **Playground Requirements & Best Practices**

#### Fall Zones

- Use zones (also called "fall zones") should surround equipment by six feet on all sides in general.
- For swings, measure the length of the swing chain and add seven (7) feet. This is the use zone needed in front and behind swings (ex. chain length is 5'9"; add 7 feet; total fall zone needed in front and behind swings needs to be 12'9").



- Use zones of stationary equipment may overlap if the equipment is six (6) feet apart and 30 inches high or less. If
  more than 30 inches high, overlap is allowed only if equipment is nine (9) feet apart.
- Slides greater than six (6) feet high require an exit use zone equal to their height up to eight (8) feet. Use zones
  around slides extend 4 feet from the back and sides of the climbing structure and 5 feet from the front and the sides
  of the bottom of the slide.



 For more information, please see the U.S. Consumer Product Safety Commission Public Playground Safety Handbook (Publication #325, November 2010) available at <a href="http://www.cpsc.gov">www.cpsc.gov</a>

#### **Resilient Surfacing**

Height of Equipment	Depth of Surfacing Needed	Best Practices
Less than 3 feet	None, but on soft surface	9 inches if over 18 inches tall
3 feet – 5 feet	3 inches	At least 9 inches
Higher than 5 feet	6 inches	At least 9 inches

Department of Early Care and Learning

## Plans, Policies, Procedures, & Checklists

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## Definitions

Your Operation Plan covers the day-to-day operation of your center. The Operation Plan Checklist has been created from the rules and regulations for your use as a guide in the development of the operation plan for your facility. Sample forms have also been created for your use based on the rules and regulations and are included in the Resource Section of this Applicant's Guide.

- <u>Personnel Policies/Handbook:</u> This is the handbook given to your staff and should cover all information in your policies and procedures as well as all requirements for your staff.
- <u>Policies and Procedures/Parent Handbook:</u> This covers all information that your parents need to know about the day-to-day operation of the center and should be organized in an easily readable format that parents can turn to for answers about the type of services you will provide.
- <u>Schedules:</u> Each classroom is required to have posted a daily schedule of age-appropriate activities that children are involved in at the center.
- <u>Menus:</u> Menus are a required posted item and a sample menu for your center must be submitted.
- <u>Emergency Plans</u>: Your policies and procedures may state that emergency plans have been developed and are posted for parent viewing. Plans that must be submitted are your step-by-step plans for each of the emergency situations listed in your operation plan checklist.
- <u>Transportation Plan</u>: Written plan required for routine transportation or field trips.
- <u>Operation Plan Checklist:</u> Please include your checklist in its entirety when submitting your operation plan.
- <u>Forms:</u> Sample forms have been provided for many of the items required. Any forms that you will be using other than sample forms provided by DECAL must be submitted for review.

## **Guidelines for Creating Policies and Procedures**

Use this form to assist you in writing your Center Policies and Procedures. If you have covered each item listed on this guide, you will have covered each of the topics required. If you are using the previous owner's policies, use this checklist to make sure that all items have been covered and changes, if any, in days of operation, times of operation, ages of children served, etc., have been made.

\*\*This list may also be used to create your parent handbook. \*\*

To create your center Policies and Procedures, include the following information plus all items required in the Operation Plan Checklist:

- \_\_1. Ages of Children Served
- \_\_\_\_2. Months of Operation
- <u>3</u>. Days of Operation
- \_\_\_\_\_4. Hours of Operation

\_\_\_\_ 5. Dates center is closed, such as holidays, inclement weather, vacation closing, etc.

\_\_\_6. Admission requirements including parental responsibilities for supplying and maintaining accurate required record information and escorting child to and from the center.

\_\_\_\_ 7. Standard fees, payment of fees, fees related to absences and vacations and other charges such as insurance, transportation, etc.

\_\_\_\_\_8. Transportation provided, if any to include procedure to be followed if no one is home or at the designated drop-off site to receive a transported child, such as school, home pickup/delivery, and special events such as dance lessons, swim lessons, etc. If the center offers no transportation, state this in your policies so parents will know.

\_\_\_\_9. Guidance and discipline techniques, to include a statement of the general philosophy of classroom management, statement of discipline techniques to be used and statement of disallowed discipline techniques as described in the Rules and Regulations.

\_\_\_\_10. Handling emergency medical care including <u>place(s)</u> the children will be taken for emergency medical care, identification of the facility's primary medical resource and method used to transport the child to this location,

\_\_\_\_\_11. Description of information required before administering medication and recording noticeable adverse reactions to the medication, such as limited to no more than two weeks, physician authorization required, times medication will be administered, how long authorization is in effect, and procedure for delivery and pick up off the medicine. Also, instructions for recording noticeable adverse reactions to the medication.

\_\_\_\_12. Instructions for notifying parents of child's illness, injury, exposure to a notifiable communicable disease, statement of parents' responsibility to inform center of a communicable disease, exclusion of sick child with 101 degrees or higher oral temperature and any other symptom such as diarrhea, sore throat, etc. Describe the way you will notify parents of these conditions.

\_\_\_\_13. Policies on exclusion of children with communicable disease as defined in the chart of communicable disease and their recommendation for re-admission. The chart should be posted in the center.

\_\_\_\_\_14. Policies for protection of children inside the facility in the event of severe weather and lockdown procedures if a threatening situation should occur, and evacuation of the building in the event of fire, gas leak, bomb, and physical plant problems. Must describe steps to protect children while in the center or the vehicle, which should also be posted in the center. Describe procedures to evacuate infants, toddlers, and children with disabilities or chronic medical conditions; explain procedures to communicate with families and to reunite children with families if unable to return to the center. Templates are available at http://www.decal.ga.gov/BftS/FormList.aspx?cat=Child%20Care%20Learning%20Center

\_\_\_\_\_ 15. Description of any special procedures to be followed in the caring for a child, including any special services, which the center agrees to provide to a child with special needs.

\_\_\_\_\_16. Descriptions of food services, meals and snacks served; provisions for food provided by parents, and explanation of how exceptions, such as for allergies, or food from home, will be handled.

\_\_\_\_\_17. Written parental authorization for child to participate in field trips, special activities away from the center and water related activities occurring in water that is more than two feet deep, if the center participates in any such activity. If the center is to provide routine transportation for the child to and from school, home or center, for field trips, details on

procedures, written permission needed for each trip, method of transportation for swimming activities include location, fees if any, equipment needed by children, certification of lifeguard.

\_\_\_\_\_18. Evidence of age-appropriate immunizations or a signed affidavit against such immunizations within 30 days of child's enrollment.

\_\_\_\_\_ 19. Statement that the center is required to report any suspected child abuse, neglect, exploitation or deprivation to the Division of Family and Children Services.

\_\_\_\_ 20. Statement that the center is required to report any suspected case of notifiable communicable disease to the local county Health Department.

\_\_\_\_ 21. If infant care is provided, include policies and procedures on written feeding plan, which includes parents' instructions for feeding of formula or breast milk, updating of plan, provision of formula/breast milk bottles which are identified with child's name and current date, handling of leftover formula/breast milk, provision of baby food, provision of diapers, use of pacifier; must also include safe sleep policies.

\_\_\_\_ 22. If you want parents to provide articles such as combs, toothbrushes, sheets, covers, change of clothing, you need to outline in your procedure.

\_\_\_\_2 23. Statement to inform parents of posted notices to include the license, copy of rules, review of evaluation report, communicable disease chart, statement of parental access, names of persons in charge, current weekly menu, emergency plans for severe weather and fire, and statement for visitors. If you have no liability insurance coverage for the children, you must post a notice alerting parents of this fact. There is a sample form for this.

## **Personnel Policies**

The following policies are stipulated in the rules and should be included in your personnel policies/ employee handbooks. These items can be copied word for word.

<u>Contagious Diseases</u>: Staff, or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have, or present symptoms of a fever or diarrhea.

<u>Smoking:</u> Staff or other persons shall not smoke or use tobacco within the center premises, on the center playgrounds or in any vehicle being used to transport children during the hours that the center is in operation. **Current Fire Safety laws prohibit smoking on the premises of the child care center.** 

<u>Prohibited Substances:</u> Staff, chaperons, and students in training shall not be under the influence or consume alcohol, marijuana or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

<u>Assignment of employees:</u> Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

<u>Work Schedules:</u> Staff shall not regularly be scheduled to perform child care duties for more than twelve (12) hours within any twenty-four (24) hour period.

<u>Substitute Employees:</u> The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policies and procedures necessary to the proper performance of their job duties in compliance with these rules.

<u>First Aid and CPR:</u> At least fifty percent (50%) of the caregiver staff and the director shall have current evidence of training in first aid and cardiopulmonary resuscitation (CPR) at any given time. There must always be an employee with evidence of current First Aid training and CPR on the center premises whenever children are present, on any center-sponsored field trip, and on any center, vehicle transporting children. Each staff member with caregiving responsibilities must obtain CPR and First Aid training within 90 days of hire date.

