

Applicant's Guide to Licensing for Child Care Learning Centers



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Introduction

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Steps For Successful Application

1. 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 Owners DECAL Koala account. Owners may set up a DECAL Koala account at <https://www.decalkoala.com/Default>
2. Attend the Child Care Learning Center (CCLC) Licensure Orientation Meeting (LOM) conducted by DECAL. Classes are posted on the website at www.decals.ga.gov
3. Classes are free and registration is required.
4. 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.
5. Prepare the facility for compliance with the rules and regulations and submit the completed application online to the Application Services Unit (ASU).
6. 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.
 - The secure and verifiable documentation is U.S. issued passport or passport card, U.S. military ID, or U.S. issued driver's license.
7. Upload and submit detailed and readable copy of the floor plan checklist, floor plan(s), site plan checklist, site plans, operational plan(s) checklist, and playground 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.
8. 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 the Secretary of State. This can be verified at www.sos.ga.gov/corporations
9. 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.

10. Written zoning approval from the county/city A certificate of completion from a Licensure Orientation Meeting must be submitted with the application. A copy is acceptable.
11. 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.
 - Directors Education Credentials and 10-Year Employment History
 - Directors CPR and First Aid Card/Training
 - Results of satisfactory comprehensive criminal record checks for all staff should be displayed in KOALA. Get information and instructions at: <http://www.dec.state.ga.us/CCS/CriminalRecordsCheck.aspx>
 - 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 vehicle inspection, vehicle registration and insurance, director, and staff transportation training (only if transportation will be provided)
 - Completed Initial Licensing Study Staff Profile form for facility staff.
 - Lead Teacher Credentials.
 - CPR and First Aid cards/training (for all staff who have CPR and First Aid certification).
12. 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 Final License 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 www.dec.state.ga.us/KOALA 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 the care of children.
- Children remain 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 Application

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Instructions for Completing License Application

- 1. Child Care Learning Center:** A Child Care Learning Center is defined as providing group care, for pay, without transfer of legal custody, for seven (7) or more children.
- 2. License or Commission:** Check either License or Commission.
- 3. Commission:** A certificate conferring authority to perform various acts or duties. Applicants are required to complete the same process whether they are seeking a license or commission.
- 4. Applicant Information:** The applicant information defines the person or entity that has legal ownership of the business. This information will be the same for owner/applicant throughout the application.
- 5. Individual:** Complete this section if one person owns all the assets of the business and is solely liable for all debts of the business.
- 6. General or Limited Partnership:** Complete this section if two or more people own the business.
- 7. Partnership:** A voluntary contract between two or more persons to carry on a business for profit as co-owners. Refer to the Formal Partnership Requirements document.
- 8. Corporation or LLC:** Complete this section if a corporation owns the business. The name of the corporation will be shown as applicant.
- 9. Mailing Address:** The mailing address is the same as the principal mailing address of the corporation. This information must be consistent with documents filed with the Secretary of State's Office. The Certificate of Incorporation, Articles of Incorporation, and the By-Laws must also be attached to the application.
- 10. Unincorporated Association:** Complete this section if an association such as a community association or parent association owns the business.
- 11. Association:** An association indicates a collection or organization of persons who have joined together for a certain or common purpose. The name of the association and the primary mailing address will be shown as the applicant.
- 12. Limited Partnership:** Complete this section if a Limited Liability Partnership (LLP) or Limited Liability Company (LLC) owns the business. The name of the LLP/LLC will be shown as applicant. The Certificate of Organization and the Articles of Organization are also required to be attached to the application. The applicant information listed for the LLP/LLC must be consistent with documents filed with the Secretary of State's Office.
- 13. Name of Center:** Write the name of the center exactly as you want it to appear on the license/commission. Show the complete address where the center will be located, including the county and zip code. Effective May 7, 2009, all applicants are required to furnish DECAL with e-mail contact information so that the agency may contact the center and send information via e-mail. Please be sure to list the e-mail address accurately in this section. See Rule #591-1-1-.16(g) in the Rules for Child Care Learning Centers.
- 14. Type of Ownership:** Check the one that applies to your center. Remember to attach supporting documentation depending on the type of ownership.

- 16. Person Legally Responsible and Official Address for all Communication:** This information is the same for an individual owner as shown on the Application under the Personnel Responsible Tab. For facilities owned by a corporation/LLC, this would be the Chief Executive Officer (CEO) or Board Chairman.
- 17. Name and Address of Agent for Service for Facility:** This section is to be completed only for corporations, Limited Liability Partnerships, and Limited Liability Companies. The agent's name and address must be consistent with documents filed with the Secretary of State's Office.
- 18. Miscellaneous Information:** (A) Provide specific information about any exempt programs operated by you in Georgia. (B) If you do not own the building where the business is to be located, provide the name and complete address of the landlord. You are also required to attach a copy of the signed Lease Agreement with the application. (C) Be specific on the proposed months of operation (January-December), the proposed days of operation (Monday-Friday), and the proposed hours of operation (6:30 a.m.-7:00 p.m.). (D) Be specific and show the actual ages of the children you propose to serve (6 weeks-12 years). (E) Check all the services you propose to provide. *Attach the required copies of the Floor Plan, the Site Plan, the Operation Plan, and the completed checklists, as well as a self-addressed, stamped envelope to the application.
- 19. Owner(s) of Center:** This information should be consistent with the Applicant Information. If owned by an individual, the individual owner will sign on this line. If owned by a corporation, partnership, Government, or unincorporated association, that name should be listed on the application.
- 20. Board Chairman/President:** This information should be consistent with, Person Legally Responsible, and should be a signature - not a printed name.

Formal Partnership Requirements

1. A license can only be issued to one 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 OR 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 not have to be done by an attorney. There are free forms online. If the partnership is the last name of the partners, the department can accept anything they choose to draw up. However, if they are using a fictitious name 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.

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. Under that law, the license fee must be submitted before DECAL will issue a program's official license.

Specifically, the license fee must be paid after the Initial Licensing Study has been conducted and within 30 calendar days of the Final License being issued. **Failure to pay the license fee required under law will result in revocation of that license to operate the child care center.** License fees are non-refundable.

The following fees apply, based on a facility's anticipated capacity:

Facility Capacity	Fee Amount	Late Fee Amount
Fewer than 25 children	\$50.00	\$25.00
26 to 50 children	\$100.00	\$50.00
51 to 100 children	\$150.00	\$75.00
101 to 200 children	\$200.00	\$100.00
201 or more children	\$250.00	\$125.00

Payments can be made online through www.decalkoala.com once a KOALA account is set up, or by mailing a money order or certified check, payable to Bright from the Start: Georgia Department of Early Care and Learning to:

Bright from the Start: Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 3033

Comprehensive Record Checks

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Comprehensive Record 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 <https://www.dec.state.ga.us/CCS/CriminalRecordsCheck.aspx>

Who must have a background check and be fingerprinted?

13. Director of licensed facilities

14. Any Director of a licensed facility who becomes a Director of another licensed facility must be re-fingerprinted 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 than (12) twelve months earlier, a copy of current results must be submitted for verification.

15. All employees of a licensed facility

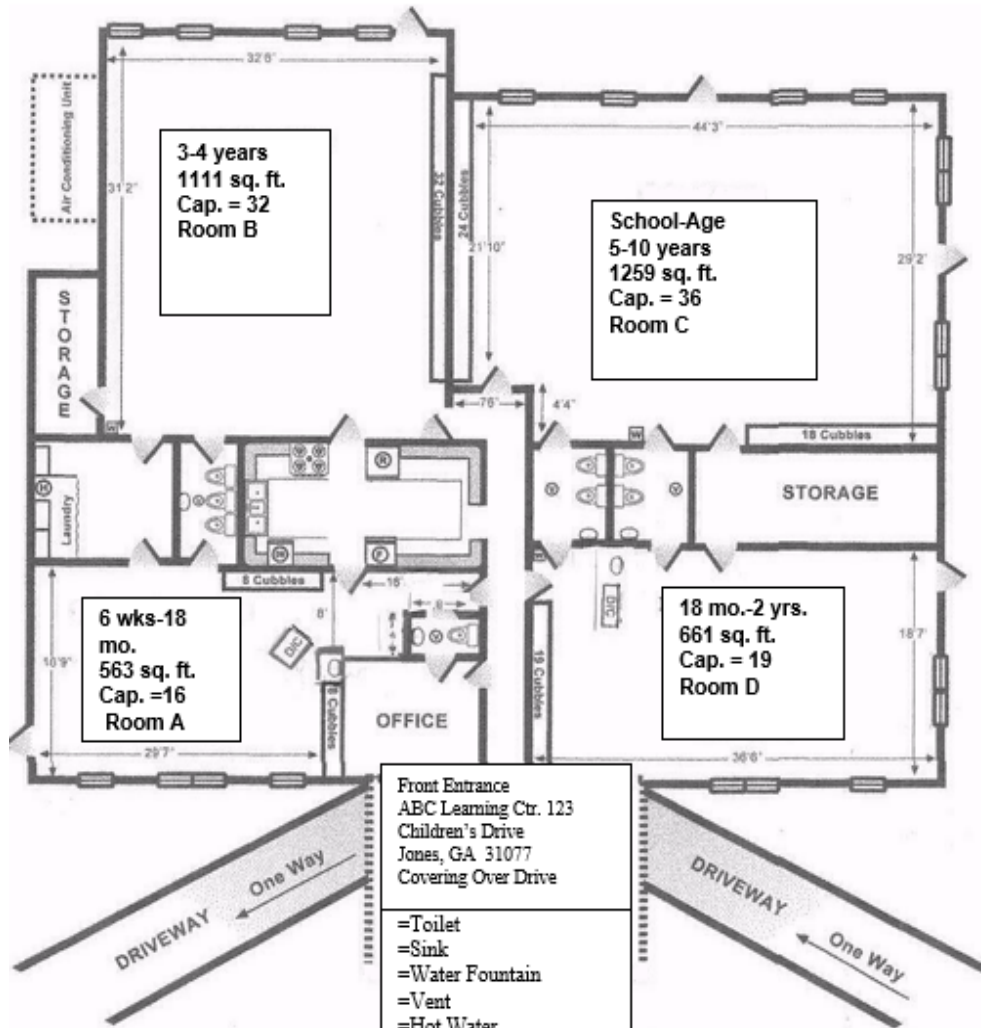
Director is defined as the chief administrative or executive officer of a facility. This person is responsible for the daily on-premises supervision, operation and maintenance of the facility. Georgia law requires that a criminal records check clearance for an employee or Director be on file before the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

Employee 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



General

Ceiling Height = 8'

Built in Diaper Change Table (D/C) size = 8' x 2'
Hot and Cold Water at Diaper Change Tables.
Ill children will stay in the office.
Six Double lights (fluorescent) in each room.
Gas heat/cooling units located outside the building.
Hot Water Heater (gas) located in laundry room.
Building on ground level.

Floor: Carpet/Vinyl

Walls: Painted Sheetrock

Ceiling: Acoustical Tile

Windows

All Windows are 5' x 2'6" = 13 sq. ft.

All Windows 38" from floor.

