

# Required Reporting

## **Child Care Learning Centers: 591-1-1-.29(1-4) –**

- (1) Child Abuse, Neglect or Deprivation. The Director or designated person-in-charge shall report or cause to be reported suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services in accordance with state law.
- (2) Communicable Diseases. The Director or designated person-in-charge shall report or cause to be reported any cases or suspected cases of notifiable communicable diseases to the local County Health Department as required by the rules of the Georgia Department of Public Health, Rule 511-2-1, Notification of Disease.
- (3) Incident Reports. The Director or designated person-in-charge shall report or cause to be reported to the Department within twenty-four (24) hours or the next work day: any death of a child while in the care of the Center; any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the Center; any situation when a child in care becomes missing, such as, but not limited to, a child who is left on a vehicle, a child who leaves the building, playground, or property, or a child who is left behind on any trip; any fire; any structural disaster; and any emergency situation that requires temporarily relocating children.
- (4) Criminal Record. The Director or designated person-in-charge shall report or cause to be reported to the Department the name of any Personnel, Employee or Provisional Employee who acquires a Criminal Record as defined in these rules, if the Director knows, or reasonably should know, of the individual's arrest or change in the Criminal Record.

## **Family Child Care Learning Homes: 290-2-3-.14(1-4) –**

- (1) Within twenty-four (24) hours or the next work day, the Home shall report the following to the Department: any death of a Child while in the care of the Home; any serious illness or injury requiring hospitalization or professional medical attention other than first aid administered by the Provider, Provisional Employee or Employee of the Home; any fire; any structural disaster; the closing of the home and any situation when a Child in care becomes missing, such as, but not limited to, a Child who is left on a vehicle, a Child who leaves the building, playground, or property, or a Child who is left behind on any trip.
- (2) Within twenty-four (24) hours or the next work day, the Home shall report any arrest or change in the Satisfactory Records Check Determination of any Provider, Employee (including any resident of the Home age 17 or older), or Provisional Employee of the Home.
- (3) Within twenty-four (24) hours or the next work day, the Home shall report any suspected incident of child abuse, neglect or deprivation to both the Department and also the local county Department of Family and Children Services in accordance with O.C.G.A. § 19-7-5.
- (4) Within twenty-four (24) hours or the next work day, the Home shall report any cases or suspected cases of notifiable communicable diseases to both the Department and also the local county health department in accordance with rules of the Department of Public Health regarding Notification of Disease, Chapter 11-2-11.

**Rule Type:**  
**Non-Core Rule**

**Intent of the Rule**

To ensure compliance with applicable laws, public health requirements and the Department’s rules and regulations. To ensure that child care program staff are aware of their responsibility to report any occurrence that poses a threat to children’s health and safety.

**Clarification**

Child care program staff are required by law to report any situation in which there is reasonable cause to believe that a child has been abused, neglected, or deprived. Staff are required to report their concerns to the local Department of Family and Children Services (DFCS). Child abuse reports can also be made by contacting the DFCS Child Protective Center at 1-855-GACHILD/1-855-422-4453.

Child care programs must report notifiable communicable diseases to the local county health department. Reportable illnesses are more serious due to how infectious or severe they are, how often they occur, and because they pose a serious public health threat (or the potential for such a threat). The communicable disease chart provides guidance by helping a child care program determine when to report an illness. The chart can be located on Bright from the Start’s website at: <http://dec.al.ga.gov/documents/attachments/CommunicableDiseaseChart.pdf>. In situations where more than three persons (within the program or within a classroom) have a non-reportable illness, it is recommended that the program report the illness to the county health department.

Child care programs must report serious illnesses, incidents, and injuries to the Department, as specified in the rule, within 24 hours or the next work day. The program must also report if a child becomes missing while in the care of the program, whether the child left the building or was left on the playground, in the vehicle, or at a field trip location. This allows the Department to quickly work with the child care program’s staff to correct unsafe or unhealthy conditions and to prevent future or additional harm to children.

Child care programs must report to the Department if the property has experienced a fire, structural damage, or if the children are relocated to another location. The Department must be notified if a situation occurs that would compromise children’s safety because the license is issued to the site that was inspected and given approval for use as child care.

The Department continually monitors the criminal record status of all the programs’ personnel to ensure the safety and welfare of children. The program must immediately report to the Department if a staff person is arrested or has a change in their satisfactory records check determination.

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**Indicators**

- ✓ Child care program staff shall report suspected incidents of child abuse, neglect or deprivation to the local County Department of Family and Children Services.
  - Note: Programs must have protocol in place that is described during new employee orientation that explains the reporting responsibility and structure of how the reporting is handled. Some programs require staff members report to the director who is responsible to make the report to DFCS. Other

- programs expect staff members to make the report directly to DFCS. The Staff Orientation form includes the topic of Reporting Suspected Child Abuse, Neglect, or Deprivation.
- Organizational Tip: Maintain documentation in a central location as verification that a report has been made. The documentation should include the date, time, and the name of the person to whom the report was given.
  - TIP: Programs can report suspected incidents of child abuse, neglect or deprivation to the Department of Family and Children Services online at the following link: <https://cps.dhs.ga.gov/Main/Default.aspx>. When reported online, the program will receive an email confirming that the report was received.
  - Reminder: If a report is made to DFCS regarding a staff member's conduct at the program, the report should also be made to DECAL Child Care Services.
- ✓ Child care program staff shall report any cases or suspected cases of notifiable communicable diseases to the local county health department.
    - TIP: The Department's communicable disease chart can be located on Bright from the Start's website at: <http://dec.al.ga.gov/documents/attachments/CommunicableDiseaseChart.pdf>.
    - Reminder: In a Child Care Learning Center, the communicable disease chart must be posted in a designated area near the front entrance of the program. While Family Child Care Learning Homes are not required to post the chart, the program should have the chart for reference and follow the same guidelines as a Child Care Learning Center.
  - ✓ Child care program staff must report serious illnesses, incidents, and injuries to the Department, as specified in the rule, within 24 hours or the next work day. In addition, the program must report if an incident occurs where a child becomes missing while in the care of the program whether the child left the building or was left on the playground, in the vehicle, or at a field trip location.
    - Reminder: Follow-up a verbal report with a written incident report form to the program's assigned consultant.
    - TIP: The Department's incident/accident report form can be found on Bright from the Start's website at: <http://dec.al.ga.gov/documents/attachments/IncidentAccidentReport.pdf>.
    - Organizational Tip: Maintain documentation of incident/accident reports either in a centralized location (such as a notebook) or in children's files.
  - ✓ Child care programs must report to the Department if the property has sustained a fire, structural damage, or if the children are relocated during an emergency.
    - Reminder: The program must have an emergency response plan in place in the event of such an emergency that includes how to respond to these emergencies and a relocation site.
    - Note: If the program continues operations at the relocation site after the day of the evacuation of the licensed site, the program will need to submit an application for a Temporary License for the time period until the permanent location can be repaired and is safe for to be occupied.
  - ✓ Child care program staff shall report to the Department the name of any Provider/Personnel, Employee, Provisional Employee, or resident who acquires a Criminal Record, if the program knows, or reasonably should know, of an individual's arrest or change in the Criminal Record.
    - Reminder: Any person as defined in the requirements above must have a Satisfactory Records Check Determination before the individual may be present at a program while any child is present for care or before the individual resides in a program.

## Resources:

Caring for Our Children, 3<sup>rd</sup> Edition  
<http://cfoc.nrckids.org>