## **Employee Files**

During your Initial Licensing Study, the following items must be in each employee file, including the director's file:

- <u>Application for Employment:</u> There is a sample form for this. If not using the DECAL sample, make sure that information on sample is included on your application, such as questions about CPR and First Aid, and whether the person has ever been investigated or charged with abuse, neglect, etc. Additionally, make sure that all questions are answered, and that staff do not leave any blanks.
- 2) <u>Ten Year Work History:</u> There is a sample from for this. This should go back ten (10) years. Even if the person has not worked for ten years, (i.e., student, homemaker, unemployed), you want to know where they have been for ten (ten) years. If the person did not work between two jobs, have them write "no work" so that the whole ten years is covered. The 10-year history should be updated on all staff when an ownership change occurs to include all time worked under previous owners at the same location.
- 3) <u>Credential/Degree Verification:</u> Effective December 1, 2012, a copy and/or written verification of the credential or degree awarded to directors and lead teachers (see qualification requirements) must be on file.
- 4) <u>Orientation:</u> There is a sample form for this. This covers training prior to being placed in a classroom, center rules, DECAL rules and regulations, etc. and must be signed and dated by the person(s) conducting the orientation as well as by the employee. This should be completed and updated on all staff, even those who worked under previous ownership.
- 5) <u>CPR and First Aid verification:</u> Must be geared towards infant/child and have dates and signatures of the instructor. Make sure that trainers are DECAL approved. A copy of this should be placed in each employee file. <u>At least 50% are required at point of licensure and ongoing</u>. Note: The director and person responsible for driving the vehicle is also required to have this current training. Each staff member providing care to children must have CPR and First Aid training within 90 days of hire date.
- 6) <u>Any Additional Training:</u> Sample forms are available to keep track of training.
- 7) <u>Fingerprint Clearance Letter</u>: All employees and staff members must have an electronic documentation issued by DECAL on file showing that their fingerprint and background checks were satisfactory.

## **Children's Files**

The following items are to be in each file. Sample forms are provided in your Applicant's Guide. Please check all children's files that were under former ownership for completeness and accuracy. If changing enrollment applications over to your facility information, please have completed by date of initial licensing study.

## Note: Children's files must be maintained for a period of one year after child is no longer in care at the facility.

- 1. <u>Enrollment Form:</u> This should be <u>completed prior</u> to the children being left in your care. Make sure that all questions are answered and that no blanks are left. Ask that parents not use NA. All questions are applicable and should be answered or have NO or NONE, (i.e., allergies).
- 2. <u>Emergency Medical Authorization:</u> Again, all questions should be answered with no blanks and must be completed prior to the child being left in your care. Make sure that the Doctor's name and phone number are completed and readable.
- 3. <u>Parental Agreement:</u> This lists the services that you provide and what both you and the parent agree to. You may want to add to this agreement, for example: information about receiving, reading and understanding the Parent Handbook.
- 4. <u>Parent Notice of No Liability Insurance:</u> This lets parents know that you do not have liability insurance to protect their child in the event of an injury, etc. If you <u>do</u> carry this insurance, you do not need this form in children's files.
- 5. Other forms:

Incident Report Infant Feeding Plan Authorization for Medication Vehicle Emergency Medical Information Transportation Agreement Field Trip Permission Form

## Schedules

A daily schedule is required by rules to be posted in each classroom. These schedules should be ageappropriate and individualized for each classroom. One schedule is not appropriate for use for an entire center as children of different ages and abilities will require longer or shorter times for different activities.

Schedules should show all hours of operation, from the time the center is opened until the center closes.

If parents will be providing meals, center must adhere to the "Criteria for Sack Lunches" memo, to include having additional foods on hand and a food preparation area.

Schedules are to include a balance of quiet and active periods, free choice and teacher-directed activities, large and small muscle activities, and cover the six interest areas (art and crafts, music and movement, language and reading, science and nature, dramatic play and manipulative areas).

Schedules should show the activities of the children - not the teachers.

The required amount of outdoor time must be shown on your schedule. The rules require one and one-half  $(1 \frac{1}{2})$  hours of outdoor play daily for children who are at least one (1) year. One (1) hour is required for children under 12 months of age.

Snacks and meals must be shown on your schedules; a minimum of two (2) hours between each meal and snack must be reflected.

If you provide care for school-age children; part-day schedules, such as before or after school hours, and full day schedules are required, if applicable.

## Weekly Menu

A weekly menu for meals and snacks is required by rules to be posted near the front entrance, so that they are visible to parents.

Your menu should include clearly identified food and drinks and fulfill required components and creditable food items described in U.S.D.A. guidelines.

Each meal and snack that is to be served is to be on your weekly menu.

If you are providing evening or night care, those meals and snacks should be reflected as well.

Staff must follow infant feeding plans completed by parents for children under 12 months of age. This plan should be updated by parents each time the child's feeding requirements change.

If your center will have food catered, a copy of the establishment's food service permit, as well as a copy of their most recent inspection, should be submitted. A menu will still be posted.

If parents will be providing meals, center must adhere to the "Criteria for Sack Lunches" memo, to include having additional foods on hand and a food preparation area.

## **Emergency Plans**

Each facility must have step-by-step procedures stating how emergencies are handled. Each item listed in your checklist should be written out as a separate plan:

- Fire
- Severe weather
- Loss of electrical power or water
- Structural damage to the building
- Death, serious injury, or loss of a child
- Threatening event
- Natural Disaster

Each plan must include procedures for:

- Evacuation
- Relocation
- Shelter in place
- Lock-down
- Communication and reunification with families
- Continuity of operations

Each plan must also include accommodations for:

- Infants and Toddlers
- Children with disabilities
- Children with chronic medical conditions

General Guidelines:

- When writing your emergency plans, make your plans specific to your program and building.
- Start from the beginning of the emergency and continue until the emergency situation is over.
- Make sure plans are step-by-step.
- Give staff specific jobs.
- Decide where you would go if you had to evacuate the building and grounds.
- Ensure that your plans are usable by your staff.
- Include reporting the incident to DECAL within 24 hours or the next business day after the incident.

## **Transportation Plans**

A written transportation plan must be included with your operation plan and be a part of your policies and procedures.

Types of transportation include:

- Routine transportation
- Field trip transportation

Your written transportation plan includes:

- 1. Name of licensed driver and evidence of current driver's license
- 2. Written transportation agreement with the parent
- 3. List of children to be transported
- 4. Checklist for the accounting of children
- 5. Transportation record
- 6. Vehicle emergency medical information
- 7. Annual vehicle inspection form
- 8. Evidence of First Aid and CPR training for the driver
- 9. Field trip permission form

Include written procedures for any alternate transportation used, such as contracted transportation.