50% of Windows screened and operable (S.) portion 2'8" x 2'8".

Blinds at Windows to dim light during nap.

Kitchen

Electric Stove, domestic.

Three-Compartment Sink.

One Dishwasher.

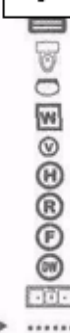
Formica Counters.

35' Linear foot counters with Storage Area.

Wall hung cupboards over all counters for food storage, dishes and glasses.

Kitchen light shielded with glass protector.

Legend



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.

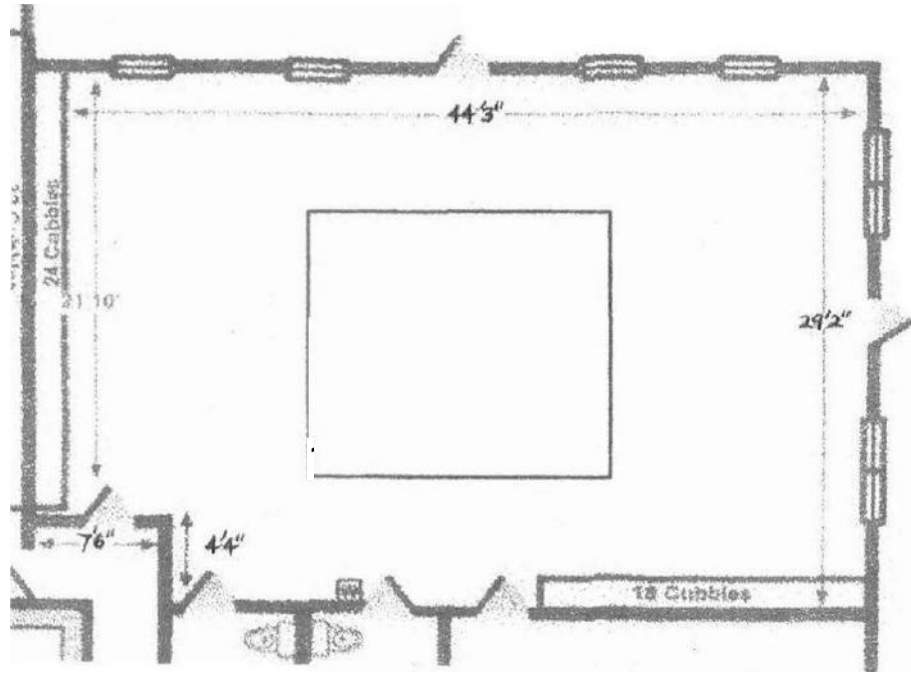
To determine the capacity of the room divide the useable floor space by 35 square feet.

- 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.

CONVERSION TABLE (inches to decimals)

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

Example



ROOMSPACE

29'2" x 44'3"

(2"=.17) (3"=.25)

29.17x 44.25=1290.7 (ROUND UP) =1291 SQUARE FEET

LESS THE ENTRANCE PROTRUSION:

7'6" X4'4"

(6"=.50) (4"=.33)

7.50 X4.33=32.4 (ROUND DOWN) =32

(6=.50) (4=.33)

1291-32 = 1259 SQ. FT.

1259 DIVIDED BY35 = 35.9 (ROUND UP) = 36 CHILDREN

Window Space Requirements

For Centers with No Central Heat and Air

The requirements in this section apply only to facilities that **do not** have a central air conditioning unit or individual room air conditioners.

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 usable floor space.
- Multiply useable floor space by .05 to determine required window space.
- At least 50% of the 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 with 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 usable 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 $[1,259 \times 2.5\%]$ 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, $2'2" \times 2'0" = 4.3$ (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 $[31 \div 4]$ 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 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.
- However, those children who sleep in their cribs may be changed in them.

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 to the child on the diapering surface.
- have liquid soap and paper towels, single-use cloths, and storage for disinfectants to keep them inaccessible to children.
- have a closed container for diaper disposal. This container must latch or be inaccessible to children who are housed in the classroom.
- have ventilation. This can be provided by a functioning exhaust fan or by the required number of screened/operable windows.

Note: Position diaper changing tables so that staff members can see the entire classroom as they diaper. This will enable staff to supervise all the children during diapering activities. If diapering tables do not face the classroom, a written supervision plan for extra staff will be required. Diaper changing tables must be within arm's reach of the diapering sink.

DIAPERING PROCEDURES

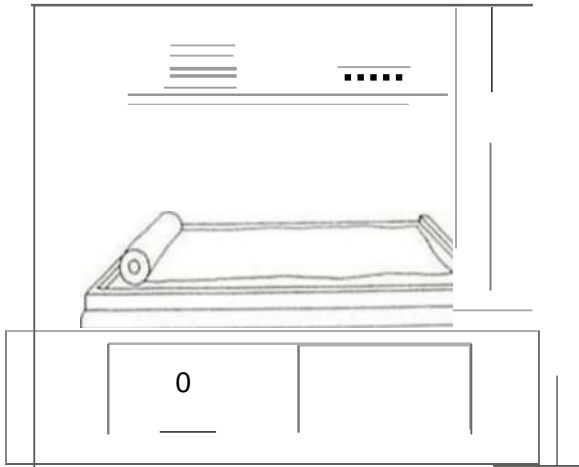
STEP 1

Preparing for Diapering Before Bringing Child to the Table

- 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



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.)



STEP 3

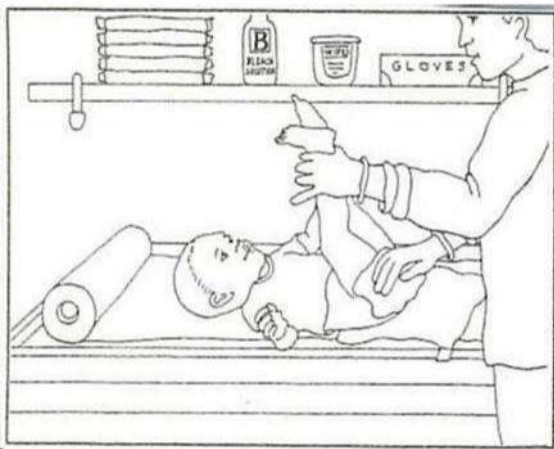
Clean the Child's Diaper Area

Use wipes to clean the child's bottom from front to back.

Use a wipe to remove soil from an adult's hands.

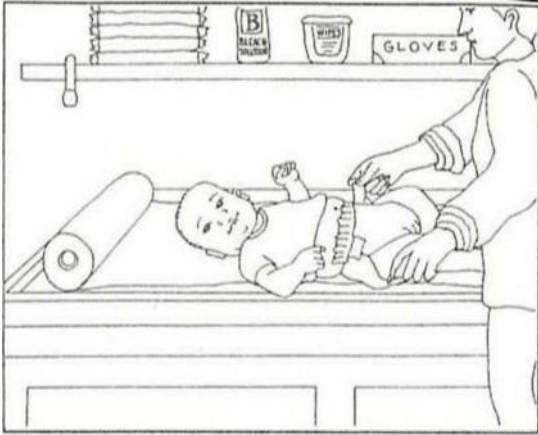
Use another wipe to remove soil from child's hands.

- Throw soiled wipes into a lined, hands-free trash container.

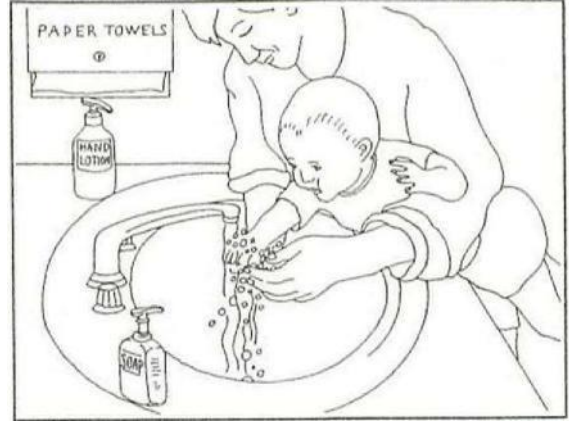


STEP 4

Put on a Clean Diaper and Wash Child's Hands

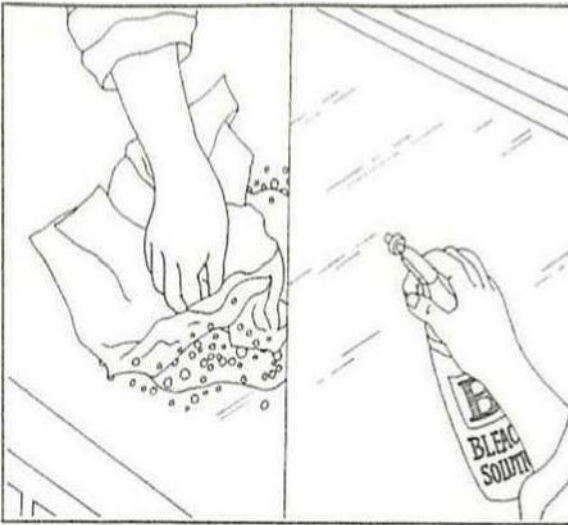


- Put on a clean diaper and redress child.



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

STEP 5



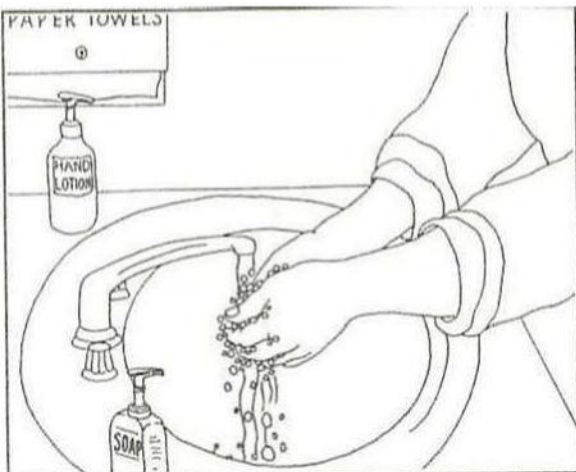
Clean and Disinfect the Diapering Area

- 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.

STEP 6



Wash Your Hands and Record in the Child's Daily

Adult washes hands using the proper handwashing 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.

Teachers' Supplies

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

Hazardous Items

- First aid supplies, cleaning supplies, tools, and medicines must be kept out of reach of the children in a 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 will be used by children in any room of the facility must have 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 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, and 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 and Repair

Kitchens

If you plan to use non-disposable eating and drinking utensils, kitchens must have proper dishwashing facilities.

- This includes either a three-compartment sink, or a two-compartment sink with a dishwasher that meets sanitizing criteria.
- An approved dishwasher must have a sani-cycle, or the dishwasher must maintain rinse water at a temperature of 150 degrees Fahrenheit or higher.

If you have difficulty locating a suitable dishwasher, you may consider installing a booster water heater, a separate hot water heater, or using an approved sanitizing agent.

- The refrigerator temperature must be 40 degrees or lower, and the freezer temperature must be 0 degrees.
- Areas for food preparation must be non-porous, easily cleaned, and free of unsealed cracks or seams.
- Areas for storage of food, eating utensils, and cookware must be provided.
- If your facility plans to serve 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.

