

Change of Ownership Application Walkthrough for Child Care Learning Centers

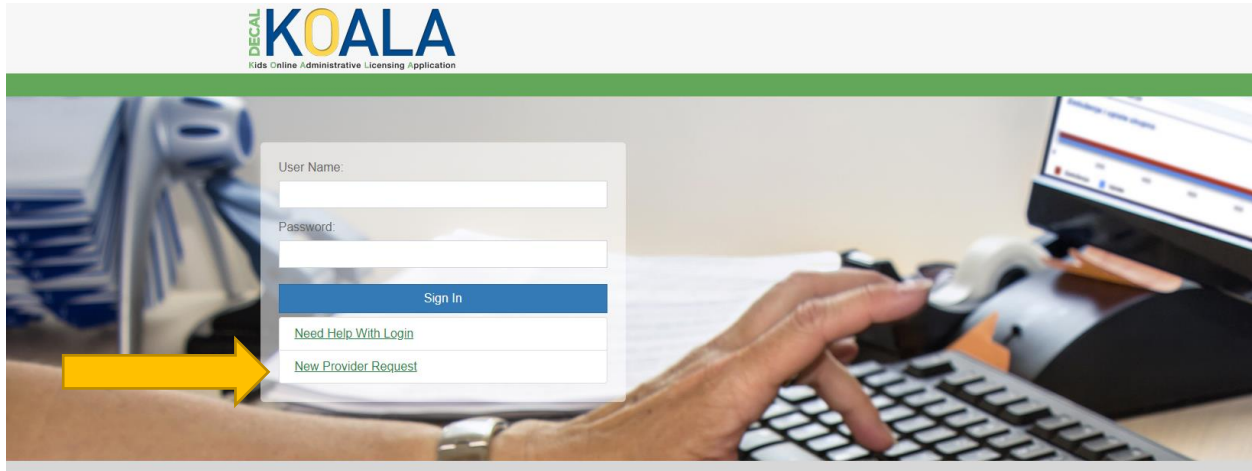


Georgia Department of Early Care and Learning
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404-657-5562
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Revised October 2024

Change of Ownership Online Application Walkthrough

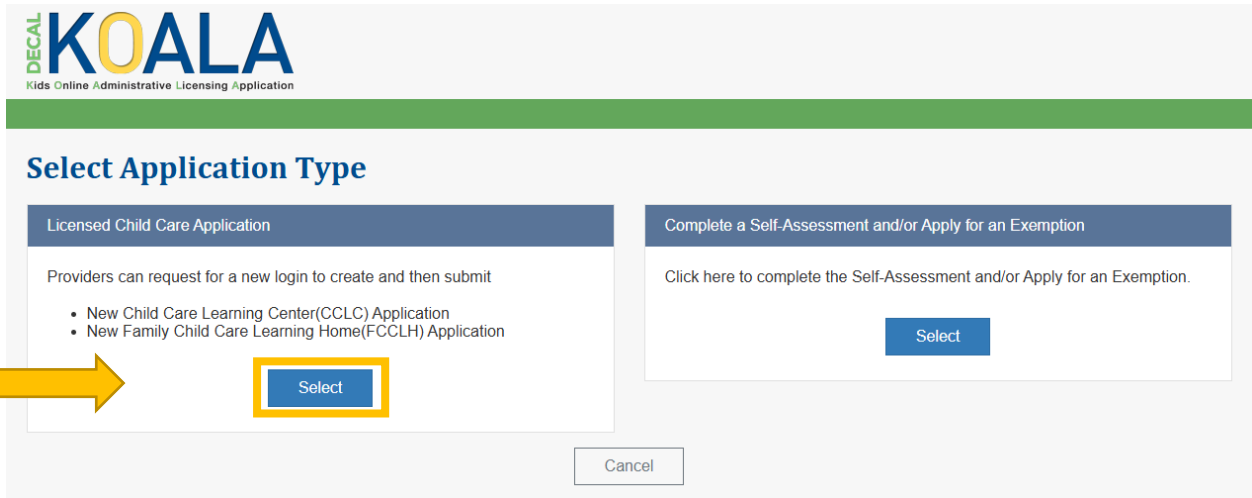
1. To start a Change of Ownership application, select New Provider Request.



Bright from the Start is continuing its commitment to provide excellent customer service, increase communication and simplify administrative processes. DECAL KOALA is an online resource that is available to all licensed child care programs, approved exempt programs and registered support centers. When you activate your DECAL KOALA account, you can log in online to view and update specific information about your program(s), enter additional email addresses, pay license fees (if applicable), print your license or registration certificate and more.