## Sample Staff Forms

Staff Application		MOST CURRENT OF past ten years, list ho	DYMENT HISTORY FOR THE PAST 1 LAST EMPLOYER. If you have been v you spent your time, e.g., student, h	unemployed durin pusewife, unemplo	g any time within the
DATE		addition space, please MONTH/YEAR	use separate employment record form NAME AND ADDRESS OF EMPLOY	R POS	ITION
(CENTER NAME)		FROM			
. ,	N DESIRED	FROM			
		TO FROM			
DATE AV	AILABLE	TO			
INTERVIE	EWED BY	FROM TO			
		FROM			
NAME (FIRST) (MIDDLE) (LAST) SPOUSE	'S NAME	TO Have you attended/co	mpleted any child care training courses	? YES	NO
HOME ADDRESS PHONE P	NUMBER	Do you have a crimina		YES	NO
		If yes, explain:			
BIRTH DATE SOCIAL SECURITY NUMB If you are not a ge 18, can you submit a work permit if hired? If you are not a US citizen, do you have a VISA to work in the US? If yes, what kind of Visa classification do you have? Visa Registration Number: Has bond or security clearance ever been denied and/or canceled? If yes, please explain:	(Circle One) YES NO YES NO	investigation or other have subjected any pe YES NO Under the American w individuals with a disa process, any pre-em supervisor is made a	shown by oredible evidence, e.g., enlable evidence to have abused, neg rson to serious injury as a result of inte th Disabilities Act of 1991, this program bility. The reasonable accommodatio loyment testing, interviews and actua ware that an accommodation is requ may request it at any time during the ector of your needs if it will impact you	lected or deprived ntional or grossly r is required to reas n requirement app il employment, bu ired. If you are	a child or adult or to egligent misconduct? onably accommodate lies to the application t <u>only</u> if the program disabled and require
EDUCATION (Attach documentation of qualifying e	education)	are applying.			
PLACE DATES	DIPLOMA, CERTIFICATE, DEGREE	Having read the job de able to adequately per If no, please explain.	scription for the position for which you form the duties as described?	are applying, are y YES	ou in all respects, NO
ELEMENTARY		Do you have a valid d		YES	NO
SECONDARY			nber and class of license: ining within the past two years?	YES	NO
	+	If yes, give expiration	date:		NU
OTHER Experience with groups of children? YES NO		Have you had first aid	training within the past three years?	YES	NO
If yes, list below. Indicate ages of children, your duties, dates of time yo reasons for leaving.	ou worked in this position,	If yes, give expiration Bright from the Start:	date: Seorgia Department of Early Care Lear	ning	
easons for leaving.		requires annual child	are training, are you willing to participa	te? YES	NO
		I certify that all informa concerning my qualific	tion on this application is correct. I hav ation requirements.	ve not given any fa	ise statement
Attach documentation of experience working with	children		autor requirements.		
· · ·	(Circle One) YES NO	SIGNATURE		DATE	
If yes list:					
Georgia Dept of Early Care and Learning	ENTATION		10 YEAR EMPLOYME	NT HISTORY	7
of Early Care		Name	So	INT HISTORY	
DOCUMENTATION OF ORII (Conducted prior to assignment to children or task and to be p	placed in each Staff person's file.)	Record of Employn	So	cial Security Nur dress	nber
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Of Early Care     DOCUMENTATION OF ORIH     (Conducted prior to assignment to children or task and to be p     Staff Name     Hire Date Start I	placed in each Staff person's file.)	Record of Employn Leave no gaps.	So Ad nent: Past 10 Years (If unemployed Name and Address of	cial Security Nur dress I between 2 jobs/	nber dates, write "no worl
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Georgia Dept of Early Care and Learning	40 Hour Director Training course approved by the Department Note: This credential is only slightly for the Director who has been working as an on-site Child Care Learning Center Director for a minimum of five (5) years. Name of Department-Approved Trainer Providing CDA Credential Coursework:
Professional Learning Plan This Professional Learning Plan (PLP) was created to assist in maintaining compliance with rule 591-1-1.31(2)3 which states that if a newly hired lead teacher does not possess one of the educational and qualifying child care experience requirements listed in 591-1-1.31(2)(b)(2), the Child care Learning Center (CCLC) may hire this individual as a lead teacher if the following requirements are met:	Trainer Code:          Phone:
The lead teacher enrolls in a program of study to obtain one of the educational redentials and qualifying experience requirements within six (6) months after becoming employed at the CCLC and completes the credential or degree within eighteen (18) months after enrolliment; and     The CCLC prepares, in writing, a professional learning plan outlining the newly hired lead <u>teacher's</u> agreed upon steps in obtaining one of the credentials or degrees listed in the rule.  Name: Position:	O R Name of College or University: Address:
Address:	Phone:
City: State: ZIP:	
Telephone:	Names and numbers of courses to be completed during the current year and ongoing updates of the names and
Date Enrolled in Program:	numbers of courses to be completed during the current year and ongoing updates of the names and numbers of courses to be completed for the following year(s). Documentation of successfully completed
Content Area of Credential or Degree:	coursework is required to be kept on file as well.
Anticipated Date for Completion of Credential or Degree:	
Credential or Degree Individual is Seeking:	
<ul> <li>Child Development Associate (CDA) credential issued by the Council for Professional Recognition</li> <li>Echnical Certificate of Credit (TCC) in Early Childhood Education, Child Development, Infant/Toddler, Family Child Care, School Age/Youth Care or Program Administration</li> <li>Echnical College Diploma (TCD) in Early Childhood Education, Child Development, Infant/Toddler, Family Child Care, School Age/Youth Care or Program Administration</li> <li>Associate Degree in Early Childhood Education, Child Development, AAT]</li> <li>Bachelor's Degree in Early Childhood Education (ECE) or Child Development from an accredited college or university (BS, BA)</li> <li>Note: Once the Child Care Provider completes twenty five quarter hours (25) or fifteen semester (15) hours of Early Childhood Education (ECC) Olid Development accredited college or university, the Department can accept the completed coursework as meeting the educational requirements. A transcript is required to verify the credit hours.</li> </ul>	Please ensure that a copy of the credential or degree awarded by the Council for Professional Recognition, Technical College or University is maintained in the staff person file for Child Care Services Licensing review and is submitted to the Georgia Professional Development system for electronic record retention.
DAILY STAFF ATTENDANCE RECORD	
Date	
Class	

Sample Forms can be found on the Department's website at: <u>https://www.decal.ga.gov</u> /<u>BftS/FormList.aspx</u>

Name of Staff

Time In | Time Out | Time In | Time Out

Staff Initials

## **Additional Staff Policies & Procedures**

(Page to be added to Staff Policies/Staff Handbook)

#### Hygiene/Contagious Diseases:

Staff or any other persons being supervised by staff, shall not be allowed in the center that knowingly have, or present symptoms of a fever or diarrhea.

#### **Prohibited Substances/No Smoking:**

Staff, or other persons, shall not smoke or use tobacco within the center premises, on the center playgrounds or in any vehicle being used to transport children during the hours that the center is in operation.

#### Prohibited Substances/Alcohol and Illegal Drugs:

Staff, chaperones, and students in training shall not be under the influence of or consume alcohol, marijuana or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

#### **Diapering Areas and Practices/Hygiene:**

Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

#### **Staff/Work Schedules:**

Staff shall not be scheduled to perform child care duties for more than twelve (12) hours within any twenty-four (24) hour period.

#### Staff/Substitute Employees:

The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policies and procedures necessary to the proper performance of their job duties in compliance with these rules.

#### Staff/First Aid and CPR:

At least fifty percent (50%) of the caregiver staff shall have current evidence of first aid training and cardiopulmonary resuscitation. There must always be an employee with current evidence of first aid training and CPR on the center premises whenever children are present and on any center-sponsored field trip. All staff with caregiving responsibilities must obtain CPR and First Aid training within 90 days of hire date

#### **Required Training:**

All staff with caregiving responsibilities must obtain Health and Safety Orientation Certificate within 90 days of hire date. Within the first annual year of employment, staff must obtain 10 hours of training of which two (2) hours must be in Child Abuse and four (4) hours in Infectious Disease Prevention and Injury Control. Staff must obtain ten (10) hours of training each calendar year. The director and staff conducting transportation must participate in two (2) hours of Transportation training. The director and kitchen staff must obtain four (4) hours in Nutrition training. Training can be located at www.training.decal.ga.gov.

## Sample Children's Forms

SAMPLE CHILDREN'S ENROLLMENT FORM	PAGE 2 of 3	PAGE 3 of 3
SAMPLE CHILDERPI'S ENROLLMENT FORM         Page 1 a'         Child's Mane         Mane Abdress (different from child's) Street         Child's Mane         Mane	Persons to centact in the case of ensergency when parent or guardian cannot be reached:         Name       — Phone #(s).         Called's dector or cluic name.       — Phone #(s).         Cathid's dector or cluic name.       — Phone #(s).         Take following special accommodation(s) may be required to most effectively meet my child's needs while at the following special accommodation(s) may be required to most effectively meet my child's needs while at the following special accommodation(s) prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term continuous use and or has the following prescribed for long-term contendecial attention and care for the child as	<text><form><text><form><text><text><text><text><text><text></text></text></text></text></text></text></form></text></form></text>
(Street City State-Zip)	Facility Administrator/Person-In-Charge	I understand that the center will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility

#### Safe Sleep Practices Policy

Child's name:	Date of birth:
Parent/Guardian name:	
Safe Sleep Practices/Policies	
<ol> <li>Infants will be placed on their backs in a crib to sleep uni sosition for that infant is provided. The written statement ime frame that the instructions are to be followed.</li> </ol>	ess a physician's written statement authorizing another sleep must include how the infant shall be placed to sleep and a
<ol> <li>Cribs shall be in compliance with OPCS and ASTM safety: rom hazards.</li> </ol>	standards. They will be maintained in good repair and free
<ol> <li>No objects will be placed in or on the crib with an infant.</li> <li>illows, quilts, comforters, bumper pads, sheepskins, stuffe</li> </ol>	This includes, but is not limited to, covers, blankets, toys, d toys, or other soft items.
<ol> <li>No objects will be attached to a crib with a sleeping infar nobiles.</li> </ol>	it, such as, but not limited to, crib gyms, toys, mirrors and
<li>i) Only sleepers, sleep sacks and wearable blankets provid commercial manufacturer's guidelines and will not slip up a sleeping infant.</li>	ed by the parent/guardian and that fit according to the round the infant's face may be worn for the comfort of the
	en as needed, according to the rules. Bedding for cots/mats ked for individual use, the sheets/covers must be laundered to the following practice: 
<ol> <li>Infants who arrive at the center asleep or fall asleep in or afety-approved crib for sleep.</li> </ol>	ther equipment, on the floor or elsewhere, will moved to a
8) Swaddling will not be permitted, unless a physician's wri provided. The written statement must include instructions	
	vill not be permitted unless a physician's written statement written statement must include instructions on how to use the

I acknowledge that the director or designee	has advised me of the safe sleep practices followed by the facili
Signature	Date

#### 

AUTHORIZATION FOR MEDICATION

PARENT'S SIGNATURE	DATE

#### FOR CENTER USE (Reminder: document the reasons why medications are not given as parent requested i.e., child absent, medication not sent, child sleeping etc.)