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

Laundry

- Must be separate from child care areas.
- Must contain covered storage for soiled linens.
- Children cannot pass through kitchens or laundry areas to reach other parts of the facility or the 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 keeping the building in good repair.

Site Requirements

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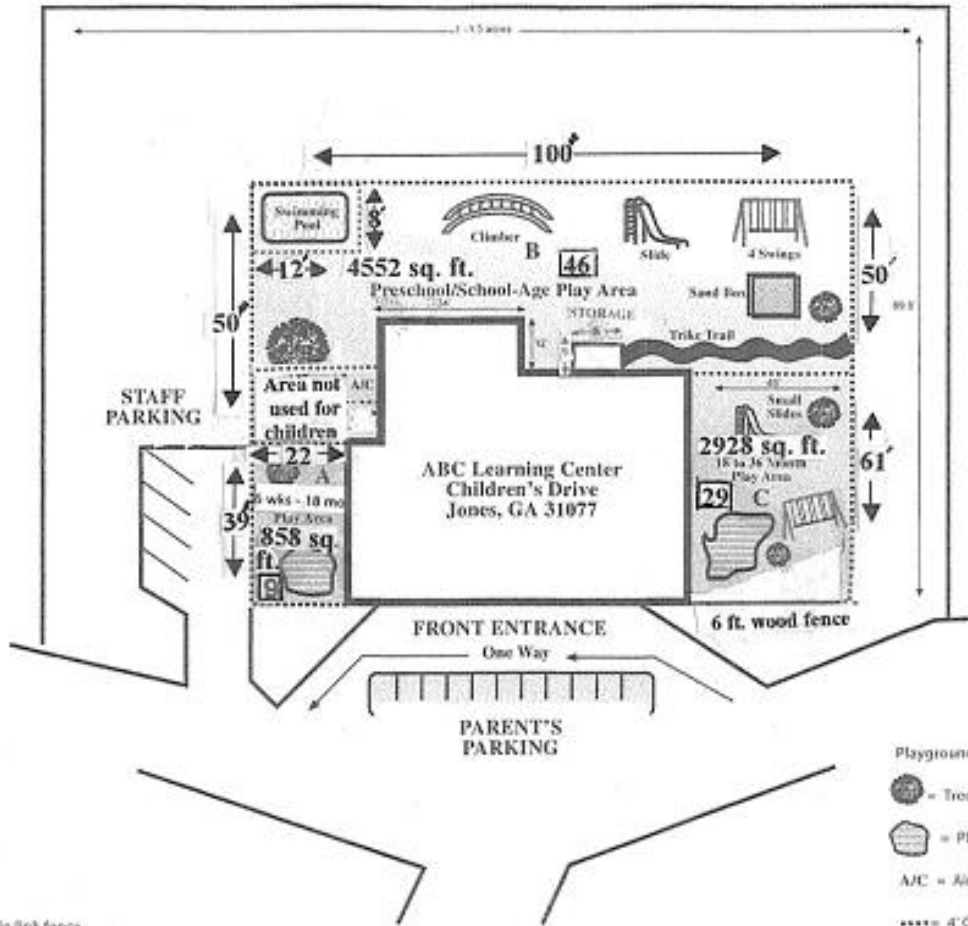
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Sample Site Plan

SAMPLE SITE PLAN



Paved riding area is 12' x 10'.

Swimming Pool is surrounded by a 6' high chain link fence.

Playground surface is grass and sand.

Tree symbol = Trees for shade

Play Area symbol = Play Area

A/C symbol = Air Conditioner Unit

Chain Link Fence symbol = 4' Chain Link Fence

Swings, climber, slide anchored with cement.
Sand used under all equipment

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 $\frac{1}{4}$ of the total outside surface. Therefore, your playground may not be constructed over concrete or asphalt without first removing this hard surface.
- The playground area must not contain any hazards, such as, but not limited to:
 - Uneven turf
 - Briars/thorny plants
 - Holes
 - Mushrooms
 - Exposed tree roots
 - Active ant beds
 - Rocks

Shade

- Shade may be provided by:
 - 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 4-foot-high fence around the play area.
- Fencing 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 or the bottom)
 - Wooden (no gaps between boards, no splinters, no nail points or protruding nail heads)
PVC/plastic picket fence (gaps between pickets must be less than 3 1/2 inches)
 - Wrought Iron (gaps between rails must be less than 3 1/2 inches)
- Materials not 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 bolts 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.
- Bolts and screws protruding from the playground entrance gate or from divider fences could present a hazard to children on either side.
- Any barrier other than fencing must be approved by the Department.
- The location of the gas meter and/or the heating and cooling equipment must be indicated on the site plan.
- The type of barrier/fence used to prevent children from coming into contact with this equipment must also be noted on the site plan.

NOTE: If barriers (i.e., landscape timbers, PVC pipe perimeters) are used on the playground to contain loose fill materials like sand/mulch, do not install the barriers close to the fence line as the height of the barrier would reduce the overall height of the fence. This can also create a gap (between the fence and the barrier) where children's feet can slip causing a potential injury.

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.
 - The height of the equipment determines the depth of the resilient surface.
 - Six inches of resilient surface is required underneath and within the fall zone of equipment five feet or higher.
 - If less than five feet, the required depth of the resilient surface is three 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 6 feet should also be created between pieces of equipment as well as between the equipment and fencing.

Fall Zone

Use zones (also called “fall zones”) should surround equipment by six feet on all sides in general. For swings, measure the height to the top of the swing bar; the use zone in front and behind swings will be two times that height (a seven (7) foot tall swing would have fourteen (14) foot use zone in front AND behind the swings). 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.

For more information, please see the U.S. Consumer Product Safety Commission Public Playground Safety Handbook (Publication #325, November 2010) available at www.cpsc.gov.

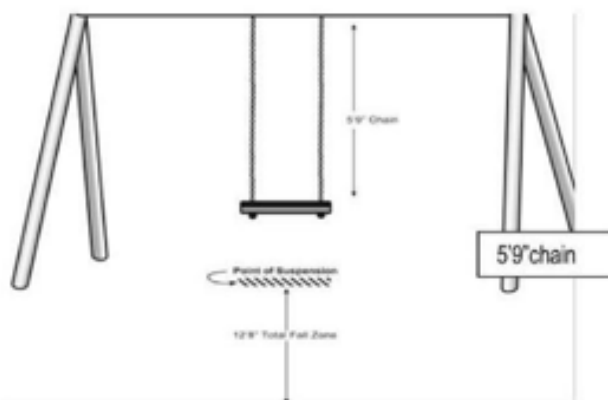
Fall Zones

- Use zones (also called "fall zones") should surround equipment by six feet on all sides in general.

Fall Zones-Swings

- For swings, measure the height to the top of the swing bar; the use zone in front and behind swings will be two times that height (a seven (7) foot tall swing would have fourteen (14) foot use zone in front AND behind the swings).
- 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.
- For more information, please see the U.S. Consumer Product Safety Commission Public Playground Safety Handbook (Publication #325, November 2010) available at www.cpsc.gov

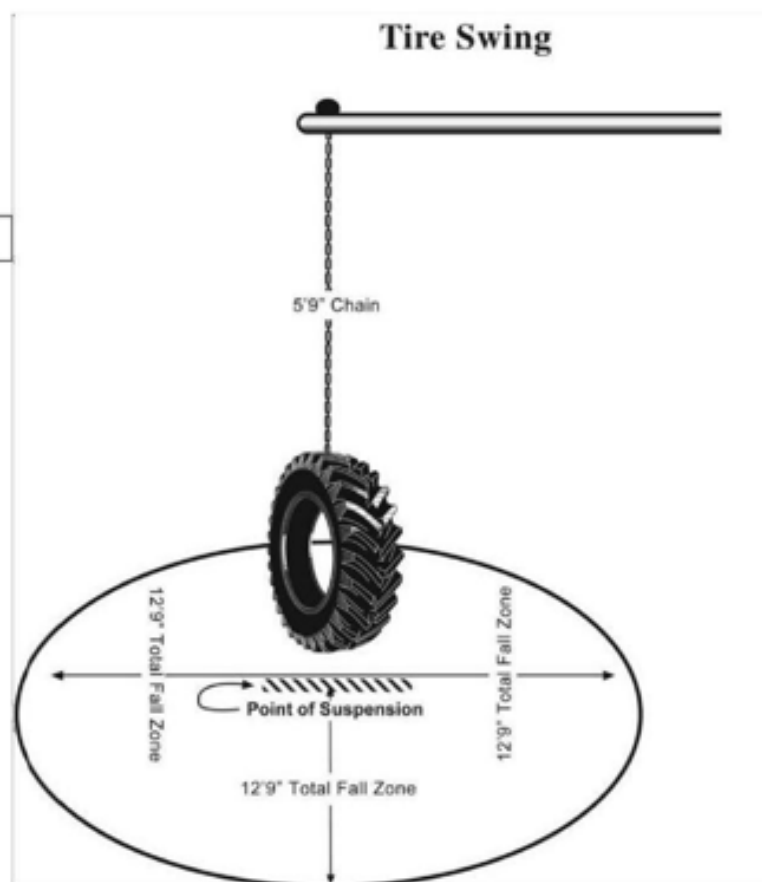
Fall Zones



Example:
Chain = 5'9"
 $5'9" + 7' = 12'9"$ fall zone
(Required in front & in back of stationary swing)

Entrapping Equipment

A component or group of components on play equipment that forms angles or openings that could entrap a child's head by being, (1) too small to allow the child to withdraw head easily, and (2) placed so that the child would be unable to support weight by means other than head or neck.



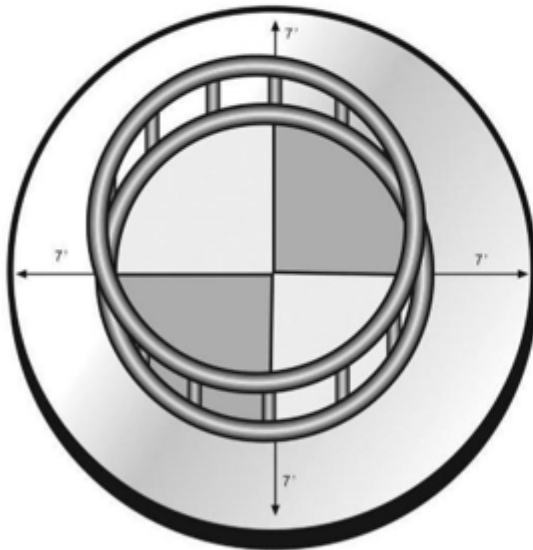
Resilient Surfacing

Slide and Revolving Devices Fall Zone

Fall Zones - Slides



Fall Zones - Revolving Devices



Resilient Surface

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

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.