If you have questions, comments or need support, send an email to decalkoala@decals.ga.gov

2. Select the Licensed Child Care Application to apply for a new Child Care Learning Center (CCLC) renewable license.



Select Application Type

Licensed Child Care Application

Providers can request for a new login to create and then submit

- New Child Care Learning Center(CCLC) Application
- New Family Child Care Learning Home(FCCLH) Application

Select


Complete a Self-Assessment and/or Apply for an Exemption

Click here to complete the Self-Assessment and/or Apply for an Exemption.

Select

Cancel

- Two questions will need to be answered before proceeding. These questions are to confirm that this is a Child Care Learning Center application and not a Family Child Care Learning Home application. Once answered you will be directed to the next screen automatically.



Select Application Type

Child Care Learning Center Application

Providers can request for a new login to create and then submit a new Child Care Learning Center Application.

Select

Is the program located at a private residence?

☐ Yes

☒ No

Is this program going to be located in a commercial building or has commercial zoning?

☐ Yes

☐ No

Exemption Application

Providers can request for a new login to create and then submit a new exemption application.

Select

Cancel

- Enter the Name, Address, or Provider Number for the Center that you are purchasing and click on Search. If not found refine the search until it is found. Not all fields have to be filled out to search.



Child Care Learning Center (CCLC) Application

Providers can request a new login to be generated for a new Child Care Learning Center (CCLC) to submit a CCS Application online in DECAL KOALA

- New Initial Application
- New Change of Ownership

Note: For a new **Change of Location** for a currently licensed CCLC, login to DECAL KOALA and you can select a COL application from the Facility Update Screen

*Family Child Care Learning Home (FCCLH) ASU Applications are not yet online, see the following link for information.
<https://www.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx>

Provider Number:


Facility Name:

Facility Address:

Facility Zip:

Search Cancel

- In the populated list to the right of the Center being purchased, click on the Change of Ownership button.



DECAL KOALA
Kids Online Administrative Licensing Application

Child Care Learning Center (CCLC) Application

Providers can request a new login to be generated for a new Child Care Learning Center (CCLC) ID to submit a CCS Application online in DECAL KOALA

- New **Initial Application**
- New **Change of Ownership**

Note: For a new **Change of Location** for a currently licensed CCLC, login to DECAL KOALA and you can select a COL application from the Facility Update Screen

- For an Initial application you will click on "Generate New CCLC ID" after you have searched for the program to ensure it is not already in the system.
- For a Change of Ownership application please search for the program that the new owner is acquiring.

*Family Child Care Learning Home (FCCLH) ASU Applications are not yet online, see the following link for information.
<https://www.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx>

Provider Number:

Facility Name:

Facility Address:

Facility Zip:

	Provider Number	Facility Name	Address	County	
Login	CCLC-51313	Xavier School for Gifted Students	1407 Graymalkin Lane Hahira, GA - 31632	Lowndes	<input type="button" value="Change of Ownership"/>

Don't see your program location then click

6. After reading the descriptions and ensuring that you wish to proceed with a Change of Ownership application, please select the [Continue to Change of Ownership Application](#) button at the bottom of the page.

Change of Ownership Application For Decal

(CCS, Pre-K, Nutrition, CAPS and Quality Rated)

Applicant Services Unit (ASU) Phone:
(404) 657-5562

Applicant Services Unit (ASU) Email:
CCSASUAdmin@decals.ga.gov

Change of Ownership Application

A **Change of Ownership** application is needed when one of the following occurs:

An Owner creates a new Corporation (INC) or Limited Liability Company (LLC).

- The owner(s) remain the same with no change in officers within the new INC/LLC.
- The same Director and all staff remain in place.

An INC/LLC is completely different than the previous owner.
The Director and staff remain in place and/or new staff are hired.

A change in type of Corporation with the same people involved (ex: LLC to INC).

An Individual Owner creates an LLC or Inc.
The same Director and staff remain in place.

An Unincorporated Association creates an LLC or Inc.
The same Director and staff remain in place.

A General Partnership creates an LLP, LLLP, LLC or Inc.
The same Director and staff remain in place.

*Please note, all corporations involved in a transaction of licensure, either a current license holder or future license holder, must be listed as active/complaint with the Secretary of State Office for Georgia www.sos.ga.gov/corporations.