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#### <u>Attention to Person Requesting Medication Be Dispensed:</u> Form must be completed in it's entirety before the center can dispense any <u>Medication.</u>

		INFA?	ST FEEDING PLAN		
Child's Full Name				Date	
Date of Birth					
Does the child take a is the bottle warmed?		Yes[] Yes[]	No [ ] No [ ]		
Does the child hold or Can the child feed sel		Yes[] Yes[]	No [ ] No [ ]		
Does the child eat: (cl					
Strained Foods [] Baby Foods [] Formula []		B			
Formula [] What type formula us		0			
Amount and time of f	ormula/breast milk to l	be given?		Date	
			FORMULA/BREAST M		
DATE	TIME		AMOUNT	TY	ч. 
		_			
The introduction of ap	ge-appropriate solid fo	INTRODU	CTION OF SOLID FOOI	of age, but no sooner than 1 developmental skills for the	our months. Has the
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81-1-1-08(o-p) Attendance	& Anival/ Depar					TURE RECORD the twelve (12) preceding more	ths must be maintained.
Facility name					Staff Name:	Sign-in Sign-out	Sign-in Sign-out
Classroom / Ages served				!			
	a Pat						
DATE		_	_				
child's Name	Birthdate	Age	Annual Time	Parent/Guardian Signatu	re Departure Time	Parent/Guardian Signature	Notes on daily attendance:
1	-	-					
2							
3							
5							
3							
1							
9							
10							
11							
12							
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#### Parents or Guardian's Notice of No Liability Insurance and Acknowledgement

I understand that I am being informed in writing by signing this acknowledgement that this facility, \_\_\_\_\_\_\_, does not carry liability insurance sufficient to protect my children in the event of an injury, etc.

## Parent: or Guardian's Signatures Date Parent or Guardian (Print Names) Date

Center Director's Signature Date

#### Georgia Dept of Early Care and Learning

Center Name:	
Child's Name:	
Date of Birth (include year):	
I give	permission to participate in swimming activities
Parent Signature	Date

Swim Test Form

To be completed by swim instructor

\_\_\_\_\_has successfully completed a swimming test which required the child to swim a distance of fifteen (15) yards unastituted.

[Ufgener]) an corner relation of having completed successfully a mining program in Ufgenering. The statemeter instructor contribut by the American Red Cross or YACA or YUCA or other recognized statediat-oriting agency for water safety instruction. (Center must maintain a copy on file)

Signature of lifeguard or instructor Date

#### Center has obtained a letter from the off-site swimming facility that all lifeguards on duty have successfully completed a training program in lifeguarding.

\*\* In lieu of requiring each child to take a swimming test to determine whether the child can swim a dispace of fifteen (15) yards umasisted, center staff may accept copies of centificates or cards from a recognized watersafty instruction ergemination showing that the child has successfully completed a swimming class which required the child to swim a distance of fifteen (15) yards immanised.

Center Must Maintain in Child's File

# **Nutrition Documents**

Food Service Guidelines	51
Meet My Plate USDA Guidelines	
USDA Infant Meal Patterns	.53
USDA Child and Adult Meal Patterns	55
Child and Adult Care Food Programs: Best Practices	.57
Weekly Menu Form	.59
Manual Dishwashing – Chemical Method	.61
Criteria For Sack Lunches	62
Reducing the Risk of Choking in Young Children	63

## **Food Service Guidelines**

- Children must receive nutritious meals and snacks while at the facility
- These meals and snack can be provided by your facility or by parents
- All meals and snacks provided at your facility must comply with USDA standards
- Weekly menus must clearly identify all foods for meals and snacks your facility plans to serve
- Two hours are required between each required meal and snack

# **Meet MyPlate**

The **MyPlate** icon reminds us that we need to eat and drink foods from the five food groups. **Fruits**, **Vegetables**, **Dairy**, **Grains**, and **Protein Foods** are important for good health. **MyPlate** shows the food groups in different sections of the plate. Does this mean that foods need to be separate on your plate? No way! Some of our favorite healthy foods are a mix of food groups. What food groups are in your sandwich or taco?

### **MyPlate Matching Game**

Draw a line from each section of MyPlate to the correct foods below.

## **Did You Know?** Dairy Fruits Beans belong to both the Vegetable and Protein Food Groups. Some favorite ways Protein kids like to eat beans are in burritos, tacos, chili, dips, and quesadillas. MyPlate.gov Parents Make half your plate fruits and vegetables. It is an easy way to make sure you (and your family) are getting enough. More information on MyPlate can be found at MyPlate.gov.



January 2023 • FNS-4718 USDA is an equal opportunity provider, employer, and lender. TeamNutrition.USDA.gov Answers: FRUIT: orange. VEGETABLE: garden salad. PROTEIN FOOD: beans. GRAIN: rice. DAIRY: milk.

## UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS: INFANT MEALS

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. The changes to the infant meal pattern support breastfeeding and the consumption of vegetables and fruit without added sugars. These changes are based on the scientific recommendations from the National Academy of Medicine, the American Academy of Pediatrics and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

#### UPDATED INFANT MEAL PATTERN:



#### Encourage and Support Breastfeeding:

- Providers may receive reimbursement for meals when a breastfeeding mother comes to the day care
  center or home and directly breastfeeds her infant; and
- · Only breastmilk and infant formula are served to infants 0 through 5 month olds.

#### **Developmentally Appropriate Meals:**

- Two age groups, instead of three: 0 through 5 month olds and 6 through 11 month olds; and
- Solid foods are gradually introduced around 6 months of age, as developmentally appropriate.

#### More Nutritious Meals:

- Requires a vegetable or fruit, or both, to be served at snack for infants 6 through 11 months old;
- No longer allows juice or cheese food or cheese spread to be served; and
- Allows ready-to-eat cereals at snack.

#### Learn More

For more information on infant development and nutrition, check out the USDA Team Nutrition's Feeding Infants Guide.











		PREVIOUS	5		UPDATED
	0-3 Months	4-7 Months	8-11 MONTHS	0-5 MONTHS	6-11 MONTHS
Breakfast	4-6 fl oz breastmilk or formula	4-8 fl oz breastmilk or formula 0-3 tbsp infant cereal	6-8 fl oz breastmilk or formula 2-4 tbsp infant cereal 1-4 tbsp vegetable, fruit or both	4-6 fl oz breastmilk or formula	6-8 fl oz breastmilk or formula 0-4 tbsp infant cereal, meat, fish, poultry, whole eggs, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination* 0-2 tbsp vegetable, fruit or both*
Lunch or Supper	4-6 fl oz breastmilk or formula	4-8 fl oz breastmilk or formula 0-3 tbsp infant cereal 0-3 tbsp vegetable, fruit or both	6-8 fl oz breastmilk or formula 2-4 tbsp infant cereal; and/or 1-4 tbsp meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½ -2oz cheese; or 1-4 oz (volume) cottage cheese; or 1-4 oz (weight) cheese food or cheese spread; or a combination 1-4 tbsp vegetable, fruit or both	4-6 fl oz breastmilk or formula	<ul> <li>6-8 fl oz breast milk or formula</li> <li>0-4 tbsp infant cereal, meat, fish, poultry, whole egg, cooked dry beans or peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-4 oz yogurt; or a combination*</li> <li>0-2 tbsp vegetable, fruit or both*</li> </ul>
Snack	4-6 fl oz breastmilk or formula	4-6 fl oz breastmilk or formula	2-4 fl oz breastmilk, formula, or fruit juice 0-½ bread slice or 0-2 crackers	4-6 fl oz breastmilk or formula	2-4 fl oz breastmilk or formula 0-½ bread slice; or 0-2 crackers; or 0-4 tbsp infant cereal or ready- to-eat cereal" 0-2 tbsp vegetable, fruit or both"

#### PREVIOUS AND UPDATED INFANT MEAL PATTERNS: LETS COMPARE

"Required when infant is developmentally ready. All serving sizes are minimum quantities of the food components that are required to be served.

For more information, please visit <u>www.fns.usda.gov/cacfp/child-and-adult-care-food-program.</u> Questions? Contact your State or Regional Office. USDA is an equal opportunity employer and provider.





## UPDATED CHILD AND ADULT CARE FOOD PROGRAM MEAL PATTERNS: CHILD AND ADULT MEALS

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the updated meal patterns by October 1, 2017.

#### Updated Child and Adult Meal Patterns

#### **Greater Variety of Vegetables and Fruits**

- The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
- Juice is limited to once per day.