- Personnel Policies/Handbook: 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.
- Policies and Procedures/Parent Handbook: 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.
- Schedules: Each classroom is required to have posted a daily schedule of age-appropriate activities that children are involved in at the center.
- Menus: Menus are a required posted item and a sample menu for your center must be submitted.
- Emergency Plans: Your parental policies and procedures may state that emergency plans have been developed and are posted for parent viewing. You must submit for review your step-by-step plans for each of the emergency situations listed on the operation plan checklist.
- Transportation Plan: Written plan required for routine transportation or field trips.
- Operation Plan Checklist: Please include your checklist in its entirety when submitting your operation plan materials for review.
- Forms: Sample forms have been provided for many of the items required. Any forms that you will be using other than the 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

__3. 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 place(s) 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 the medicine. Also, instructions for recording noticeable adverse reactions to the medication.

___ 12. Instructions for notifying parents of a 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 <https://www.dec.al.ga.gov/BftS/FormList.aspx>.

___ 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 provides 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 your parents to provide articles such as combs, toothbrushes, sheets, covers, and change of clothing, you need to outline in your procedure.

___ 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 to this fact. There is a sample form for this.

Personnel Policies

The policies listed below are stipulated in the rules and should be included in your personnel policies/ employee handbook. This language can be copied word for word.

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

Smoking: Staff or other people 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. (Note: Current Fire Safety laws prohibit smoking on the premises of the child care center.)

Prohibited Substances: Staff, chaperons, 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.

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

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

Substitute Employees: The center shall provide substitute staff when regular staff are 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 for the proper performance of their job duties in compliance with these rules.

First Aid and CPR: 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). 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.

Employee Files

During your Initial Licensing Study, the following items must be in the center Director's file and in each center employee's file.

Application for Employment: There is a sample form for this. If not using the DECAL sample, make sure that all information on the sample is included in your application (i.e., questions about CPR and First Aid, information regarding whether the person has ever been investigated or charged with abuse, neglect, etc.). Make sure that all questions are answered, and that staff do not leave any blanks.

Ten-Year Work History: There is a sample form for this. This should go back ten years, even if the person has not consistently worked for ten years (i.e., student, homemaker, unemployed). The ten-year history should reflect what the person has been doing for the past ten years. If the person did not work between two jobs, have them write "no work" or "unemployed" so that the entire ten-year period is covered.

Credential/Degree Verification: 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.

Orientation: There is a sample form for this. This covers training prior to being placed in a classroom, and includes information regarding the center's rules, DECAL's rules and regulations, etc. The orientation training form must be signed and dated by the person(s) conducting the orientation as well as by the employee.

CPR and First Aid Verification: Must be geared towards infant/child (not adult only) and must include the date and signature of the instructor. Make sure that trainers are BFTS approved. A copy of this should be placed in each employee's file. Note: At least 50% of the caregiver staff are required to have this training at the point of licensure and ongoing. The Director and the person responsible for driving the vehicle are also required to have this training. If the driver does not have training, a certified person is required to be on the vehicle with them at all times.

Comprehensive Background Check (CBC): This is the criminal background and fingerprint check that all employees must undergo and pass. A copy of the satisfactory CBC report letter must be in each employee's file.

Any Additional Training: Sample forms are available to keep track of training. Directors are required to have the approved 40-hour Director's training course prior to licensure.

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 you are changing enrollment applications over to your facility information, please complete all changes by the date of the initial licensing study.

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

- 1. Enrollment Form:** This should be completed prior to the children being left in your care. Make sure that all questions are answered and that no answers are left blank. Ask that parents not use NA. All questions are applicable and should be answered or have NO or NONE, (i.e., allergies).
- 2. Emergency Medical Authorization:** Again, all questions must be answered, with NO answers left blank. The forms 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. Parental Agreement:** This lists the services that you provide and what both you and the parent agree to. You may want to add information such as receiving, reading, and understanding the parent handbook to the list.
- 4. Parent Acknowledgement Page:** Signed document which indicates that parents have been provided with a copy of the facility's policies and procedures, have been encouraged to participate in facility activities, and have been told that they will be advised of their child's progress.
- 5. Parent Notice of No Liability Insurance:** This lets parents know that you do not have liability insurance to protect their child in the event of an injury, etc. If you do carry this insurance, you do not need this form in children's files.

Other forms:

- Incident Report
- Infant Feeding Plan (a copy should also be kept in the child's assigned room)
- Authorization for Medication
- Vehicle Emergency Medical Information (a copy should also be kept on the vehicle)
- Transportation Agreement (a copy should also be kept on the vehicle)
- Field Trip Permission Form

Schedules

A daily schedule is required by the rules to be posted in each classroom. These schedules should be age-appropriate and individual to each classroom. One schedule is not appropriate for an entire center because 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 opens until the time the center closes. Refer to your application to ensure the schedules match the hours of operation and the ages served.

Schedules are to include indoor and outdoor play; a balance of quiet and active periods; free choice and teacher-directed activities; individual, small group, and large group activities; and cover the seven interest areas—large muscle activities, small muscle/manipulative activities, language and reading, arts and crafts, dramatic play, rhythm and music, and science and nature. Schedules should reflect children's activities—not the caregivers' activities.

Schedules must also show the required amount of outdoor time. The rules require one and one-half hours of outdoor play daily for children aged 1 year and older, and one hour a day for infants.

Schedules must show snacks and meals, reflecting a minimum of 2 hours between each meal and snack.

Schedules for centers that provide care for school-age children must prepare a part-day schedule reflecting children's activities before and/or after school hours, and a full-day schedule will be required.

Weekly Menu

A weekly menu reflecting the meals and snacks served at the facility is required by the rules to be posted near the front entrance for parents' viewing. Substitutions should be posted on the menu as they occur.

Your menu should include clearly identified food and drinks and fulfill required components and creditable food items described in the U.S. Department of Agriculture (USDA) 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 the infant feeding plans completed by the parents for children under one year of age. The feeding plan should be updated by the parents each time the child's feeding requirements change.

If your center serves catered food, a copy of the establishment's food service permit, as well as a copy of its most recent inspection report, should be submitted. You will still be required to post a menu which lists the catered food served.

If parents will be providing meals, the center must adhere to the "Criteria for Sack Lunches" memo (see Resource Section of Applicant's Guide). Parents will be required to provide meals which meet USDA requirements, and the center will be required to maintain additional foods on hand to supplement children's meals as needed. The center must also adhere to the food preparation area requirements listed in the rules.

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

If the center provides transportation, a written transportation plan must be included with the operation plan and be a part of its Policies and Procedures.

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

Types of transportation plans to be included:

- Routine transportation
- Field trip transportation

Each transportation plan must include:

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

Sample Staff Forms

Staff Application

(CENTER NAME) _____ DATE _____

POSITION DESIRED _____

DATE AVAILABLE _____

INTERVIEWED BY _____

NAME (FIRST) (MIDDLE) (LAST) _____ SPOUSE'S NAME _____

HOME ADDRESS _____ PHONE NUMBER _____

BIRTH DATE _____ SOCIAL SECURITY NUMBER _____ (Circle One)

If you are under age 18, can you submit a work permit if hired? YES NO

If you are not a US citizen, do you have a VISA to work in the US? YES NO

If yes, what kind of Visa classification do you have? _____

Visa Registration Number: _____ Expiration Date _____

Has bond or security clearance ever been denied and/or canceled? YES NO

If yes, please explain: _____

EDUCATION (Attach documentation of qualifying education)

	PLACE	DATES	DIPLOMA, CERTIFICATE, DEGREE
ELEMENTARY			
SECONDARY			
COLLEGE			
OTHER			

Experience with groups of children? YES NO

If yes, list below. Indicate ages of children, your duties, dates of time you worked in this position, reasons for leaving.

Attach documentation of experience working with children.

(Circle One)

Have you attended/completed any child care training courses? YES NO

If yes list: _____

PLEASE LIST EMPLOYMENT HISTORY FOR THE PAST TEN YEARS, BEGINNING WITH YOUR MOST CURRENT OR LAST EMPLOYER. If you have been unemployed during any time within the past ten years, list how you spent your time, e.g., student, housewife, unemployed, etc. If you need additional space, please use separate employment record form.

MONTH/YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION
FROM _____ TO _____		
FROM _____ TO _____		
FROM _____ TO _____		
FROM _____ TO _____		
FROM _____ TO _____		
FROM _____ TO _____		

Have you attended/completed any child care training courses? YES NO

Do you have a criminal record? YES NO

If yes, explain: _____

Have you ever been shown by credible evidence, e.g., a court order or jury, a department's investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? YES NO

Under the American with Disabilities Act of 1991, this program is required to reasonably accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, interviews and actual employment, but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying.

Having read the job description for the position for which you are applying, are you in all respects, able to adequately perform the duties as described? YES NO

If no, please explain: _____

Do you have a valid driver's license? YES NO

If yes, give license number and class of license: _____

Have you had CPR training within the past two years? YES NO

If yes, give expiration date: _____


Have you had first aid training within the past three years? YES NO

If yes, give expiration date: _____

Bright from the Start: Georgia Department of Early Care Learning requires annual child care training. Are you willing to participate? YES NO

I certify that all information on this application is correct. I have not given any false statement concerning my qualification requirements.

SIGNATURE _____ DATE _____



DOCUMENTATION OF ORIENTATION

(Conducted prior to assignment to children or task and to be placed in each Staff person's file.)

Staff Name _____

Hire Date _____ Start Date _____

Staff received orientation in the following:

Program's Policies and Procedures ☐

Review of State's Health and Safety Requirements regarding:

- Operations, health, safety, activities ☐
- Physical environment and equipment ☐
- Emergency situations ☐
- Food service and nutrition ☐

Employer's Assigned Duties and Responsibilities ☐

Reporting Requirements for:

- Suspected Child Abuse, Neglect or Negligence ☐
- Communicable Diseases ☐
- Serious Injuries ☐
- Missing Children ☐

Emergency Weather Plans ☐

Program's Emergency Preparedness Plan ☐

Childhood Injury Control ☐

Administration of Medication ☐

Reducing the Risk of Sudden Infant Death Syndrome (SIDS) ☐

Hand Washing ☐

Fire Safety ☐

Water Safety ☐

Prevention of HIV/AIDS and blood borne pathogens ☐

Approved Child Care Training Requirements ☐

Other (list) ☐

Signature of Person Providing Orientation _____ Signature of Employee Receiving Orientation _____

Date _____ Date _____

Revised 4/13/22

10 YEAR EMPLOYMENT HISTORY

Name _____ Social Security Number _____

Address _____

Record of Employment: Past 10 Years (If unemployed between 2 jobs/dates, write "no work". Leave no gaps.)