*Be prepared to upload the following document with the Change of Ownership Application (the documents below can be found in application guide on <https://www.decals.ga.gov/BfTS/FormList.aspx>)

DECAL Program benefits do not automatically transfer to the new owner.

[Continue to Change of Ownership Application](#)

Cancel

Amendment Application

An **Amendment** with the Region can occur in lieu of a Change of Ownership when the following occurs:

New officers are identified with the current Corporation and the Employee Identification Number (EIN) stays the same.

A change in the Legal Name of the owning entity with the same people involved.

- Corporate officers/management and staff of the facility remain the same.
- The EIN number remains the same.

An update was made from a SSN to an EIN number to match a Legal Name.

- The owning entity, officers/management and staff of the facility remain the same.

Example: Sole Proprietor issued an EIN with their SSN by IRS and was updated/changed and an EIN number was issued.

Purchase of shares/subsidiaries of a corporation.

- No changes in the EIN number, operations of the facility, and entities involved.

Example: ABC Group invests in DEF, LLC and its subsidiaries.

[Login to Continue](#)

7. Enter the information for the person responsible for completing the application. Ensure the email address used is accessible, it will be where the DECAL Koala login information is sent.
8. New applicants must complete the Change of Ownership Orientation course. The certificate of completion is a mandatory upload. *It is highly recommended to take the orientation before completing the online application*



CCLC - Change of Ownership Provider

Enter the following contact information to get a DECAL KOALA Id created

First Name <input type="text"/>	Program Address <input type="text" value="2400 Daniels Bridge Rd."/>		
Last Name <input type="text"/>	Address 2 <input type="text"/>		
Program Name <input type="text"/>	City <input type="text" value="Athens"/>	State <input type="text" value="Georgia"/>	Zip <input type="text" value="30606"/>
Program Email <input type="text"/>	Phone <input type="text" value="(xxx) xxx-xxxx"/>		Phone Ext <input type="text"/>

Location Change? **No**

➔ **COO Training Information: PLEASE READ** ➔

Before submitting the Change of Ownership application, an applicant must complete and upload the certificate earned after completing the Change of Ownership Orientation. The Orientation certificate is a mandatory upload, and the application cannot be submitted without it. The orientation provides instruction on the application process and gives an overview of the Department's regulations that relate to the operation of early child care learning centers.

There is no charge for the course, and it is available in both English and Spanish. You can complete the required Change of Ownership Orientation online and at your own pace. Registration through [GaPDS](#) is required.

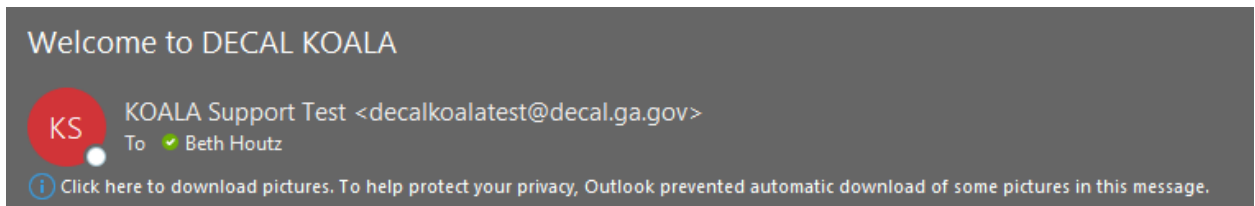
9. After receiving this message, check your email, use the link to log in, and create a password for your DECAL Koala account.



Your request for a new CCLC provider account has been submitted successfully. You will be receiving an account activation email which should be used to login and submit the CCLC application.

Continue

Below is an example of the email you will receive. [Single-click](#) on the link to activate your account. If you double-click it the link will think it has already been used and will not let you set a password.