#### **More Whole Grains**

- · At least one serving of grains per day must be whole grain-rich;
- Grain-based desserts no longer count towards the grain component; and
- Ounce equivalents (oz eq) are used to determine the amount of creditable grains (starting October 1, 2019).

#### More Protein Options

- Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum
  of three times per week; and
- Tofu counts as a meat alternate.

#### Age Appropriate Meals

· A new age group to address the needs of older children 13 through 18 years old.

#### Less Added Sugar

- Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
- · Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.



### USDA

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United States Department of Agriculture

#### Making Every Sip Count

- · Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- · Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- Yogurt may be served in place of milk once per day for adults only.

#### Additional Improvements

- Extends offer versus serve to at-risk afterschool programs; and
- Frying is not allowed as a way of preparing foods on-site.

#### **Breakfast Meal Patterns**

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	% cup	% cup	¾ cup	% cup	1 cup	1 cup	1 cup	1 cup
Vegetables, fruit, or both	% cup	% cup	% cup	% cup	½ cup	½ cup	½ cup	% cup
Grains	½ serving	⅓ oz eq*	½ serving	½ oz eq*	1 serving	½ oz eq*	2 servings	2 oz eq*

\*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents

Lunch and Supper Meal Patterns

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	½ cup	% cup	% cup	% cup	1 cup	1 cup	1 cup	1 cup*
Meat and meat alternatives	1 oz	1 oz	1 ½ oz	1 ½ oz	2 oz	2 oz	2 oz	2 oz
Vegetables	% cup	% cup	16	% cup	Maria	½ cup	1	½ cup
Fruits	» cup	% cup	- ½ cup	% cup	% cup	¼ cup	1 cup	½ cup
Grains	½ serving	½ oz eq*	½ serving	½ oz eq*	1 serving	½ oz eq	2 servings	2 oz eq

\*A serving of milk is not required at supper meals for adults Oz eq = ounce equivalents

#### Snack Meal Pattern

	Age	: 1-2	Age	s 3-5	Ages 6-12 & 13-18		Adults		
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated	
Milk	½ cup	% cup	½ cup	½ cup	1 cup	1 cup	1 cup	1 cup	
Meat and meat alternatives	½ oz	½ oz	½ oz	½ oz	1 oz	1 oz	1 oz	1 oz	
Vegetables	V2 cup	½ cup	1/2 cup	½ cup	N	% cup	% cup	V2 cup	½ cup
Fruit	22 Cup	½ cup	- 32 Cup	½ cup	w cup	% cup	32 Cup	½ cup	
Grains	½ serving	½ oz eq	½ serving	½ oz eq	1 serving	1oz eq	1 servings	1 oz eq	

Select 2 of the 5 components for snack. Oz eq = ounce equivalents

Note: All serving sizes are minimum quantities of the food components that are required to be served.

For more information, please visit <u>www.fns.usda.gov/cacfp/child-and-adult-care-food-program</u>, Questions? Contact your State or Regional Office. USDA is an equal opportunity employer and provider.







## CHILD AND ADULT CARE FOOD PROGRAM: BEST PRACTICES

The updated CACFP meal patterns lay the foundation for a healthy eating pattern for children and adults in care. USDA also developed optional best practices that build on the meal patterns and highlight areas where centers and day care homes may take additional steps to further improve the nutritional quality of the meals they serve. The best practices reflect recommendations from the Dietary Guidelines for Americans and the National Academy of Medicine to further help increase participants' consumption of vegetables, fruits, and whole grains, and reduce the consumption of added sugars and saturated fats.

#### **CACFP Best Practices**

USDA highly encourages centers and day care homes to implement these best practices in order to ensure children and adults are getting the optimal benefit from the meals they receive while in care:

#### Infants

Support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for
their infants while in day care and offer a quiet, private area that is comfortable and sanitary for mothers
who come to the center or day care home to breastfeed.

#### Vegetables and Fruit

- Make at least 1 of the 2 required components of a snack a vegetable or a fruit.
- Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.

#### Grains

Provide at least two servings of whole grain-rich grains per day.

#### Meat and Meat Alternates

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meats to no more than one serving per week.
- · Serve only natural cheeses and choose low-fat or reduced fat-cheeses.

#### Milk

- Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.
- · Serve water as a beverage when serving yogurt in place of milk for adults.



#### **Additional Best Practices**

- Incorporate seasonal and locally produced foods into meals.
- · Limit serving purchased pre-fried foods to no more than one serving per week.
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy, or cookie pieces), and sugar sweetened beverages (e.g., fruit drinks or sodas).
- Adult day care centers should offer and make water available to adults upon their request, throughout the day.

#### Resources

USDA

Find useful tips and strategies to help you incorporate the best practices into your every day meal service:

- Nutrition and Wellness Tips for Young Children: Child care providers can use these tips to incorporate key
  recommendations and best practices into their menus and daily schedules.
- Feeding Infants: This guide presents information on infant development, nutrition for infants, breastfeeding and formula feeding, feeding solid foods, sanitary food preparation, safe food handling, and much more!
- Healthy Meals Resource System: CACFP centers and day care homes will find more menu planning tools, recipe ideas, and additional tips and ideas to help implement the updated meal patterns and best practices, such as hosting taste tests to help introduce and get children excited about new foods and menus.
- Team Nutrition Resource Library: Visit the Team Nutrition Resource Library for free nutrition education materials to further reinforce and complement the nutrition messages taught by serving healthful foods.
- MyPlate: Resources found on the MyPlate website can help CACFP centers and day care homes identify healthier
  options to ensure menu choices contain the most nutrients children need to grow.
- ICN Education and Training Resources: The Institute of Child Nutrition's resources provide education and training
  opportunities to help provide nutritious meals in CACFP homes and day care settings.



For more information, please visit <u>www.fns.usda.gov/cacfp/child-and-adult-care-food-program</u>, Questions? Contact your State or Regional Office. USDA is an equal opportunity employer and provider.





Weekly Menu Form

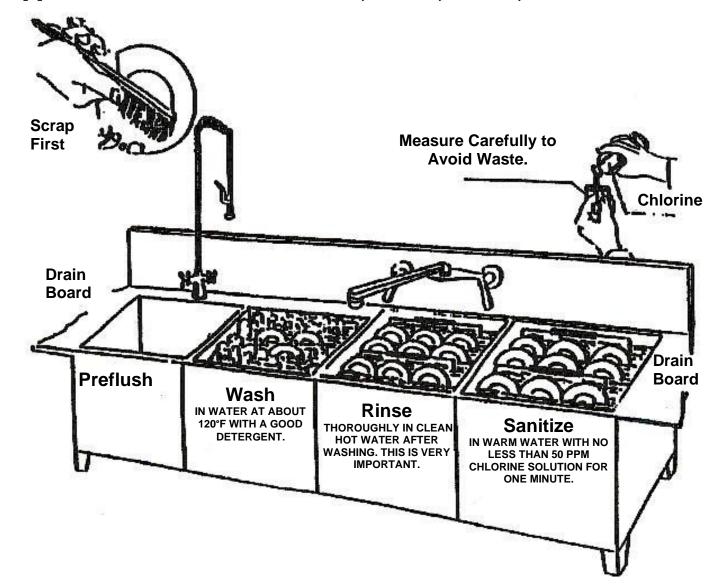
	ider's Name: th/Year:							
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Calendar Date							
	Fluid Milk							
Breakfast	Fruit, Vegetable or Full Strength Juice							
Brea	Bread or Bread Alternate(s)							
	*Additional Food (Optional)							
	Choose 2 of these 4: Fluid Milk							
AM Snack	Fruit, Vegetable or Full Strength Juice							
AM	Bread or Bread Alternate							
	Meat or Meat Alternate							
	Fluid Milk							
	Meat or Meat Alternate							
ч	Vegetable or Fruit							
Lunch	Vegetable or Fruit							
	Bread or Bread Alternate(s)							
	*Additional Food (Optional)							
	Choose 2 of these 4: Fluid Milk							
PM Snack	Fruit, Vegetable or Full Strength Juice							
ΡM	Bread or Bread Alternate							
	Meat or Meat Alternate							



## Weekly Menu Form

	th/Year:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Cale	endar Date			•	•		•	·
Cal								
	Choose 2 of these 4: Fluid Milk							
PM Snack	Fruit, Vegetable or Full Strength Juice							
ΡM	Bread or Bread Alternate(s)							
	Meat or Meat Alternate							
	Fluid Milk							
	Meat or Meat Alternate							
<b>5</b>	Vegetable or Fruit							
Supper	Vegetable or Fruit							
	Bread or Bread Alternate(s)							
	*Additional Food (Optional)							
	Choose 2 of these 4: Fluid Milk							
<b>Evening Snack</b>	Fruit, Vegetable or Full Strength Juice							
Evenin	Bread or Bread Alternate							
	Meat or Meat Alternate							