Month/Year	Name and Address of Employer	Position	Reason for Leaving
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			
From: _____ To: _____			

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 a 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 Forms

SAMPLE CHILDREN'S ENROLLMENT FORM Page 1 of 3	PAGE 2 of 3	PAGE 3 of 3
<p>Entrance Date _____ Withdrawal Date _____</p> <p>Child's Name _____ Sex _____ Age _____ Date of birth _____</p> <p>Home Address (Street) _____</p> <p>City _____ State _____ Zip _____</p> <p>Home Phone Number _____</p> <p>Father's Name _____ Home Phone Number _____</p> <p>Father's Home Address (if different from child's) Street _____</p> <p>City _____ State _____ Zip _____</p> <p>Father's Place of Employment _____ Work Phone _____</p> <p>Employer's Street Address _____ City _____ State _____ Zip _____</p> <p>Mother's Name _____ Home Phone Number _____</p> <p>Mother's Home Address (if different from child's) Street _____</p> <p>City _____ State _____ Zip _____</p> <p>Mother's Place of Employment _____ Work Phone _____</p> <p>Employer's Street Address _____ City _____ State _____ Zip _____</p> <p>Child's Living Arrangements (check one) <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other</p> <p>Child's Legal Guardian(s): (check one) <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other</p> <p>The child may be released to the person(s) signing this agreement or the following:</p> <p>*Name _____ Address _____ Relationship to Parent(s) or Guardian _____</p> <p>*Name _____ Address _____ Relationship to Parent(s) or Guardian _____</p>	<p>Persons to contact in the case of emergency when parent or guardian cannot be reached:</p> <p>Name _____ Phone # () _____</p> <p>Name _____ Phone # () _____</p> <p>Name _____ Phone # () _____</p> <p>Name of Public or Private School child attends, if any: _____</p> <p>Child's doctor or clinic name _____</p> <p>Doctor/clinic phone # _____</p> <p>My child has the following special needs _____</p> <p>The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____</p> <p>My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns: _____</p> <p>EMERGENCY MEDICAL AUTHORIZATION</p> <p>Should (child's name) _____ Date of birth _____</p> <p>_____ suffer an injury or illness while in the care of (Facility name) _____</p> <p>_____ and the facility is unable to contact me (us) immediately, it shall be authorized to secure such medical attention and care for the child as may be necessary. I (We) shall assume responsibility for payment for services.</p> <p>Parent/Guardian: _____ Signature _____</p> <p>Date: _____</p> <p>Facility Administrator/Person-In-Charge _____ Signature _____</p> <p>Date: _____</p>	<p>Parental Agreements with Child Care Facility</p> <p>The _____ (Name of Facility) _____ agrees to provide day care for _____ (Name of Child) _____ from _____ (Month) _____ to _____ (Month) _____, a.m. to _____ p.m. (Days of Week) _____</p> <p>My child will participate in the following meal plan (circle applicable meals and snacks):</p> <p>Breakfast _____</p> <p>Morning Snack _____</p> <p>Lunch _____</p> <p>Afternoon Snack _____</p> <p>Evening Snack _____</p> <p>Dinner _____</p> <p>Bedtime Snack _____</p> <p>Before any medication is dispensed to my child, I will provide a written authorization, which includes: date, name of child, name of medication, prescription number, if any, dosage, time and time of day medication is to be given. Medication will be in the original container with my child's name marked on it.</p> <p>My child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.</p> <p>I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur, e.g., telephone numbers, work location, emergency contacts, child's physician, child's health status, infant feeding plans and immunization records, etc.</p> <p>The facility agrees to keep my informed of any incident, including illnesses, injuries, adverse reactions to medications, etc., which include my child.</p> <p>The _____ agrees to obtain written authorization from me before any child participates in routine transportation, field trips, special activities away from the facility, and water-related activities occurring in water that is more than two (2) feet deep.</p> <p>I authorize the child care facility to obtain emergency medical care for my child when I am not available.</p> <p>I have received a copy and agree to abide by the policies and procedures for _____ (Name of Facility) _____</p> <p>I understand that the center will advise me of any 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 activities.</p> <p>Signed: _____ Date _____ (Parent/Guardian)</p> <p>Signed: _____ Date _____ (Facility Administrator/Person-In-Charge)</p>

Safe Sleep Practices Policy	AUTHORIZATION FOR MEDICATION	INFANT FEEDING PLAN																																																																																								
<p>Child's name: _____ Date of birth: _____</p> <p>Parent/Guardian name: _____</p> <p>Safe Sleep Practices/Policy</p> <p>1) Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.</p> <p>2) Crib shall be in compliance with CPSC and ASTM safety standards. They will be maintained in good repair and free from hazards.</p> <p>3) No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.</p> <p>4) No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gym, toys, mirrors and mobiles.</p> <p>5) Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.</p> <p>6) Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed. This facility will adhere to the following practice: _____</p> <p>7) Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will be moved to a safety-approved crib for sleep.</p> <p>8) Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.</p> <p>9) Wiggins, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.</p> <p>I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.</p> <p>Signature _____ Date _____</p>	<p>Child's Full Name: _____</p> <p>Name of Medication: _____</p> <p>Prescription Number: _____</p> <p>Time Medication is to be given: _____ (Medication will not be given on an "As Needed" basis, specifics must be provided)</p> <p>Amount of Medication to be given: _____</p> <p>Dates to be given: _____ (Not to exceed two weeks without a physician's statement)</p> <p>PARENT'S SIGNATURE _____ DATE _____</p> <p>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.)</p> <table border="1"><thead><tr><th>DATE</th><th>TIME GIVEN</th><th>AMOUNT</th><th>ANY ADVERSE REACTIONS</th><th>ADMINISTERED BY</th></tr></thead><tbody><tr><td>1. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>2. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>3. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>4. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>5. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>6. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>7. _____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table> <p>If noticeable adverse reaction to medication, what action was taken? Describe: _____</p> <p>Attention to Person Requesting Medication Be Dispensed: Form must be completed in its entirety before the center can dispense any medication.</p>	DATE	TIME GIVEN	AMOUNT	ANY ADVERSE REACTIONS	ADMINISTERED BY	1. _____	_____	_____	_____	_____	2. _____	_____	_____	_____	_____	3. _____	_____	_____	_____	_____	4. _____	_____	_____	_____	_____	5. _____	_____	_____	_____	_____	6. _____	_____	_____	_____	_____	7. _____	_____	_____	_____	_____	<p>Child's Full Name: _____ Date: _____</p> <p>Date of Birth: _____</p> <p>Does the child take a bottle? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is the bottle warmed? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the child hold own bottle? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Can the child feed self? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the child eat (check all that apply)</p> <table border="1"><thead><tr><th>Strained Foods</th><th>Whole Milk</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Baby Food</td><td>Toddler Food</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Fruit/veg</td><td>Other</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>What type formula used, if applicable? _____</p> <p>Amount and time of formula/feeds will be given? _____ Date: _____</p> <table border="1"><thead><tr><th>DATE</th><th>TIME</th><th>AMOUNT</th><th>TYPE</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <p>Does the child take a pacifier? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when? _____</p> <p>INTRODUCTION OF SOLID FOODS</p> <p>The introduction of age-appropriate solid foods should preferably occur at six months of age, but no sooner than four months. Has the parent discussed with the child's primary caregiver that the child has not appropriate developmental skills for the introduction of solid foods? Yes <input type="checkbox"/> No <input type="checkbox"/> Parent Initials: _____</p> <p>The child has reached the following developmental skills:</p> <p>Can hold his/her head steady? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Can hold his/her head forward in anticipation of food offered? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Chews lips around a spoon? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Transfers food from front of the tongue to the back and swallows? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Instructions for the introduction of solid foods: _____</p> <p>Food likes: _____</p> <p>Food dislikes: _____</p> <p>Allergies? (including any premeditated treatments): _____</p> <table border="1"><thead><tr><th>DATE</th><th>TIME</th><th>AMOUNT</th><th>TYPE OF FOOD TO BE GIVEN</th><th>TYPE</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <p>Any updated instructions regarding adding new foods or other dietary changes, please list as needed: _____</p> <p>PARENT'S SIGNATURE: _____ Date: _____</p>	Strained Foods	Whole Milk	<input type="checkbox"/>	<input type="checkbox"/>	Baby Food	Toddler Food	<input type="checkbox"/>	<input type="checkbox"/>	Fruit/veg	Other	<input type="checkbox"/>	<input type="checkbox"/>	DATE	TIME	AMOUNT	TYPE													DATE	TIME	AMOUNT	TYPE OF FOOD TO BE GIVEN	TYPE															
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DAILY ATTENDANCE/ARRIVAL & DEPARTURE RECORD	Parents or Guardian's Notice of No Liability Insurance and Acknowledgement	Swim Test Form																																																																																																																																																																																
<p>501-1-1-01(a)-(c) Attendance & Arrival/Departure Records: A child's daily attendance, arrival and departure records for the center (17) preceding months must be maintained.</p> <p>Facility Name: _____</p> <p>Classroom / Ages served: _____</p> <p>DATE: _____</p> <table border="1"><thead><tr><th>Center Name</th><th>Birthdate</th><th>Age</th><th>Arrive Time</th><th>Parent/Guardian Signature</th><th>Departure Time</th><th>Parent/Guardian Signature</th><th>Notes on daily attendance:</th></tr></thead><tbody><tr><td>1</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>2</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>3</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>4</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>5</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>6</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>7</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>8</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>9</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>10</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>11</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>12</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>13</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>14</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>15</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>16</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>17</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>18</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>19</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>20</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td>Total</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <p>Staff Name: _____ Sign-in _____ Sign-out _____</p>	Center Name	Birthdate	Age	Arrive Time	Parent/Guardian Signature	Departure Time	Parent/Guardian Signature	Notes on daily attendance:	1								2								3								4								5								6								7								8								9								10								11								12								13								14								15								16								17								18								19								20								Total								<p>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.</p> <p>Parents or Guardian's Signatures _____ Date _____</p> <p>Parent or Guardian (Print Name) _____ Date _____</p> <p>Center Director's Signature _____ Date _____</p>	<p>Georgia Dept of Early Care and Learning BRIGHT BEGINNINGS</p> <p>Swim Test Form</p> <p>Center Name: _____</p> <p>Child's Name: _____</p> <p>Date of Birth (include year): _____</p> <p>I give _____ permission to participate in swimming activities.</p> <p>Parent Signature _____ Date _____</p> <p>To be completed by swim instructor _____ has successfully completed a swimming test which required the child to swim a distance of fifteen (15) yards unassisted.</p> <p>_____ (lifeguard) has current evidence of having completed successfully a training program in lifeguarding offered by a nationally recognized instructor certified by the American Red Cross or YM/CA or YW/CA or other recognized standard-setting agency for water safety instruction. (Center must maintain a copy on file)</p> <p>Signature of lifeguard or instructor _____ Date _____</p> <p>Center has obtained a letter from the off-site swimming facility that all lifeguards on duty have successfully completed a training program in lifeguarding.</p> <p>** In lieu of requiring each child to take a swimming test to determine whether the child can swim a distance of fifteen (15) yards unassisted, center staff may accept copies of certificates or cards from a recognized water-safety instruction organization showing that the child has successfully completed a swimming class which required the child to swim a distance of fifteen (15) yards unassisted.</p> <p>Center Must Maintain in Child's File</p>
Center Name	Birthdate	Age	Arrive Time	Parent/Guardian Signature	Departure Time	Parent/Guardian Signature	Notes on daily attendance:																																																																																																																																																																											
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Food Service Guidelines

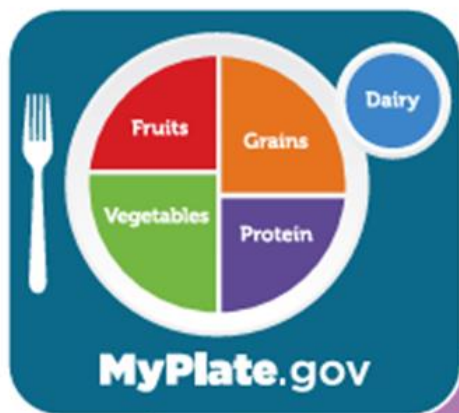
- Children must receive nutritious meals and snacks while at the facility
- These meals and snack can be provided by your facility or by parents
- All meals and snacks provided at your facility must comply with USDA standards
- Weekly menus must clearly identify all foods for meals and snacks your facility 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?