User Name: CCLC-65053

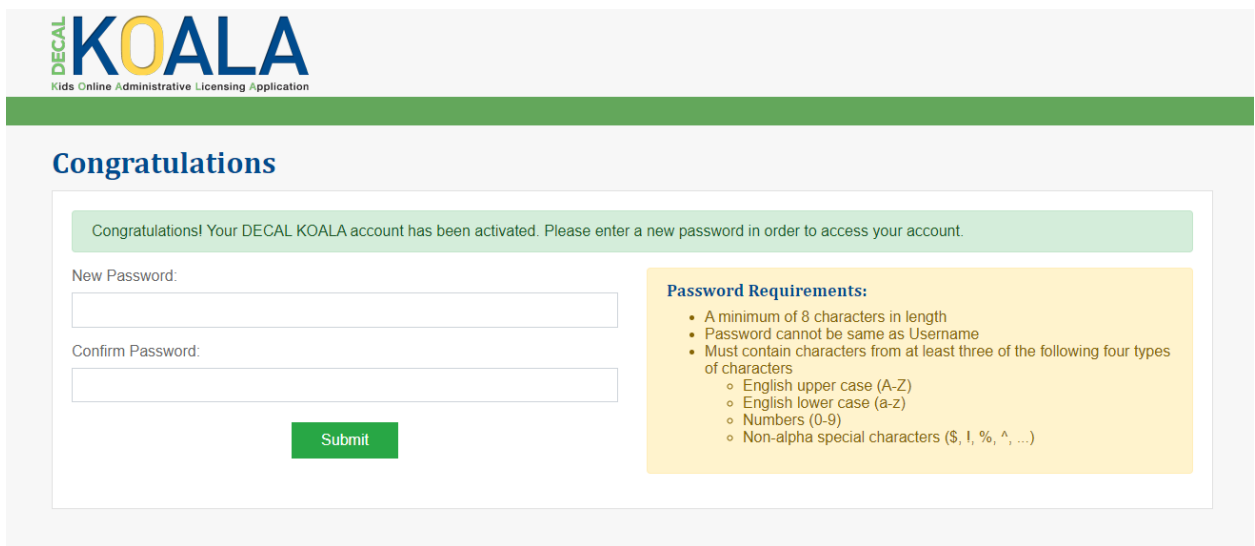
[Single Click here](#) to activate your account and return to the DECAL KOALA website to login with the user name shown above.

If clicking the link above doesn't work, copy and paste the following URL into your browser:

<https://dcle2-decalkoaladev-test.azurewebsites.net/Activate/b9cde766-fc73-ee11-a847-000d3ae2f87b>

Note: You will be unable to login to the DECAL KOALA website until this step has been completed.

10. The link in the email will direct you to this page where a new password is required for the DECAL Koala account.

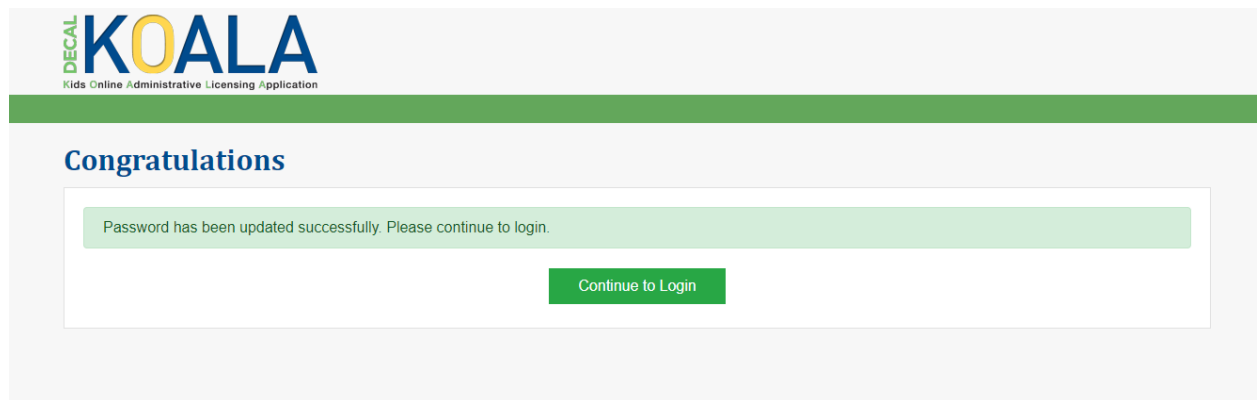


The screenshot shows the DECAL KOALA website. At the top is the logo "DECAL KOALA" with the tagline "Kids Online Administrative Licensing Application". Below the logo is a green bar. The main heading is "Congratulations". Below this is a light green box with the text: "Congratulations! Your DECAL KOALA account has been activated. Please enter a new password in order to access your account." Below this box are two input fields: "New Password:" and "Confirm Password:". To the right of these fields is a yellow box titled "Password Requirements:" which lists the following:

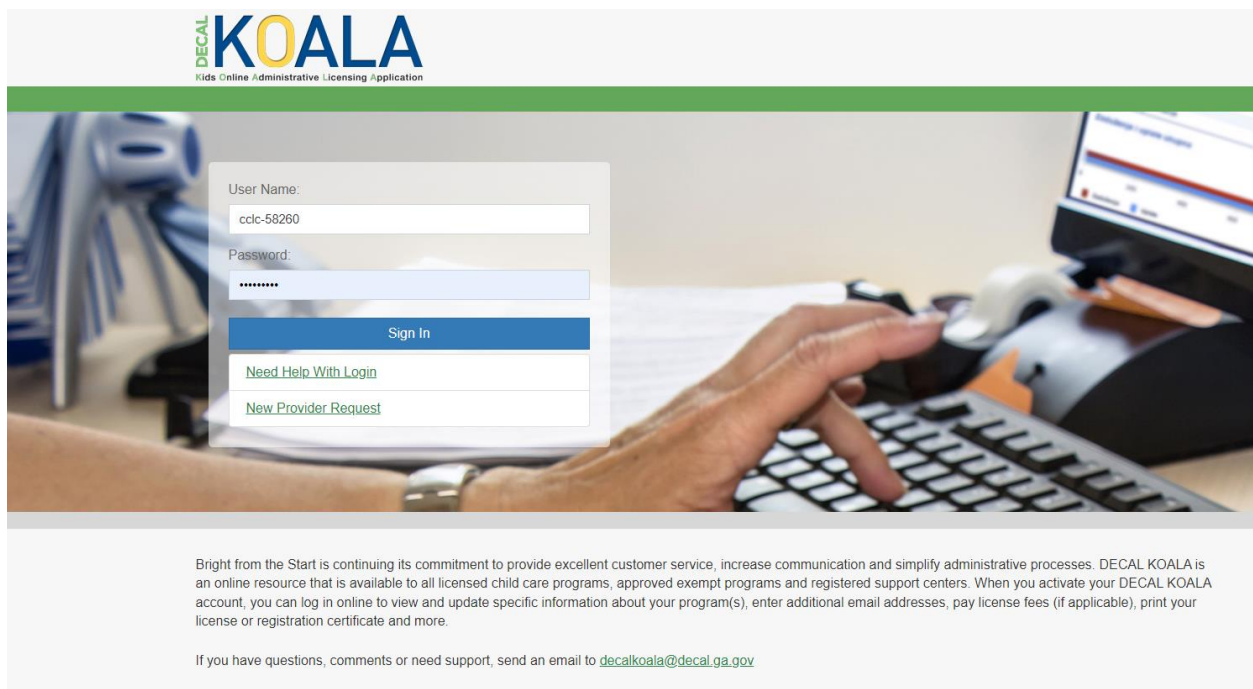
- A minimum of 8 characters in length
- Password cannot be same as Username
- Must contain characters from at least three of the following four types of characters
 - English upper case (A-Z)
 - English lower case (a-z)
 - Numbers (0-9)
 - Non-alpha special characters (\$, !, %, ^, ...))

 Below the input fields is a green "Submit" button.

11. Once a password has been created you will be redirected to this page. Click on [Continue to Login](#) to log into your account and begin the application.



12. Login to your account using the NEW CCLC number as the username and the password created.



Once logged into the DECAL Koala account you will be taken directly to the application. The application is divided into tabs. **At the bottom of each tab is a Save button, you must click on the Save button to save your progress, the application will not save automatically.** You may log in and add to the application at different times. You do not need to complete the application in one sitting unless desired.

13. Under the Owner & Programs Applied tab select the type of ownership. If the owner is registered with the Secretary of State (Corporation, LLC, or Limited Partnership), or if you currently own an existing licensed or exempt center then the owner's name should match up. In the Full Name of Legal Owner box, start typing the owner's name and it will populate a list from the Secretary of State database. Select the owner associated with the Center.

Application ▾

CCLC Application - Ownership Information

Submit this online application on or before Jul 26, 2024

[COO Applicant Guide](#)



Owner & Programs Applied

Associated Providers

Provider Information

Operating Details

Documents

Disclosures

Ownership Information

Ownership Type

Select--> ▾

- Select-->
- Unincorporated Association
- Corporation
- Government
- LLC
- Limited Partnership
- Individual
- General Partnership

☐ No


Full Name of Legal Owner:

EIN

Effective Date(of ownership change/ date of legal transition)

mm/dd/yyyy 

14. Select if the new center is for-profit or non-profit (usually a 501(c)3), enter the EIN of the new center, indicate if the center is currently operating, and then enter the effective date of the ownership change (usually the legal closing date).