## Manual Dishwashing – Chemical Method Approved Procedure - Preflush, Wash, Rinse, Sanitize





2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, GA 30334 (404) 656-5957

Brian P. Kemp Governor Amy M. Jacobs Commissioner

### CRITERIA FOR SACK LUNCHES FOR CHILD CARE LEARNING CENTERS & FAMILY CHILD CARE LEARNING HOMES

- 1. All nutritional requirements for meals and snacks listed in the Rules and Regulations must be met.
  - Child Care Learning Centers (CCLC) rule 591-1-1-.15(1).
  - Family Child Care Learning Home (FCCLH) rule 290-2-3.10(1).
- 2. The child care program shall have a written agreement with parent(s) as to the parent's responsibility to provide the child a nutritious sack lunch.
- 3. The child care program shall provide all parents written nutritional information concerning the content of sack lunches.
- 4. Food brought into the child care program shall be evaluated each day. If the child's sack lunch does not meet the nutritional requirements stated in the rules, the child care program must provide the child the additional food necessary to meet the requirements.
- 5. Individual sack lunches shall be labeled with the children's names. Children should be monitored to ensure that there is no swapping of home-prepared food.
- 6. The child care program shall provide proper storage and refrigeration for sack lunches; all perishable and potentially hazardous foods shall be refrigerated at a temperature of 40 degrees Fahrenheit or below as stated in rules.
  - CCLC rule 591 -1-1-.18(5)
  - FCCLH rule 290-2-3-.10(13)

"Potentially hazardous food" means any perishable food consisting of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients that can support rapid and progressive growth of harmful organisms. Refrigeration slows bacterial growth.

- 7. All food preparation in the child care program must meet the requirements stated in the following chapters.
- 8. Each child shall be served at least 4 ounces of milk each day, if not contraindicated by special diet as stated in rules.
  - CCLC rule 591-1-1.15(1)
  - FCCLC rule 290-2-3-.10(1)



Food and Nutrition Service

## Reducing the Risk of Choking in Young Children at Mealtimes

Children **under the age of 4** are at a high risk of choking while eating. Young children are still learning how to chew food properly, and they often swallow the food whole. Their small airways can become easily blocked.

You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. **Remember, always** supervise children during meals and snacks.

....

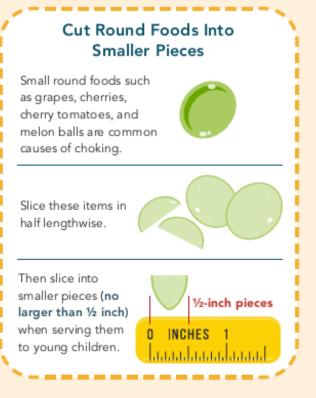
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### Prepare Foods So They Are Easy to Chew

You can make eating safer for young children by following the tips below:

- Cook or steam hard food, like carrots, until it is soft enough to pierce with a fork.
- Remove seeds, pits, and tough skins/peels from fruits and vegetables.
- Finely chop foods into thin slices, strips, or small pieces (no larger than ½ inch), or grate, mash, or puree foods. This is especially important when serving raw fruits and vegetables, as those items may be harder to chew.
- Remove all bones from fish, chicken, and meat before cooking or serving.
- Grind up tough meats and poultry.



### **Avoid Choking Hazards**

To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

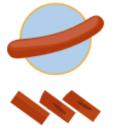
- Cheese cubes or blocks. Grate or thinly slice cheese before serving.
- Chewing gum\*
- Dried fruit
- Gummy fruit snacks\*
- Hard candy, including caramels, cough drops, jelly beans, lollipops, etc.\*
- Hard pretzels and pretzel chips
- Ice cubes\*
- Marshmallows\*

- Nuts and seeds, including breads, crackers, and cereals that contain nuts and seeds
- Popcorn
- Spoonfuls of peanut butter or other nut butters. Spread nut butters thinly on other foods (e.g., toast, crackers, etc.). Serve only creamy, not chunky, nut butters.
- Whole round or tube-shaped foods such as grapes, cherry tomatoes, cherries, raw carrots, sausages, and hot dogs

\*Not creditable in the Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP), National School Lunch Program and School Breakfast Program, and Summer Food Service Program.

### **Cut Tube-shaped Foods Into Smaller Pieces**

Cut tube-shaped foods, such as baby carrots, string cheese, hot dogs, etc., into short strips rather than round pieces.



In addition to the foods listed, avoid serving foods that are as wide around as a nickel, which is about the size of a young child's throat.



### **Teach Good Eating Habits**

Sit and eat with children at meals and snacks. Remind children to take small bites of food and swallow between bites. Eating together may help you quickly spot a child who might be choking. Other tips to help prevent choking while eating include:

- Only providing foods as part of meals and snacks served at a dining table or high chair. When serving infants, do not prop the bottle up on a pillow or other item for the baby to feed him or herself.
- Allowing plenty of time for meals and snacks.
- Making sure children are sitting upright while eating.
- Reminding children to swallow their food before talking or laughing.
- Modeling safe behavior for children to follow, including eating slowly, taking small bites, and chewing food completely before swallowing.
- Encouraging older children to serve as role models for younger children as well. All children should avoid playing games with food, as that may lead to an increased risk of choking.



# **Items To Be Posted**

All Items to Be Posted67	
Sample of Items to be Posted	;

## All Items to Be Posted

## **591-1-1-.27** Posted Notices. Each child care program shall post in a designated area for public viewing near the front entrance the following:

- Current Child Care Learning Center license or commission
- Copy of state rules and regulations

• Notice which advises parents of their right to review a copy of the center's most recent license or commission evaluation report upon request to the center director

- Copy of the current Communicable Disease chart
- Statement allowing parental access to all child care areas upon notifying any staff member of his or her presence
- Names of persons responsible for the administration of the center in the Director's absence
- Current week's menu for meals and snacks
- Emergency Plans for severe weather, fire, lockdown, etc.
- Statement requiring visitors to check in with staff when entering the center
- No Smoking sign
- Copy of Consumer Product Safety Poster
- Copy of the "No Liability Insurance" notice (only if facility does not carry liability insurance)

#### Each Center shall post in other areas:

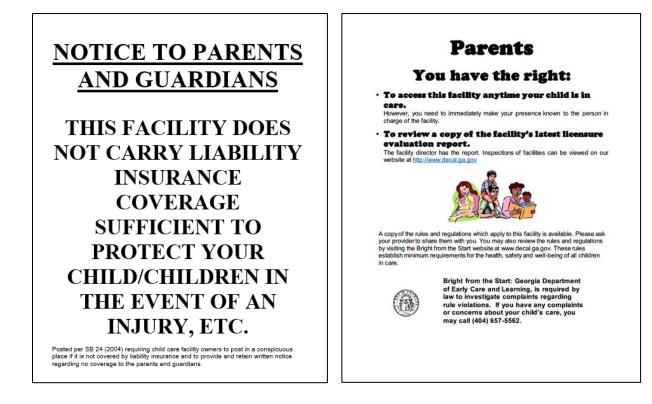
- Hand washing chart by each sink used by adults
- Daily schedules and lesson plans in each classroom

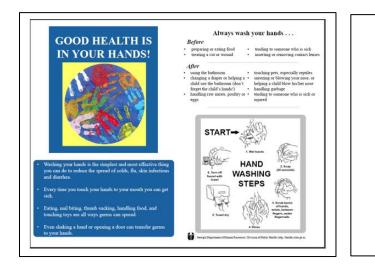
## There must be an operable telephone in the facility. Each phone should have the following numbers posted by it:

- Regional Poison Control Center
- Local hospital/medical office/physician
- County Health Department
- Ambulance/ Rescue Squad Services/ 911
- Local Fire Department/ 911
- Local Police Department/ 911

## Additional forms can be found on the Department's website at: <u>www.decal.ga.gov</u>

### Sample of Items to Be Posted







#### EMERGENCY NUMBERS: NOTICE TO PARENTS Post by all operable phone AND VISITORS: Local Physician or Hospital: County Health Department: The Consumer Product Safety Regional Poison Control Center: (800) 222-1222 **Commission provides important** Ambulance, Police, Fire: 911 safety information about recalled children's products. EMERGENCY NUMBERS: Post by all operable phon PLEASE VISIT THEIR WEBSITE: Local Physician or Hospital: www.cpsc.gov County Health Department: Regional Poison Control Center: (800) 222-1222 OR CALL: Ambulance, Police, Fire: 911 800-638-2772 TTY 800-638-8270 EMERGENCY NUMBERS: Post by all operable phones Local Physician or Hospital: County Health Department: \_\_\_\_ Regional Poison Control Center: (800) 222-1222 Ambulance, Police, Fire: 911 gency Prepareds a the Child Care learning For Fire/Tor No Smoking MAR APR MAY JUN JUL AUG SEP OCT NOV On Child Care **Premises** \*\*\*It is a misdemeanor for a person to smoke on the child care premises\*\*\* **Child Care Weather Watch** stand the 3