Beans belong to both the Vegetable and Protein Food Groups. Some favorite ways kids like to eat beans are in burritos, tacos, chili, dips, and quesadillas.

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
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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](#).





United States Department of Agriculture

PREVIOUS AND UPDATED INFANT MEAL PATTERNS: LETS COMPARE

	PREVIOUS			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	6-8 fl oz breast milk or formula 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* 0-2 tbsp vegetable, fruit or both*
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*

*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 www.fns.usda.gov/cacfp/child-and-adult-care-food-program.
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.



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	½ cup	½ cup	¾ cup	¾ cup	1 cup	1 cup	1 cup	1 cup
Vegetables, fruit, or both	¼ cup	¼ cup	½ cup	½ cup	½ cup	½ cup	½ cup	½ cup
Grains	½ serving	½ 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	½ cup	¾ cup	¾ 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	¼ cup	¼ cup	½ cup	¼ cup	¾ cup	½ cup	1 cup	½ cup
Fruits		¼ cup		¼ cup		¼ 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

	Ages 1-2		Ages 3-5		Ages 6-12 & 13-18		Adults	
	Previous	Updated	Previous	Updated	Previous	Updated	Previous	Updated
Milk	½ cup	½ 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	¼ cup	¼ cup	½ cup	¼ cup	¾ cup	¾ cup	½ cup	½ cup
Fruit		¼ cup		¼ cup		¾ 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.



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

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.





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 a special diet as stated in rules|
 - CCLC rule 591-1-1.15(1)
 - FCCLC rule 290-2-3-.10(1)



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.

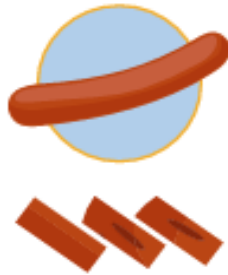
You can help reduce children's risk of choking when eating by preparing food in certain ways, such as cutting food into small pieces and cooking hard food, like carrots, until it is soft enough to pierce with a fork. **Remember, always supervise children during meals and snacks.**



FNS-877 September 2020
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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.



For more information, see [FNS.USDA.gov](https://www.fns.usda.gov).

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 $\frac{1}{2}$ 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.

Cut Round Foods Into Smaller Pieces

Small round foods such as grapes, cherries, cherry tomatoes, and melon balls are common causes of choking.



Slice these items in half lengthwise.



Then slice into smaller pieces (no larger than $\frac{1}{2}$ inch) when serving them to young children.



Avoid Choking Hazards

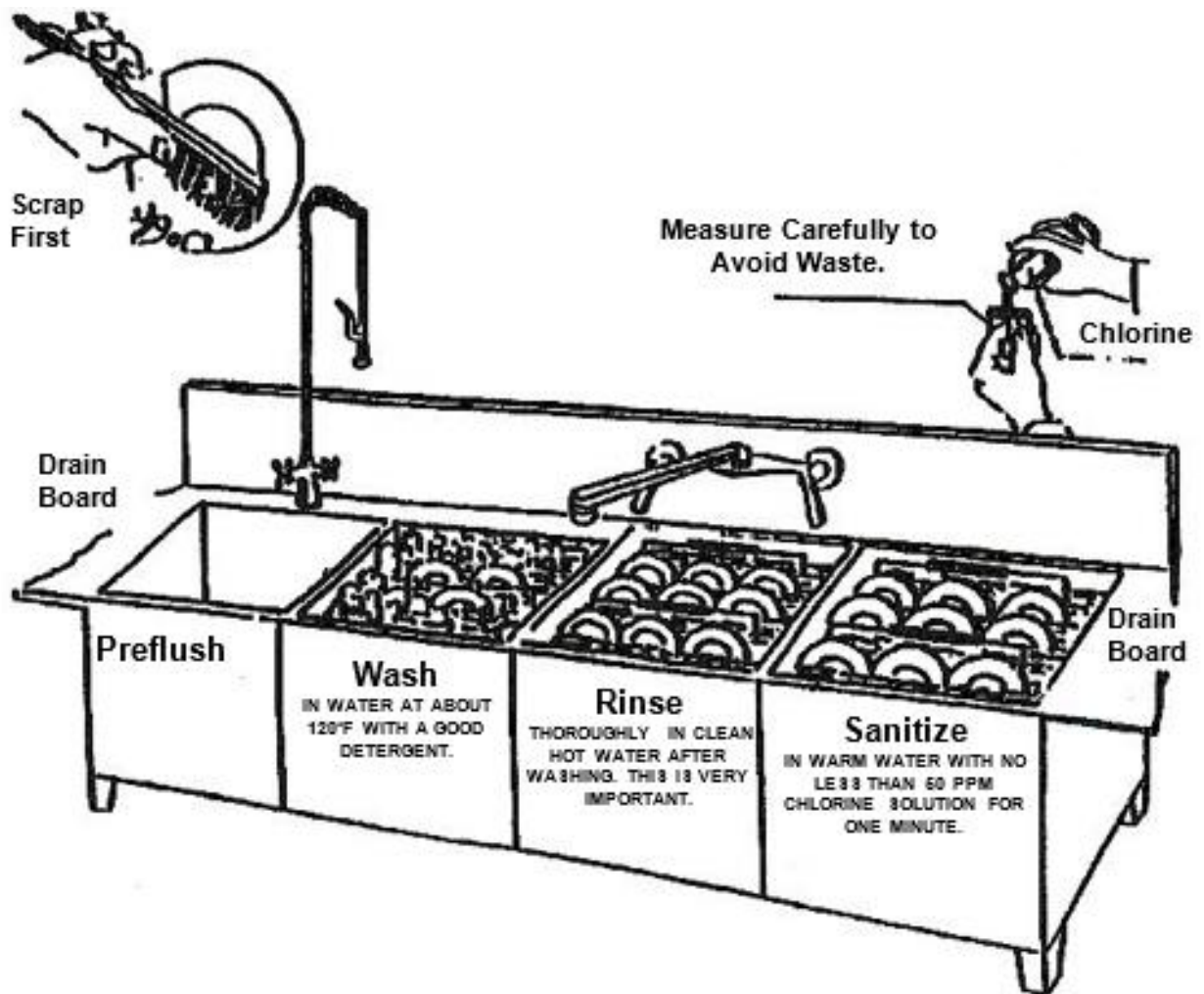
To help prevent choking, do not serve small (marble-sized), sticky, or hard foods that are difficult to chew and easy to swallow whole, including:

- 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.

Manual Dishwashing Guidelines — Chemical Method

Approved Procedure - Preflush, Wash, Rinse, Sanitize



Items To Be Posted

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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: www.decal.ga.gov

Sample of Items to Be Posted

NOTICE TO PARENTS AND GUARDIANS

**THIS FACILITY DOES
NOT CARRY LIABILITY
INSURANCE
COVERAGE
SUFFICIENT TO
PROTECT YOUR
CHILD/CHILDREN IN
THE EVENT OF AN
INJURY, ETC.**

Posted per SB 24 (2004) requiring child care facility owners to post in a conspicuous place if it is not covered by liability insurance and to provide and retain written notice regarding no coverage to the parents and guardians.

Parents

You have the right:

- **To access this facility anytime your child is in care.**
However, you need to immediately make your presence known to the person in charge of the facility.
- **To review a copy of the facility's latest licensure evaluation report.**

The facility director has the report. Inspections of facilities can be viewed on our website at <http://www.decal.ga.gov>



A copy of the rules and regulations which apply to this facility is available. Please ask your provider to share them with you. You may also review the rules and regulations by visiting the Bright from the Start website at www.decal.ga.gov. These rules establish minimum requirements for the health, safety and well-being of all children in care.



Bright from the Start: Georgia Department of Early Care and Learning, is required by law to investigate complaints regarding rule violations. If you have any complaints or concerns about your child's care, you may call (404) 657-5562.

GOOD HEALTH IS IN YOUR HANDS!



- Washing your hands is the simplest and most effective thing you can do to reduce the spread of colds, flu, skin infections and diarrhea.
- Every time you touch your hands to your mouth you can get sick.
- Eating, nail biting, thumb sucking, handling food, and touching toys are all ways germs can spread.
- Even shaking a hand or opening a door can transfer germs to your hands.

Always wash your hands . . .

Before

- preparing or eating food
- treating a cut or wound
- tending to someone who is sick
- inserting or removing contact lenses

After

- using the bathroom
- changing a diaper or helping a child use the bathroom (don't forget the child's hands!)
- handling raw meats, poultry or eggs
- touching pets, especially reptiles
- sneezing or blowing your nose, or helping a child blow his/her nose
- handling garbage
- tending to someone who is sick or injured



Georgia Department of Public Health - Division of Public Health Safety, www.dph.ga.gov

START →



**Proper Hand Washing is
Essential to Good Health!**

Understand the Weather

Wind-Chill

+30° is chilly and generally uncomfortable
 +15° to 30° is cold
 +0° to 15° is very cold
 -32° to 0° is a bitter cold with significant risk of frostbite
 -32° to -60° is extreme cold and frostbite is likely
 -60° is fatal and exposed skin will freeze in 1 minute

Heat Index

+60° or below is considered comfortable
 +60° beginning to feel uncomfortable
 +70° uncomfortable
 +80° to 90° is hazardous
 +90° considered dangerous

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Reading the weather is not just for the adults in your family. Planning for children, toddlers, and infants is part of the daily routine. The weather is a major factor in planning for the day and night in your home. When planning, remember, and plan for the weather. Planning for the weather is a daily routine. Planning for the weather is a daily routine. Planning for the weather is a daily routine.

Child Care Weather Watch

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NOTICE TO PARENTS AND VISITORS:

The Consumer Product Safety Commission provides important safety information about recalled children's products.

PLEASE VISIT THEIR WEBSITE:
www.cpsc.gov

OR CALL:
 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

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Local Physician or Hospital: _____
 County Health Department: _____
 Regional Poison Control Center: (800) 222-1222
 Ambulance, Police, Fire: 911

No Smoking On Child Care Premises



It is a misdemeanor for a person to smoke on the child care premises

Fire/Tornado/Emergency Preparedness Documentation Form

This document must be kept in the Child Care Licensing Office for two years after completion.

For (Year) _____

FIRE DRILL (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Number of Children												
Length of Drill**												

SMOKE DETECTOR (monthly)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Checked												

TORNADO DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Number of Children												
Length of Drill**												

FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Checked												

LOCKDOWN DRILL (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Time												
Number of Children												
Length of Drill**												

REVIEW EMERGENCY PLANS PROCEDURES (every six months)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Date												
Reviewed												

What will the person discovering the emergency do?

