

Child Care Learning Center

PARENT HANDBOOK



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

Important Information for Parents and Guardians

Dear Parent:

This child care learning center (CCLC) is licensed with the Georgia Department of Early Care and Learning, to provide child care for 7+ children for pay.

This CCLC is required to keep certain information on file in the interest and for the protection of the children enrolled. You can help by providing the following in the CCLC:

1. The information requested on the Child Enrollment Record including Emergency & Illness Contact Information, Medical Emergency Statement, Travel Permission, Child Schedule & Interest Information.
2. A copy of your child's current immunization record.
3. Written permission from you at any time that the CCLC is asked to administer medicine to your child.
4. A formula and feeding schedule for your child if he/she is under one year of age

What does it mean to be licensed as a child care licensing center?

Georgia law requires any place operated by an individual or any business entity recognized under Georgia law wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, seven or more children under 18 years of age and which is required to be licensed. Child Care Learning Center also includes any day care center previously licensed by the Department of Human Resources and transferred pursuant to Code Section 20-1A-1 et seq. The Georgia Department of Early Care and Learning licenses and monitors child care learning centers under the Rules and Regulations for Child Care Learning Centers Chapter 591-1-1.

A licensing system that has been established by Georgia's Department of Early Care and Learning (DECAL) enables child care learning centers (CCLC) to come into compliance with the Child Care Learning Centers Rules and Regulations. A CCLC continuously monitors for rule compliance and certifies that the CCLC will maintain compliance with the Rules and Regulations for Child Care Learning Centers.

The CCLC director, all staff and provisional staff, and any other adult who assists in the care of children must obtain satisfactory comprehensive records check determinations.

All Licenses are issued by Bright from the Start: Georgia Department of Early Care and Learning. The CCLC is required to renew its' license annually by paying a licensing fee which is determined by the number of children the CCLC is licensed to house.

What are the rules for child care learning centers?

The rules and regulations cover such areas as the staff's training and qualifications, admission of the children to the program, health and safety, nutrition and food service, activities, safe sleeping and resting, building hazards, playgrounds, transportation, and equipment. The child care learning center will have a copy of the Rules and Regulations for Child Care Learning Centers for you to view upon request. The child care learning center will have a copy of the Rules and Regulations for Child Care Learning Centers for you to view upon request. You may also view the Child Care Learning Center Rules and Regulations by visiting our website at: www.decal.ga.gov.

SELECTING A CHILD CARE LEARNING CENTER FOR YOUR CHILD

Choosing child care is one of the most important decisions a family will make. Families can make informed decisions by visiting programs and obtaining current information.

Study after study has highlighted the importance of early quality care and its effects on a child's health, development, and education. Questions about finding quality child care? Call 1-877-ALL GA Kids (1-877-255-4254). To search for child care, look at monitoring visits, and view additional information about child care programs, go to families.decal.ga.gov/ChildCare/Search.

Other important things to consider are:

- You have talked personally with the Director, and you are satisfied that the way the center staff cares for children fits in with your beliefs about child care.
- You have physically visited the center on multiple occasions during different times of the day to get a feel for the staff/child interactions and atmosphere.
- The center is a pleasant place where spending the day would be comfortable and fun.

- The center has clean, safe places that are in good repair for the children to play, both inside and outdoors.
- There are enough toys and equipment for children to have choices and activities are provided for the children to have an opportunity to learn from a variety of items.
- Well-balanced meals and snacks are served.
- The center environment appears to be free from hazards that could prove dangerous to the child. For example:
 - Cleansers and medicines are out of reach
 - Extension cords are not in use
 - Outdoor play area is fenced or protected from the street and water hazards
- Discipline techniques are not harmful, injurious or humiliating to the child.
- There is a comfortable, clean place for naps.
- Infants are taken out of their cribs during the day, are held and cuddled, and given opportunities for age-appropriate activities are provided.
- Children are encouraged to learn self-help skills in dressing, feeding, and toileting.
- Plans for each day include indoor and outdoor time, quiet and active games and a variety of different activities.
- The center readily supplies parents with information about menus, the daily schedule, and recent Child Care Services monitoring visits.
- Staff show interest in each child and their professional development.

Are child care learning centers visited by the Department of Early Care and Learning?

All child care learning centers are inspected by Child Care Services (CCS) of the Georgia Department of Early Care and Learning (DECAL) a minimum of two times per year for a licensing study and a monitoring visit. Additional visits are made, if necessary, with all complaints being investigated. It is extremely important that you, as a parent, be aware of the quality of care being provided for your child. Parents have the right to go into any area of the center used by their child for child care any time during the center's operating hours when their child is present. Parents are also encouraged to ask centers to share documentation from their most recent visit completed by a CCS consultant. Parents can also go online to view facility visits at our website, www.dec.state.ga.us.