Child Care Weath

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# **Transportation Guidelines**

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Child Care Transportation Vehicle Requirements	73

## **Transportation Guidelines**

To provide routine transportation services such as:

- School pick-up and delivery
- Home pick-up and delivery
- Field trips

The written Transportation Plan includes:

- Name of the licensed driver/ evidence of current driver's license
- Manufacturer's Rated Seating Capacity for each vehicle
- Checklist to account for the loading and unloading of children at each stop (see children's records)
- List of children to be transported (see children's records)
- Emergency medical information; (see children's records)
- Annual Vehicle Inspection Form (this must be completed for each transportation vehicle used for routine and emergency purposes)
- Evidence of current First Aid and CPR training for driver (see staff records)

Sample Transportation Agreement This is to certify that I give Nume of Facility		Georgia Department of Early Care and Learning Annual Vehicle Safety Inspection Certification				
		Items to be Inspected	Items O.K.	Items Deficient	Correction or Adjustments made	Comments/Remar
ermission to transport my child Nume of Child	—	Tires	<u></u>	Drinnar		_
romat(	1.m./p.m.)	Headlights Hom				
Pick-up Location		Taillights				
oat	a.m./p.m.)	Turn Signals Brake Lights				
		Brakes				
Iy child will be transported fromat( Pick-up Locationat(a		Suspension Exhaust System				
Delivery Location at(a	.m. p.m.)	Steering				
on the following days (check all that apply):		Windows Windshield				
Monday		Windshield Wipers				
Tuesday		Heating & Cooling System Safety Alarm located at back of				
Wednesday Thursday		vehicle (If equipped)				
Friday.						
is authorized to receive my child. In the even	the authorized	Owner/Operator of Vehicle				
	~ N _ N	Facility Address:				
person is not present to receive my child, the following procedures are to be	Iollowed:					
		Make and Model of the Vel	viclo:			
		Tag <u>Number</u>			Odometer Reading:_	
		Mechanic's Signature:				
The is approximately miles fr	om the center.	Date of Inspection:				
Location		(Note: Annual Vehicle Safet	y Inspec	tion Certific	ation is valid for one year j	rom date of inspection.)
Facility name						Revised 3/14/2014
Signature (Parent/Guardian) Date						
	Vehi	cle Emergency Medical Informa	tion			
	Child's Name	Date of Birth				
	Address			_		
	Father's Name	Home Phone Number				
	Work Phone Number					
	Mother's Name	Home Phone Number				
	Work Phone Number	Cell Phone Number				
	Person to notify in case of an emergen	cy when parents cannot be reached:				
	Name	Phone Number				
		Phone Number		-		
	Medical Facility the Center uses			_		
	Address					
	Child's Allergies					
	Child's Allergies			_		
	our che presente concernent					
	Child's special medical needs and con	ditions		_		
	In the event of an emergency involvin	g my child, and if				
	cannot get in touch with me, I hereby	Facility nar authorize any needed emergency medical care	e. I furthe	r		
	agree to be fully responsible for all me	edical expenses incurred during the treatment	of my chil	d.		
					1	
	Child's Name					

Additional transportation forms can be found on the Department's website at: <u>www.decal.ga.gov</u>

\_\_\_\_\_ Date\_\_\_\_\_\_

Witnessed by

## Cars, SUVs, Mini-Vans + Station Wagons

#### Georgia Law:

- Every occupant under the age of 18 must be restrained and children under age 8 and under 4'9" (57" inches) must be in an approved car seat or booster seat.
- The car seat or booster seat must be installed and used according to the manufacturer's instructions.
- All children must be in the back seat.\*

#### **Best Practice:**

- Before using a lap/shoulder belt, a safer alternative for children ages 8-12 is to use a booster seat until they reach 4'9" (57 inches).
- Children under age 13 should ride in the back seat.
- A properly fitted seat belt should lie across the upper thighs and be snug across the shoulder and chest to restrain the child safely in a crash. It should not rest on the stomach area or across the neck.

AN IMPROPERLY FITTED SEAT BELT, WITH THE SHOULDER BELT PLACED UNDER THE ARM OR BEHIND THE BACK, IS NEITHER LEGAL NOR SAFE FOR CHILDREN OR ADULTS. IN A CRASH, THIS TYPE OF IMPROPER USE CAN LEAD TO SERIOUS INJURIES TO THE HEAD, SPINE OR INTERNAL ORGANS.

\*If all rear seating positions are occupied by other children, Georgia Law does allow a child under 8 to be in an appropriate car seat /booster seat in the front seat provided they are not rear-facing.

For questions or more information contact the Child Occupant Safety Program PHONE: 404-463-1487 | EMAIL: injury@dph.ga.gov

Georgia Code 40-8-76 Child Restraint Requirements and 40-8-76.1 Seat Belts. https://www.lexisnexis.com/hottopics/gacode,insert code number in search box to see additional exceptions. Child Care Services – Rules, CCLC 591-1-36(4)(f)1, FCCLH 290-2-3-11(2)(j)



## 12/15 Passenger Vans

#### Georgia Law:

- All children and youth under the age of 18 must be in an approved safety restraint.
  - Children under age 8 and 4'9" (57 inches) must be in an approved car seat or booster seat. The car or booster seat must be installed and used according to the manufacturer's instructions.
  - Children and youth age 8 through 17 must be in a safety belt.
- All children must be in the back seats.\*

#### **Best Practice:**

- For children ages 8-12, a safer alternative to using a lap/shoulder belt is to use a booster seat until the child reaches a height of 4'9" or 57 inches. If the seatbelt is resting across the child's neck, he or she should be in a booster seat.
- Children under age 13 should ride in the back seat.
- A properly fitted seat belt should lie across the upper thighs and be snug across the shoulder and chest to restrain the child safely in a crash.
   It should not rest on the stomach area or across the neck.

AN IMPROPERLY FITTED SEAT BELT, WITH THE SHOULDER BELT PLACED UNDER THE ARM OR BEHIND THE BACK, IS NEITHER LEGAL NOR SAFE FOR CHILDREN OR ADULTS. IN A CRASH, THIS TYPE OF IMPROPER USE CAN LEAD TO SERIOUS INJURIES TO THE HEAD, SPINE OR INTERNAL ORGANS.

CAUTION: REAR-FACING CAR SEATS – The limited spacing between van seats may not allow adequate space for proper installation due to the angle requirements. Refer to the car seat instructions for more information.

\*If all rear seating positions are occupied by other children, Georgia Law does allow a child under 8 to be in an appropriate car seat /booster seat in the front seat provided they are not rear-facing.

For questions or more information contact the Child Occupant Safety Program PHONE: 404-463-1487 | EMAIL: injury@dph.ga.gov

Georgia Code 40-8-76 Child Restraint Requirements and 40-8-76.1 Seat Belts. https://www.lexisnexis.com/hottopics/gacode,insert code number in search box to see additional exceptions. Child Care Services – Rules, CCLC 591-1-36(4)(f)1,FCCLH 290-2-3-11(2)(j)



## School Bus (LARGE + SMALL)

#### Georgia Law:

- School buses are exempt from using Child Safety Restraint Systems (CSRS) based on Georgia law. The National Highway Traffic Safety Administration (NHTSA) recommends that preschool age children on a school bus be secured in a CSRS if seat belts are available or an add-on seat.
- Not every CSRS will fit in school buses due to narrow spacing between seats.
- · No booster seats are allowed on a school bus.

#### **Best Practice:**

Place preschool age children in CSRS.

CAUTION: REAR-FACING CAR SEATS – The limited spacing between van seats may not allow adequate space for proper installation due to the angle requirements. Refer to the car seat instructions for more information.

 All children age 5 and older should be in seat belts, if provided. Lap belts do not provide upper body protection, consider keeping the child in a CSRS appropriate for his or her height and weight (some CSRS have higher weight limits, 50+ lbs.).

IF A SCHOOL BUS DID NOT COME FROM THE FACTORY EQUIPPED WITH LAP BELTS AND IT NOW HAS LAP BELTS, MAKE SURE THE LAP BELTS ARE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS. IF UNSURE, OBTAIN THE VIN NUMBER, MAKE, MODEL OF THE SCHOOL BUS AND CONTACT THE MANUFACTURER.

For questions or more information contact the Child Occupant Safety Program PHONE: 404-463-1487 | EMAIL: injury@dph.ga.gov

Georgia Code 40-8-76 Child Restraint Requirements and 40-8-76.1 Seat Belts. https://www.lexisnexis.com/hottopics/gacode, insert code number in search box to see additional exceptions. Child Care Services – Rules, CCLC 591-1-36(4)(f)1, FCCLH 290-2-3-11(2)(j)



#### CHILD SAFETY RESTRAINT SYSTEMS FACT SHEET

## Shuttle Buses



#### Georgia Law:

- Shuttle buses do not conform to School Bus Federal Motor Vehicle Safety Standards (FMVSS).
- Should NOT be used for child care transportation.
- May have features that appear similar to a MFSAB, but DOES NOT MEET same safety standards.