How will they notify other staff?

What will you do before the emergency responders arrive?

How will you make sure all persons are evacuated and/or accounted for during each emergency?

Sample forms can be found on the Department's website at:
<https://www.dec.state.ga.us/BftS/FormList.aspx>

Transportation Guidelines

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Transportation Plan Guidelines

If the center offers routine transportation services, a written Transportation Plan must be included with the Operation Plan to provide the details of the services provided:

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

The written Transportation Plan must include:

- Name of the licensed driver and evidence of a 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 (must be completed for each vehicle used for routine and emergency purposes)
- Evidence of current first aid and CPR training for driver (See Staff Records)

Current transportation-related documents covering field trips, home, and school may be found on the decal website at: <https://www.decal.ga.gov/BftS/FormList.aspx>

Sample Transportation Forms

Sample Transportation Agreement

This is to certify that I give _____
Name of Facility

permission to transport my child _____
Name of Child

From _____ at _____ (a.m./p.m.)
Pick-up Location

To _____ at _____ (a.m./p.m.)
Delivery Location

My child will be transported from _____ at _____ (a.m./p.m.)
Pick-up Location

to _____ at _____ (a.m./p.m.)
Delivery Location

on the following days (check all that apply):

_____ Monday
_____ Tuesday
_____ Wednesday
_____ Thursday
_____ Friday

_____ is authorized to receive my child. In the event the authorized
Name of Authorized Person

person is not present to receive my child, the following procedures are to be followed:

The _____ is approximately _____ miles from the center.
Location

In the event that my child is not to be transported as outlined above, I agree to notify

Facility name _____

Signature (Parent/Guardian) _____ Date _____

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/Remarks
Tires				
Headlights				
Horn				
Tailights				
Turn Signals				
Brake Lights				
Brakes				
Suspension				
Exhaust System				
Steering				
Windows				
Windshield				
Windshield Wipers				
Heating & Cooling System				
Safety Alarm located at back of vehicle (If equipped)				

Owner/Operator of Vehicle: _____

Facility Address: _____

Make and Model of the Vehicle: _____

Tag Number: _____ Odometer Reading: _____

Mechanic's Signature: _____

Date of Inspection: _____
(Note: Annual Vehicle Safety Inspection Certification is valid for one year from date of inspection.)

Revised 3/14/2014

Vehicle Emergency Medical Information

Child's Name _____ Date of Birth _____

Address _____

Father's Name _____ Home Phone Number _____

Work Phone Number _____ Cell Phone Number _____

Mother's Name _____ Home Phone Number _____

Work Phone Number _____ Cell Phone Number _____

Person to notify in case of an emergency when parents cannot be reached:

Name _____ Phone Number _____

Child's Doctor _____ Phone Number _____

Medical Facility the Center uses _____

Address _____

Child's Allergies _____

Current prescribed medication _____

Child's special medical needs and conditions _____

In the event of an emergency involving my child, and if _____
Facility name

cannot get in touch with me, I hereby authorize any needed emergency medical care. I further
agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Child's Name _____

Printed name of Parent/Guardian _____

Signature of Parent/Guardian _____

Witnessed by _____ Date _____

Additional transportation forms can be found on the
Department's website at: www.dec.al.ga.gov

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, OCLC 591-1-1-36(4)(f)1, FOCLH 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, OCLC 591-1-1-.36(4)(f)1, FOCLH 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 591-1-1-.36(4)(f)1, FCC1H 290-2-3-11(2)(j)



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 591-1-1-.36(4)(f)1, FCCLH 290-2-3-11(2)(j)



CCLC Licensure Resources

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Federal Crib Requirements

U.S. Consumer Product Safety Commission

A SAFER GENERATION OF CRIBS

New Federal Requirements



5 New Federal Requirements:

- ❧ Traditional drop-side cribs cannot be made or sold; immobilizers and repair kits not allowed
- ❧ Wood slats must be made of stronger woods to prevent breakage
- ❧ Crib hardware must have anti-loosening devices to keep it from coming loose or falling off
- ❧ Mattress supports must be more durable
- ❧ Safety testing must be more rigorous

Beginning June 28, 2011 all cribs sold in the United States must meet new federal requirements for overall crib safety.

❧ SafeSleep is a campaign of the U.S. Consumer Product Safety Commission.


www.cpsc.gov

NSN 11-2



www.cpsc.gov

Child Care Providers

Your Guide to New Crib Standards

Beginning **December 28, 2012**, any crib provided by child care facilities and family child care homes must meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers, importers and distributors on **June 28, 2011**, addressing deadly hazards previously seen with traditional drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing.

What you should know...

- This is more than a drop side issue. Immobilizing your current crib will not make it compliant.
- You cannot determine compliance by looking at the product.
- The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs.
- If you purchase a crib prior to the June 28, 2011 effective date and you are unsure it meets the new federal standard, CPSC recommends that you verify the crib meets the standard by asking for proof.
 - Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must:
 - Describe the product
 - Give name, full mailing address and telephone number for importer or domestic manufacturer
 - Identify the rule for which it complies (16 CFR 1219 or 1220)
 - Give name, full mailing address, email address and telephone number for the records keeper and location of testing lab
 - Give date and location of manufacture and testing
 - The crib must also have a label attached with the date of manufacture

What you should do...

- All child care facilities, family child care homes, and places of public accommodation:
 - Must prepare to replace their current cribs with new, compliant cribs before December 28, 2012.
 - Should not resell, donate or give away a crib that does not meet the new crib standards.
- Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used.
- Noncompliant cribs should not be resold through online auction sites or donated to local thrift stores. CPSC recommends disassembling the crib before discarding it.



Director Training Requirements

DECAL requires Directors of licensed childcare centers that are opening for the first time to take a 40-Hour Director Training class. Directors of licensed childcare facilities that are already operating are not affected by this new requirement—only newly opening centers. There are two ways to find a Director Training class:

Option 1: Search for Upcoming Sessions

- Go to the **Georgia Professional Development System (GaPDS)** home page at: <https://gapds.decal.qa.gov/Home>
- Click the **Trainings** tab in the menu bar at the top of the home page.
- Choose the **Find Scheduled Training Sessions** option to search for upcoming approved classes.
- Fill in the boxes or scroll down to the **Popular Searches** list in the middle of the page and check the box next to **40-Hour Director Training**.
- Hit the **Search Training** button at the bottom of the page.
- A list of upcoming approved trainings and the approved trainers' contact information will be displayed.
- Contact any of the trainers listed to find out how to register.

Option 2: Search for Approved Trainers

- Go to the **Georgia Professional Development System (GaPDS)** home page at: <https://gapds.decal.qa.gov/Home>
- Click the **Trainings** tab in the menu bar at the top of the home page.
- Choose the **Search Approved Training** option to search for **Approved Trainers**.
- Check the box next to **40-Hour Director Training** from the **Popular Searches** list.
- Hit the **Search** button.
- A list of approved trainers and their contact information will be displayed.
- Contact any of the trainers listed to find out when and where their next training will be held and how to register.

Note:

The Technical Certificate of Credit (TCC) in Program Administration that is available at most Technical Colleges will meet the 40-Hour Director Training requirement, in addition to qualifying as one of the education requirements for the 2012 rule changes.

Child Caregiver Fire Safety Training Requirements



Section 406.2

Child care-giver training. A minimum of five hours initial fire safety training and recommendation for receipt of a certificate of merit for successful completion of the training shall be required for all Directors, operators and all staff members of day-care centers and group day-care homes as defined by the Life Safety Code adopted by this Chapter. The curriculum for the fire safety training shall receive written approval by the State Fire Marshal's Office and be taught by an instructor registered with the Safety Fire Commissioner's Office. All staff members shall receive this training within 90 days from receipt of a license, being commissioned or the opening of a new center or home. Any new staff member shall receive a minimum of five hours initial fire safety training and recommendation for receipt of a certificate of merit for successful completion of the training within 90 days of employment. In addition, a minimum of two hours fire safety refresher training recommendation for receipt of a certificate of merit for successful completion of the training shall be required for all Directors, operators and all staff members of day-care centers and group day-care homes every three years from the date initial training is received. The curriculum for the fire safety refresher training shall receive written approval by the State Fire Marshal's Office and be taught by an instructor registered with the Safety Fire Commissioner's Office.

For information regarding fire safety training, please contact Ms. Wanda Butler at 404-6567646 or by email at wbutler@sfm.ga.gov.

State Fire Marshal Code Regulations for Child Care Providers

Georgia State Fire Marshal's Office: Day Care Code Summary

Definitions:

1. Day-Care Home: Sub-classifications

- a. Family Day-Care home: A building or portion of a building in which more than 3 but not more than 7 clients receive care, maintenance, and supervision, by other than their relative(s) or legal guardians(s), for less than 24 hours per day. (One staff member)
- b. Group Day-Care home: A building or portion of a building in which not less than 7 but not more than 12 clients receive care, maintenance, and supervision, by other than their relative(s) or legal guardians(s), for less than 24 hours per day. (Two staff member)

2. Day-Care Center:

- a. Group Day-Care home: A building or portion of a building in which more than 12 clients receive care, maintenance, and supervision, by other than their relative(s) or legal guardians(s), for less than 24 hours per day.
- b. Exception: Places of religious worship where providing Day-Care while services are being held in the building shall not comply with day-care requirements.

Note: Georgia Department of Early Care and Learning (DECAL) Licensing may differ (e.g., DECAL consider 18 clients as group day-care).

Facilities under the jurisdiction of the State:

1. Group Day-Care home having **7** to **12** children.
2. Day-Care Center having more than **12** children.

Facilities not under the jurisdiction of the State:

1. Family Day-Care home having less than **7** children (Local Fire Marshal).

New Day-Care / Existing Day-Care

1. Interior floor finishes in existing day care has no requirements, new requires Class I or II for corridors and exits
2. Fire Alarm Emergency forces notification (Central Station Monitoring) in existing day care not required for 100 or less occupant load.
3. Corridor walls in Existing Day-Care = $\frac{1}{2}$ HR, New = 1-HR.

Who is required to submit Plans to the Fire Marshal's Office:

1. New buildings or portions thereof used as Day-Care.

2. Addition made to or used as Day-Care.
3. Alterations, modernizations, or renovations of existing Day-Care.
4. Existing buildings or portions thereof upon change of occupancy to a Day-Care.

What to submit to the State Fire Marshal's Office

1. Day-Care plans (architectural, mechanical, plumbing, site, electrical).
2. 354 Plans Transmittal Letter.
3. Fees.

Architect/Engineer Seal Waiver:

OCGA § 25-2-4 Properly submitted plans shall include two (2) sets of architectural, mechanical, plumbing (if any gas piping is to be used), site (parking, fire hydrants, etc.), and electrical plans on minimum 22"x 34" (Engineering or ANSI D size) sheet of paper and one (1) set of specifications. All plans sheets must bear the seal of Georgia Registered Architect or Engineer. Each page must bear the seal. For minor additions and minor renovations a seal waiver is possible on a case-by-case basis (see OCGA § 43-1524 for more information) provided the total completed construction cost (building, finishes, furnishings, electrical, mechanical, etc.) is less than \$100,000.

