

Posted Notices

Child Care Learning Centers: 591-1-1-.27(a-j) - Each Center shall post in a designated area for public viewing near the front entrance the following: **(a)** The Center's current License or Permit; **(b)** A copy of these rules; **(c)** A notice provided by the Department which advises Parents of their right to review a copy of the Center's most recent licensure evaluation report upon request to the Center Director. The Center shall provide any Parent with a copy of this evaluation report upon request. **(d)** A copy of the current communicable disease chart; **(e)** A statement allowing Parent(s)' access to all child care areas upon notifying any staff member of his or her presence; **(f)** Names of persons responsible for the administration of the Center in the administrator's absence; **(g)** The current week's menu for meals and snacks; **(h)** Emergency plans for severe weather and fire; **(i)** A statement requiring visitors to check in with Staff when entering the Center; **(j)** No smoking signs.

Family Child Care Learning Homes: 290-2-3-.11(1)(l) - No Smoking. Smoking is prohibited on the premises of a Home during the hours of operation and no smoking signs must be posted. Smoking is also prohibited in any vehicle used to transport children during the hours that the Home is in operation. **290-2-3-.11(2)(m)** - If a Provider does not carry liability insurance coverage sufficient to protect its clients, the Provider shall post that fact in a conspicuous place in the program. Such notice shall be in at least ½ inch letters. A Provider that fails to post may be subject to a civil fine of \$1000.00.

NOTE: As stated in **O.C.G.A. Section 20-1A-4(9)**, the Department of Early Care and Learning shall have the power and duty to recommend in writing to the owner of any early care and education program licensed by the department that such program carry liability insurance coverage sufficient to protect its clients. Any such program which after receiving such recommendation is not covered by liability insurance shall post that fact in a conspicuous place in the program and shall notify the parent or guardian of each child under the care of the program in writing. Such notice shall be in at least ½ inch letters. Each such parent or guardian must acknowledge receipt of such notice in writing and a copy of such acknowledgement shall be maintained on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. Failure to do so may subject the owner of the program to a civil fine of \$1,000.00 for each such infraction.

NOTE: As stated in **O.C.G.A. Section 20-1A-10(n)**, all licensed, commissioned, or permitted early care and education programs shall prominently display the license, commission, or permit issued to such program by the department at some point near the entrance of the premises of such program that is open to view by the public.

Rule Type: Non-Core Rule

Intent of the Rule

To ensure that the public, particularly families of children enrolled in the child care program, can easily view documents pertaining to the operation of the program and to the health and safety of the children. To ensure that the child care program is compliant with Georgia law.

Clarification

Posting required notices in a designated area near the entrance to the child care program ensures that people entering and exiting the building have access to information that can help families make informed decisions about their child's care. Georgia law requires child care programs licensed by the Department to post certain items for public viewing.

Indicators

- ✓ Applicable posted notices must be maintained in a highly visible location near the entrance to the child care program.
 - Recommendation: Consider using a backdrop of contrasting colored paper to “frame” posted notices to make them stand out.
 - Organizational Tip: Posted notices should not be placed behind other documents where they may not be visible.
 - TIP: Have a child care program staff person check posted notices weekly to ensure they are not outdated or expired.

- ✓ The following items must be posted per program type:

Child Care Learning Center	Family Child Care Learning Home
• Copy of Current License or Permit	• Copy of Current License
• No Smoking Sign	• No Smoking Sign
• No Liability Insurance Notice (If Applicable)	• No Liability Insurance Notice (If Applicable)
• Consumer Product Safety Commission Poster (Recommended for Parental Information)	• Consumer Product Safety Commission Poster (Recommended for Parental Information)
• Copy of the Bright from the Start Rules for Child Care Learning Centers or notice of where located	
• Communicable Disease Chart	
• Names of Person(s) Responsible for the Center	
• Current Weekly Menu	
• Emergency Plans for Severe Weather and Fire	
• Visitor’s Check-in Statement	
• Parent(s)’ Rights/Parental Access Poster	

- TIP: Sample forms are available on the Bright from the Start website at <http://www.decal.ga.gov/ChildCareServices/ChildCareServicesMain.aspx>.
- Recommendation: Due to the size of the Child Care Learning Center rule book, a notice stating where a copy of the rules is located is acceptable. In addition, fire and severe weather emergency plans may include a drawing and/or written instructions.
- Note: While some of the required posted notices for Child Care Learning Centers are not required posted notices for Family Child Care Learning Homes, it is best practice for Family Child Care Learning Homes to follow the same guidelines when posting information for parent(s).

Resources:

- ✓ Bright from the Start Sample Forms
<http://www.decal.ga.gov/ChildCareServices/ChildCareServicesMain.aspx>.

- ✓ Caring for Our Children
<http://cfoc.nrckids.org/StandardView/9.4.1.6>