CCLC-63110 | Tony Stark ▼

Application ▼

CCLC Application - Ownership Information

Submit this online application on or before Jul 26, 2024

[COO Applicant Guide](#) 

Owner & Programs Applied

Associated Providers

Provider Information

Operating Details

Documents

Disclosures

Ownership Information

Ownership Type

Select--> ▼

Full Name of Legal Owner:

Profit Indicator:

Select--> ▼

EIN


Currently Operating?

☐ Yes

☐ No

Effective Date(of ownership change/ date of legal transition)

mm/dd/yyyy



15. If applying for Quality Rated or if applicable, a Georgia's Pre-K classroom transfer (only if there is an existing Pre-K class) check the box for that program. Additional documents will be required for upload if these are added. *A transfer request is not a guarantee of approval.*

If interested in applying for CAPS or CACFP a separate application specific to those programs will need to be completed. For more information regarding applying for these programs please click on the link to their website provided in the application.

If you select Georgia's Pre-K or Quality Rated, you will see additional tabs for those programs in your application after you click on Save.

****Remember to click on Save before moving on to the next tab.****

Application For: (Select all that apply)

☒ **Licensing (CCLC)**
591-1-1-.16(d) - License or Permit is Non-transferable. A License or Permit to operate a Child Care Learning Center is not transferable in any way. Each License and Permit shall be returned to the Department immediately upon the expiration, suspension, revocation, restriction of the License or Permit or closure or termination of the operation.

☐ **Georgia's Pre-K**
Georgia's Pre-K Program is generally non-transferable. When a center is sold after entering into a Georgia's Pre-K grant agreement with Bright from the Start, change of ownership requirements must be met as determined by Bright from the Start before a determination can be made as to the transferring of the Pre-K program to the new owner. Entities applying for transfer of classes must be agents who are eligible to receive prekindergarten funds as specified in the Georgia's Pre-K Program Providers' Operating Guidelines. A request to continue services does not guarantee continuation of funding for the new owner. Funding decisions are at the discretion of Bright from the Start. For more information, go to <https://www.dec.state.ga.us/PreK/OwnershipChangeRequest.aspx>.

☐ **Quality Rated**
Quality Rated is Georgia's system to determine, improve, and communicate the quality of programs that provide child care. Similar to rating systems for restaurants and hotels, Quality Rated assigns one, two or three stars to early education and school-age care programs that meet or exceed the minimum state requirements. Programs that are interested in becoming Quality Rated may go to <https://qualityrated.dec.state.ga.us/> for more information and to register for an account.

☐ **Child and Adult Care Food Program (CACFP)**
The Child and Adult Care Food Program (CACFP) is a federal nutrition program funded by the United States Department of Agriculture (USDA) to ensure children and adults throughout Georgia have access to nutritious meals while they are in a day care setting. Participation in the CACFP is not transferrable and the agreement with the previous owner is no longer valid. New owners must apply to participate in the CACFP and sign a new program agreement with Bright from the Start: Georgia Department of Early Care and Learning. For more information, organizations interested in participating in the CACFP may visit <http://www.dec.state.ga.us/CACFP/BecomingASponsor.aspx#Who>.

☐ **Childcare and Parent Services (CAPS)**
Childcare and Parent Services (CAPS) is Georgia's subsidized child care program administered by Bright from the Start: Department of Early Care and Learning (DECAL.) CAPS assists low-income families with the cost of child care to support Georgia's school readiness goals. CAPS is available in all 159 counties within Georgia. Programs interested in receiving CAPS as a Family Child Care Learning Home or a Child Care Learning Center may visit <http://www.dec.state.ga.us/CCS/StartingACenter.aspx>.

Save

Cancel

Next

16. Under the Associated Providers tab answer the questions. If the response is yes, then additional information will be needed.

CCLC Application - Associated Providers

Submit this online application on or before Nov 19, 2024

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Provider Information	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
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Have you been involved in the operation of (owner/director) of another child care center, family care learning home, or have an exemption program?

Do you have any location(s) that you have been involved within the State of Georgia?

☒ Yes
☐ No

Provider Number:
 Facility Name:
 Facility Address:
 Facility Zip:

Do you have any program(s) owned by you or a person involved in your corporation had a license revocation or application denial occur in another state?