- Cost Estimates for NEW Construction can be based upon the total area of the facility times:
 - \$150.00 for 10,000 feet square and less
 - \$.015 x square footage for +10,000 square feet

Mixed Occupancies

Separation of 1 or 2-HR fire barrier fire-resistant walls between Day-Care and any other occupancies, as determined by the 2012 International Building Code are required.

Factors to determine if building requires a sprinkler system

1. Construction type of the building (any type if providing Exit doors leading to outside may exempt).
2. Number of Stories.
3. Age group of the children.

Occupant Load

1. Occupant Load = The floor area assigned for Day-Care usage / Occupant Load Factor (35 ft²).
2. Occupant Load = The floor area assigned for office usage / Occupant Load Factor (100 ft²).
3. Occupant Load = The floor area assigned for Kitchen usage / Occupant Load Factor (100 ft²).

Means of Egress Components:

1. Doors (clear width, panic hardware, etc.).
2. Stairs (handrail, guardrail, treads, risers, etc.).
3. Ramps (maximum elevation between landings, handrails, guardrails, etc.).
4. Corridor [width (mini. 36 in, and maneuvering type for Accessibility requirements 60 in), dead-end issue (20 ft, or 50 ft IF sprinklered), fire resistance (1-HR, or doors leading to outside), ADA requirements, etc.].
5. Number of Exits (minimum of two).
6. Arrangement of means of egress.
7. Travel distance (150 ft, or 200 ft IF sprinklered).
8. Common path (75 ft, or 100 ft IF sprinklered).

GA. Accessibility Code

1. Accessible parking space — regular AND Van accessible, including an accessible route
2. Ramps, Stairs (Change in elevation).
3. Handrail, Guards.
4. Detectable Warning at vehicular areas.
5. Sinks/lavatories shall be accessible.
6. New and renovated restrooms used primarily by children at least 3 years old must be made accessible for children's dimensions
 - Doors shall not swing into the clear floor space of any fixture).
 - Restrooms for children 2 years old and younger are considered diaper facilities
7. Water closets, Grab bars.
8. Drinking Fountains and Water Coolers

Protection from hazards

1. Areas considered as a Hazards area requiring 1-hour fire barrier *and/or* sprinklered.
 - Storage, Janitor closet (1-hour fire barrier *or* sprinklered).
 - Laundry room (1-hour fire barrier *and* sprinklered if more than 100-ft², *or* if less than).
 - Mechanical room [water heater, furnace, etc.] (1-hour fire barrier *or* sprinklered).
2. Kitchen Hood to comply with NFPA 96 (commercial or residential hood)

Interior Finish

1. Interior wall and Ceiling finish (Class A, or Class **B**) classified based on test result of NFPA 255.
2. Interior Floor Finish (Class I, or Class II) classified based on test result of NFPA 255.

Fire Alarm System

1. Day-Care Center shall be provided with fire alarm system, Day-Care Home only requires smoke alarm.
2. Initiation of fire alarm shall be by manual means, by operation of smoke detectors, or any sprinkler system.
3. Notification devices (horn, strobe).

4. Installation of smoke detectors in all corridors, front of doors to stairways, sleeping room (classrooms), and any recreation or lounge areas.

Group Day-Care Home

1. Every story occupied by client shall have not less than two remotely located means of escape. Primary must be a door.
2. Emergency light (No requirements, but recommended).
3. Marking of means of egress (No requirements, but recommended).
4. Protection from Hazards (No requirements).
5. Interior Floor Finish (No requirements).
6. Fire Alarm System (No requirements).

Fire Emergency Response Plan

The facility shall have a comprehensive written fire emergency response plans. Copies of the plan shall be made available to all employees.

Inspections

Fire prevention inspections shall be conducted monthly by a trained senior member of the staff. A copy of the latest inspection report shall be posted in a conspicuous place in the Day-Care facility.

Furnishing and Decorations

Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area.

Staffing

Staff-to-Client Ratio	Age (months)
1:3	0-24
1:4	25-36
1:7	37-60
1:10	61-96
1:12	97+
1:3	Client incapable of self-preservation

Note: Georgia Department of Early Care and Learning (DECAL) staffing requirements may differ from the above. Typically, they are more restrictive. Exceeding the above or DECAL staffing requirements may subject the facility to additional fire safety requirements.

Also Note: This office highly recommends retaining the services of a Georgia Licensed Architect or Engineer for all projects involving new construction, construction of fire rated structural elements and/or substantial renovations to any existing facility. Though a seal waiver request may be entertained, it DOES NOT relieve the applicant of any and all legal and financial responsibility for compliance with applicable codes.

Contact Information

Georgia State Fire Marshal's Office Safety Fire Division
2 Martin Luther King Jr. Drive, West Tower Suite 9702, Atlanta, GA 30334
Primary: (404) 656-2070
Toll-Free: (800) 656-2298
Firemarshal@oci.ga.gov

Georgia Accessibility (OCGA 120-3-20) - <https://ada.georgia.gov/access-and-use-public-facilities-b>

Acceptable Plan Submittal Rules



Subject: Acceptable Plan Submittal

To: All Child Care Providers Seeking Licensure

A properly submitted plan review package **MUST** include two (2) sets of **scaled** architectural, mechanical, plumbing, site, and electrical drawings on minimum **22"x 34"** (Engineering or ANSI D size) sheet of paper. Furthermore, a 354 Plans Transmittal Letter (see enclosed) **MUST** be completely filled out. You must specify the occupant load and the capacity (number of children you will be licensed for by DHR) on this form. Any submittal received without a COMPLETED 354 Transmittal Letter will be returned. This includes addendum, resubmission, and any other item that requires an engineer's review.

In order to serve you in a timely fashion, the following information listed below is required as a minimum to be noted and shown on each set of plans submitted for review and approval by the Georgia State Fire Marshal's Office.

- Site plans noting driveway (show relative elevations), parking, handicap parking, proximity of structure to other structures, distance of structures from other structures, walkways, ramps, stairs, fences, passenger loading zone, and location of air or heating unit on the outside
- Dimensions of **all** rooms
- Label all rooms and their use
- Dimensions of bathrooms (New construction must meet **GA Accessibility Code 120-3-20** requirements. Include elevations of all fixtures)
- Location and sizes of all doors, door width, corridors, and windows with **sill** height. Note which direction door swings, length of halls and corridors
- Location of fire alarm components which include pull stations, horn/strobe units, and fire alarm control panel (**Note Location Where Installed or Plan to Install**)
- Location of all smoke detectors (**Note Location Where Installed or Plan to Install**)
- Location of all exit signs (**Note Location Where Installed or Plan to Install**)
- Location of emergency lighting (**Note Location Where Installed or Plan to Install**)
- Location of portable fire extinguishers (Note size, type, and rating)

- Location of furnace and water heater. If unit is in attic, note location. Note BTU input rating of hot water heater and note CFM and BTU of furnace
- Location and type of stove (residential or commercial appliance)
- Location of all stairs (inside or outside), ramps, and slope of ramps
- Construction type on 354 Submittal Form. **Note: construction materials and components of the structure on the plans** (i.e., load bearing walls, interior walls, columns, etc.)
- Show building cross section (drawing of outside of structure) with elevation(s) related to grade
- Location and size of laundry room (residential or commercial appliances)
- If facility has a storage room, note size of room and what will be stored
- Location of fixed fire protection devices (i.e., cooking hood systems and fire sprinklers)
- Construction type on 354 Submittal Form. **Note: construction materials and components of the structure on the plans** (i.e., load bearing walls, interior walls, columns, etc.)
- Show building cross section (drawing of outside of structure) with elevation(s) related to grade
- Location and size of laundry room (residential or commercial appliances)
- If the facility has a storage room, note size of room and what will be stored
- Location of fixed fire protection devices (i.e., cooking hood systems and fire sprinklers)

In addition to the information above, properly submitted plans **MUST** bear the seal of a Georgia Registered Architect. An engineer's seal is acceptable as provided under Chapter 15 of Title 43, as applicable under the engineer's license. If plans are not sealed, a written waiver request must be submitted to the Commissioner. (Please be advised that waiver of the seal is not an option for construction projects/alterations which costs are greater than \$100,000 per OCG 43-15-24b). ***This request letter must state construction/alteration cost as justification for omission of the seal of a Georgia registered architect/engineer on the submitted plans.*** Also, if the required seal is waived, **YOU** become responsible for **knowing and meeting** all code requirements. ***The letter must also state that you will assume responsibility for compliance with the code requirements.*** This office enforces NFPA 101-Life Safety Code, 2000 edition with Georgia State Modifications 120-3-3 (the office enforced the 1997 edition NFPA 101 before September 10, 2003), and the Georgia Accessibility Code 120-3-20.

Once plans are submitted to this office, they are reviewed in the order they are received. Please be aware that this office reviews plans for the whole state. Therefore, please contact this office for the approximate return time for submitted plans. **Before any construction/ renovation work is started you must have a construction permit and approved plans from this office.**

When you submit your plans to this office they will be reviewed, and comments will be made to inform you exactly what will need to be done in addition to what is drawn on the plans. The comments need to be addressed before a request for inspection is made. When your construction is 80% complete, you will need to request an inspection in writing.

At that time, a Fire Safety Compliance Officer will schedule an inspection with you. When you reach 100% completion and all code requirements are in compliance, the final inspection can be requested. If you are in compliance, you will be issued a certificate of occupancy, which in turn can be shown to **DECAL** to complete licensure.

If you have any questions or require further assistance, please call the Office of Commissioner of Insurance Safety Fire Division office at 404-656-2064.

Data on Fires That Occurred in Child Care Facilities

Type of Fire	2006	2007	2008	2009	2010
Building fire	7	11	12	17	12
Fires in structures other than a building	1	0	1	0	0
Cooking fire/grease, confined to a container	5	14	8	8	21
Fuel burner/boiler malfunction, fire contained	1	0	0	0	0
Passenger Vehicle fire	1	7	4	3	3
Brush. Brush & grass mixture fire	1	4	3	0	0
Grassfire	1	2	1	0	2
Outside rubbish fire	1	1	2	1	1
Dumpster/outside trash receptacle	4	0	1	0	0
Outside Equipment fire	0	1	1	1	0
Fire, other	5	0	4	0	0
Total	27	40	37	30	39
Dollar Loss	\$36,610	\$28,817	\$135,150	\$929,800	\$261,697
Casualties (Fire Service & Civilian)	0	0	0	1 injury	1 fatality 4 injuries

DECAL Contact Information



2 Martin Luther King Jr. Drive, SE, Suite 670, East Tower, Atlanta, Georgia 30334
www.dec.state.ga.us

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

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.ore/>



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) 4794166

https://www.qualitycareforchildren.ore

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, Till, Turner, Upson, Webster, Wilcox, Worth

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

Contact:

Toll Free 1-866-833-3552

Fax (229) 500-4895

<http://www.asurams.edekerr/>

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, Toombs, 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.cerrofsoutheastge.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