Bright from the Start: Georgia Department of Early Care and Learning contact information for concerns or complaints:

Please visit our website at: [Child Care Services](#)
General Information or Report a Complaint (404) 657-5562 or ChildCareServices@dec.al.ga.gov

Mailing addressing:
Bright from the Start:
Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE
670 East Tower
Atlanta, GA 30334

Child Enrollment Record

On the following pages you will find the Child Enrollment Record. You must complete an individual Child Enrollment Record for each child enrolled in the child care learning center. The parent/guardian of the child is to provide current and complete information on the form as requested, ensuring that the program is notified when changes are made. Included with the form is an Infant Feeding Plan, which should be completed in addition to the Child Enrollment Record if you are enrolling a child under the age of 1 year.

SAMPLE CHILDREN'S ENROLLMENT FORM

Entrance Date _____ Withdrawal Date _____

Child's Name _____ Sex Age _____ Date of birth _____

Home Address (Street) _____

City _____ State _____ Zip _____

Home Phone Number _____

Father's Name _____ Home Phone Number _____

Father's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Father's Place of Employment _____ Work Phone _____

Employer's Street Address _____ City _____ State _____ Zip _____

Mother's Name _____ Home Phone Number _____

Mother's Home Address (if different from child's) Street _____

City _____ State _____ Zip _____

Mother's Place of Employment _____ Work Phone # _____

Employer's Street Address _____ City _____ State _____ Zip _____

Child's Living Arrangements: (check one) ☐ Both Parents ☐ Mother ☐ Father ☐ Other

Child's Legal Guardian(s): (check one) ☐ Both Parents ☐ Mother ☐ Father ☐ Other

The child may be released to the person(s) signing this agreement or to the following:

*Name

Address

(Street-City-State-Zip)

Telephone Number _____ Relationship to child _____

Relationship to Parent(s) or Guardian _____

Other identifying information (if any) _____

*Name

Address

(Street-City-State-Zip)

Telephone Number _____ Relationship to child _____

Relationship to Parent(s) or Guardian _____

Other identifying information (if any) _____

Persons to contact in the case of emergency when parent or guardian cannot be reached:

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name _____ Telephone Number _____

Name of Public or Private School child attends, if any: _____

Child's doctor or clinic name _____

Doctor/clinic phone # _____

My child has the following special needs _____

The following special accommodation(s) may be required to most effectively meet my child's needs while at the center: _____

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: _____

EMERGENCY MEDICAL AUTHORIZATION

Should (child's name) _____ Date of birth _____
suffer an injury or illness while in the care of (Facility name) _____
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.

Parent/Guardian:

Date:

Signature

Facility Administrator/Person-In-Charge

Date:

Signature

Parental Agreements with Child Care Facility

The _____ agrees to provide child care for
(Name of Facility)
_____ on _____ a.m. to _____ p.m.
(Name of Child) (Days of Week)
from _____ to _____
(Month) (Month)

My child will participate in the following meal plan (circle applicable meals and snacks):

Breakfast
Morning Snack
Lunch
Afternoon Snack
Evening Snack
Dinner
Bedtime Snack

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; dosages; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

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.

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.

The facility agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my child.

The _____ agrees to obtain written authorization from me before my 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.

I authorize the child care facility to obtain emergency medical care for my child when I am not available.

I have received a copy and agree to abide by the policies and procedures for

(Name of Facility)

I understand that the facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is encouraged in facility activities.

Signed: _____ Date: _____
(Parent/Guardian)

Signed: _____ Date: _____
(Facility Administrator/Person-In-Charge)

INFANT FEEDING PLAN

Child's Full Name _____ Date _____

Date of Birth _____

Does the child take a bottle? Yes ☐ No ☐
Is the bottle warmed? Yes ☐ No ☐
Does the child hold own bottle? Yes ☐ No ☐
Can the child feed self? Yes ☐ No ☐

Does the child eat: (check all that apply)

Strained Foods ☐ Whole Milk ☐
Baby Foods ☐ Table Food ☐
Formula ☐ Other ☐

What type formula used, if applicable? _____

Amount and time of formula/breast milk to be given? _____ Date _____

UPDATED AMOUNTS OF FORMULA/BREAST MILK TO BE GIVEN			
DATE	TIME	AMOUNT	TYPE

Does the child take a pacifier? Yes ☐ No ☐ If yes, when? _____

INTRODUCTION OF SOLID FOODS

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 met appropriate developmental skills for the introduction of solid foods? Yes ☐ No ☐ Parent Initials: _____

The child has reached the following developmental skills:

Can hold his/her head steady? Yes ☐ No ☐
Opens mouth/leans forward in anticipation of food offered? Yes ☐ No ☐
Closes lips around a spoon? Yes ☐ No ☐
Transfers food from front of the tongue to the back and swallows? Yes ☐ No ☐

Instructions for the introduction of solid foods _____

Food likes _____

Food dislikes _____

Allergies? (including any premixed formula) _____

UPDATED AMOUNTS/TYPE OF FOOD TO BE GIVEN		
TIME	AMOUNT	TYPE

Any updated instructions regarding adding new foods or other dietary changes, please list as needed. _____

PARENT'S SIGNATURE: _____ **Date:** _____

Safe Sleep Practices Policy

Child's name: _____ Date of birth: _____

Parent/Guardian name: _____

Safe Sleep Practices/Policies:

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

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

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

Signature _____ Date _____