☒ Yes
☐ No

Year:
 State:

Add Out of State Provider

☒ Yes
☐ No


17. Under the Provider Information tab, the first section will have the mailing address pre-populated. Please enter the applicant's contact information.

Application ▾

CCLC Application - Provider Information

Submit this online application on or before Nov 19, 2024

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Provider Information	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
--------------------------	----------------------	----------------------	-------------------	---------------	-------------------	-----------	-------------

Applicant Contact

Salutation:
 First Name:
 M.I.:
 Last Name:
 Mailing Address:

Title:
 Contact Email:
 Address 2:

Phone:
 Ext:
 Secondary Phone:
 Ext:
 City:
 State:
 Zip:

18. The Facility Information and Person Legally Responsible will pre-populate based on the information in DECAL's system. If the mailing address is the same as the Applicant's Address, please check the box. If different, please enter the correct address.

*For any mailing address outside the State of Georgia you will need to enter the mailing address as it will not populate. Begin by changing the State to the appropriate State.

*If the prepopulated information needs to be modified, you may do so.

Facility Information (DBA/Facility name, new name if changing)									
Program Name Looney Tunes									
Program Email email@gmail.com		Website		Phone (222) 555-5555		Ext		Fax Number (xxx) xxx-xxxx	
Facility Address 2400 Daniels Bridge Rd.				Mailing Address <input type="checkbox"/> Same as Applicant Address					
Address 2				Address 2					
City Athens		State Georgia		Zip 30606		City Select-->		State Select-->	
County Oconee									

Person Legally Responsible									
Salutation Select		First Name Owner's name		M.I.		Last Name Rabbit		Mailing Address 145 E. Magnolia Ave., Suite 208	
Title Select-->		Contact Email email@gmail.com							
Phone (xxx) xxx-xxxx		Ext		Secondary Phone (xxx) xxx-xxxx		Ext		City Auburn	
								State Alabama	
								Zip 36830	

19. If located in the DECAL system, the Building Owner and Licensed Program Director information will be prepopulated. If the prepopulated information needs to be modified, you may do so.

Building Owner

Do you own the building in which the program is housed?

☐ Yes

☒ No

Landlord Name

Charles Xavier

Landlord Mailing Address

5555 Peachtree Dunwoody Cir

Address 2

City State Zip

Atlanta Georgia 30342

Licensed Program Director

Salutation First Name Last Name SSN DOB

Select--> Jessica Rabbitt 123-45-6789 01/01/2020

Previous Save Cancel Next

20. Please ensure the Social Security Number entered for the Program Director is accurate to ensure the correct Comprehensive Record Check is pulled. If the prepopulated information needs to be modified, you may do so.

Licensed Program Director

Salutation First Name Last Name SSN DOB

Select--> James Howlett 555-55-5555 01/08/1969


Previous Save Cancel Next

21. The previous center's Operating Details will be prepopulated but may be modified by the new owner on this tab.

***Remember to click on Save before moving to the next tab.**

Application ▾

CCLC Application - Operating Details



Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-----------	-------------

Months of Operation

- ☒ January
- ☒ February
- ☒ March
- ☒ April
- ☒ May
- ☒ June
- ☒ July
- ☒ August
- ☒ September
- ☒ October
- ☒ November
- ☒ December
- ☐ Other School Break

All Year
School Year
Summer

Days of Operation

- ☐ Sunday
- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday

All Week
Weekdays
Weekend

Weekday Hours

Open

06:00 AM

Close

06:30 PM

Weekend Hours

Open

08:30 AM

Close

04:00 PM

Summer Hours

Open

--:-- --

Close

--:-- --

Additional Hours

Open

--:-- --

Close

--:-- --

Select each of the program services that will be offered (Note: Items disabled can only be updated by Decal)

Services	Transportation	Ages Served
<input type="checkbox"/> Accepts Child Care Subsidies (CAPS) <input type="checkbox"/> CACFP <input checked="" type="checkbox"/> Drop-In Care <input type="checkbox"/> Religion-based <input type="checkbox"/> SFSP	<input type="checkbox"/> To/From Home <input type="checkbox"/> To/From School <input checked="" type="checkbox"/> Afterschool Only (PM Only) <input type="checkbox"/> Georgia's Pre-K Only <input type="checkbox"/> Near Public Transportation <input type="checkbox"/> On School Bus Route <input checked="" type="checkbox"/> Field trips <input type="checkbox"/> Before and after school	<input checked="" type="checkbox"/> Infant (0 -12 months) <input checked="" type="checkbox"/> Toddler (13 months - 2 years) <input checked="" type="checkbox"/> Preschool (3 years - 4 years) <input type="checkbox"/> Georgia's Pre-K (4 Years) <input checked="" type="checkbox"/> School Age (5+)

Previous

Save

Cancel
Next

Additional Tabs for Quality Rated and Georgia's Pre-K will appear next. These tabs will only populate if the program is selected at the beginning of the application.