#### **Best Practice:**

 Choose another transportation option – Multi-Function School Activity Bus (MFSAB) or School Bus.

For questions or more information contact the Child Occupant Safety Program PHONE: 404-463-1487 | EMAIL: injury@dph.ga.gov

Georgia Code 40-8-76 Child Restraint Requirements and 40-8-76.1 Seat Belts. https://www.lexisnexis.com/hottopics/gacode, insert code number in search box to see additional exceptions. Child Care Services – Rules, CCLC 591-1-36(4)(f)1, FCCLH 290-2-3-11(2)(j)

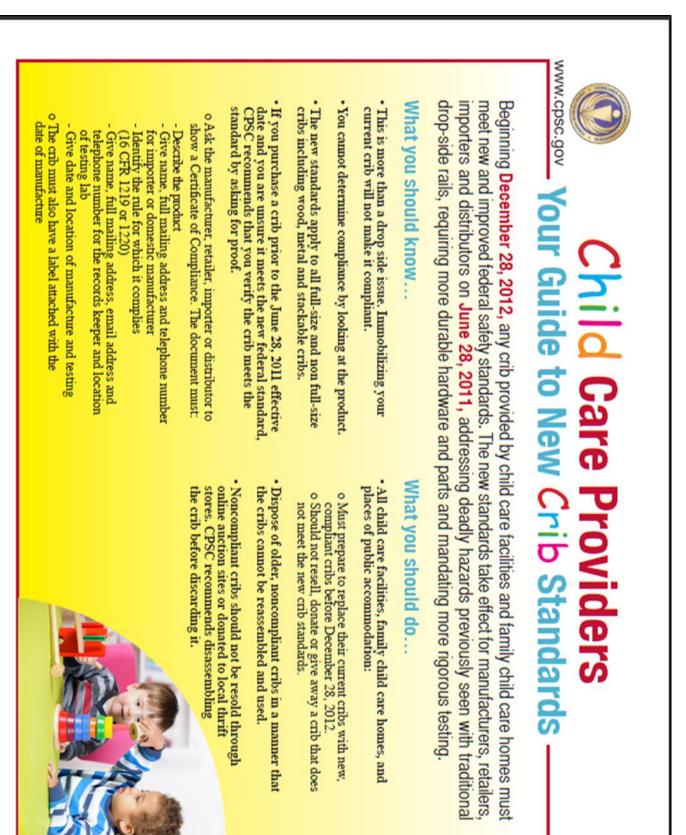


# **Resource & Contact Information**

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## **Federal Crib Requirements**





### **Child Care Resource and Referral Agencies in Georgia**

#### Child Care Resource and Referral of North West Georgia – Quality Care for Children, Inc.

**Region 1** (11 Counties): Bartow, Chattooga, Cherokee, Dade, Floyd, Fulton, Gordon, Haralson, Pickens, Polk, Walker

913 N. Tennessee Street, Suite 202 Cartersville, GA 30120

Contact: Toll Free 1-800-308-1825 Fax (678) 721-6676 https://www.qualitycareforchildren.org/



#### Child Care Resource and Referral of Central West Georgia – Quality Care for Children, Inc.

**Region 2** (11 Counties): Carroll, Clayton, Cobb, Coweta, Douglas, Fayette, Harris, Heard, Meriwether, Paulding, Troup

3 Corporate Square Boulevard NE Suite 230 Atlanta, GA 30329

Contact: Toll Free 1-877-722-2445 Fax (404) 479-4166 https://www.qualitycareforchildren.org/



## Child Care Resource and Referral of Central East Georgia – Augusta University/ Leap Early Learning Partners

**Region 3** (23 Counties): Baldwin, Burke, Butts, Columbia, DeKalb, Glascock, Greene, Hancock, Jasper, Jefferson, Jenkins, Johnson, Lincoln, McDuffie, Morgan, Newton, Putnam, Richmond, Rockdale, Taliaferro, Walton, Warren, Wilkes

108 SRP Drive, Suite B Evans, GA 30809

Contact: Toll Free 1-877-228-3566 Fax (706) 922-7180 http://leapccrr.org



#### Child Care Resource and Referral of South West Georgia - Albany State University

#### Region 4 (48 Counties)

Baker, Ben Hill, Berrien, Bibb, Brooks, Calhoun, Chattahoochee, Clay, Colquitt, Cook, Crawford, Crisp, Decatur, Dooly, Dougherty, Early, Grady, Henry, Houston, Irwin, Lamar, Lee, Macon, Marion, Miller, Mitchell, Muscogee, Peach, Pike, Pulaski, Quitman, Randolph, Schley, Seminole, Spalding, Stewart, Sumter, Talbot, Taylor, Telfair, Terrell, Thomas, Tift, Turner, Upson, Webster, Wilcox, Worth

#### 2429 Gillionville Rd. Albany, GA 31707

Contact: Toll Free 1-866-833-3552 Fax (229) 500-4895 https://www.asurams.edu/ccrr/



#### Child Care Resource and Referral of South East Georgia - Savannah Technical College

#### Region 5 (40 Counties):

Appling, Atkinson, Bacon, Bleckley, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Dodge, Echols, Effingham, Emanuel, Evans, Glynn, Jeff Davis, Jones, Lanier, Laurens, Liberty, Long, Lowndes, McIntosh, Monroe, Montgomery, Pierce, Screven Tattnall, Toomb s, Treutlen, Twiggs, Ware, Washington, Wayne, Wheeler, Wilkinson

190 Crossroads Parkway Savannah, GA 31407

Contact: Toll Free 1-877-935-7575 Fax (912) 966-6735 http://www.ccrrofsoutheastga.org



#### Child Care Resource and Referral of North East Georgia – Quality Care for Children, Inc.

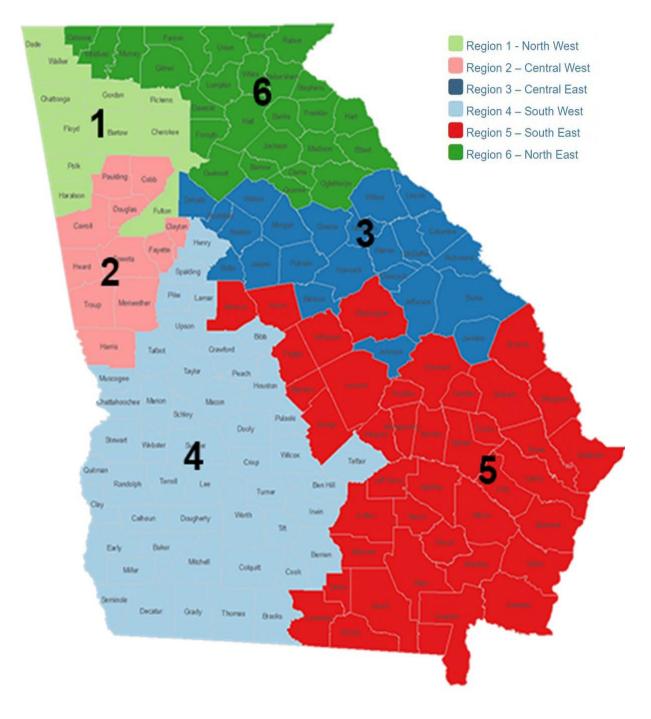
**Region 6** (26 Counties): Banks, Barrow, Catoosa, Clarke, Dawson, Elbert, Fannin, Forsyth, Franklin, Gilmer, Gwinnett, Habersham, Hall, Hart, Jackson, Lumpkin, Madison, Murray, Oconee, Oglethorpe, Rabun, Stephens, Towns, Union, White, Whitfield

Crestwood Point 1 3805 Crestwood Parkway, Suite 225 Duluth, GA 30096

Contact: Toll Free 1-877-633-1461 Fax (706) 543-3077 https://www.qualitycareforchildren.org/



## Georgia Regional Map



### **DECAL Contact Information**



2 Martin Luther King Jr. Drive, SE, Suite 670, East Tower, Atlanta, Georgia 30334 www.decal.ga.gov

### Mission

The Georgia Department of Early Care and Learning improves outcomes for children and families by strengthening early learning experiences in partnership with early education programs, professionals, stakeholders, families, and communities.

### Vision

Every child in Georgia will have equal access to high-quality early care and education.

**Program Contact Information:** 

Child Care Licensing	404-657-5562
Complaints/Concerns	404-657-5562
Records Check Unit	855-884-7444
Exemptions	770-293-5977
Head Start Collaboration	404-651-7425
Georgia's Pre-K	404-656-5957
Nutrition Services	404-657-1779
Quality Rated	855-800-7747
Training	866-425-0220
Child and Parent Services (CAPS)	833-442-2277