Quality Rated Tab (if applicable)

1. If the center being purchased was Quality Rated the information such as the Rating and Rating Expiration Date will be prepopulated. The current and target ages served will also be prepopulated based on what was entered into the application.
2. Please enter the number of staff remaining and leaving the program.
3. Indicate if the current Director is remaining with the center.

CCLC Application - Quality Rated Information

Submit this online application on or before Nov 09, 2023

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
--------------------------	----------------------	-----------------------	-------------------	---------------	-------------------	-----------	-------------

Quality Rated & Staff Information

DO NOT CREATE A NEW QUALITY RATED ACCOUNT IF REQUESTING A RATING TRANSFER OR ANY OTHER QR DATA TRANSFER TO A NEW LICENSING NUMBER!

Quality Rated is Georgia's system to determine, improve, and communicate the quality of programs that provide child care. Similar to rating systems for restaurants and hotels, Quality Rated assigns one, two or three stars to early education and school-age care programs that meet or exceed the minimum state requirements. Programs that are interested in becoming Quality Rated may go to <https://qualityrated.decal.ga.gov/> for more information and to register for an account.

Previous Owner Quality Rated Information

Current Quality Rated Status

Current Portfolio Status

Current CAPS/Quality Rated Standing

Rating Expiration Date

04/12/2026

Date Rated

04/12/2023

Cohort

Quality Rated

- ☒ Yes
☐ No



Current Ages Served

- ☒ Infant (0 -12 months)
- ☒ Toddler (13 months - 2 years)
- ☒ Preschool (3 years - 4 years)
- ☒ Georgia's Pre-K (4 Years)
- ☒ School Age (5+)

Target Ages Served

- ☒ Infant (0 -12 months)
- ☒ Toddler (13 months - 2 years)
- ☒ Preschool (3 years - 4 years)
- ☒ Georgia's Pre-K (4 Years)
- ☒ School Age (5+)

Number of Staff Leaving

Number of Staff Remaining

Is the Director/Leadership remaining with the program?

4. Answer the questions regarding planned changes to the building structure, playground(s), curriculum, or operating hours. If there are any changes planned, then select YES. A comment box will populate, please briefly describe the changes.
5. If there are no changes planned, then select NO.

Change of OwnerShip/Change of Location Transfer Information

Changes to the building structure planned?

- ☐ Yes
☐ No

Changes to the playground(s) planned?

- ☐ Yes
☐ No

Changes to the curriculum planned?

- ☐ Yes
☐ No

Changes planned for the operating hours?

- ☐ Yes
☐ No

6. If requesting to transfer the Quality Rated data from the previous license to the new license, select, **YES**. Quality Rated data can include the rating, rating expiration date, portfolio, and Provisional/ Probationary Status, if applicable. If **YES** is selected, write a brief explanation of why the transfer is being requested.

New Owner Quality Rated Star Rating or Provisional/Probationary Transfer Information

New Owner requests QR account data/star rating or Provisional/Probationary Status Transfer?

- ☒ Yes
☐ No

Explain why you are requesting a Quality Rated data transfer instead of creating a new initial Quality Rated application for the program

500 remaining

I

7. Indicate if a Quality Rated Cohort Transfer is requested.

Request Cohort Transfer

Note: If cohort selection is transferred, the new program must be prepared to submit a portfolio and undergo the on-site assessment at the date ranges associated with the cohort. If the new program requests to not have the cohort selection transfer, program owners must be aware of the potential ramifications if a current star rating expires, especially if the new owner intends to be a CAPS provider.

Request Quality Rated Cohort Transfer?

- ☐ Yes
☐ No

8. If the previous center was enrolled in CAPS and had active CAPS scholarships, then that information will prepopulate in this section. Please indicate if planning to enroll in CAPS or not by selecting Yes or No.
9. Once all questions have been answered then click Save and move on to the next tab.

CAPS Enrollment

Note: If the previous program was enrolled in CAPS and the new program plans to also serve families in CAPS, the new program owner must enroll in the CAPS program and work with CAPS staff to ensure the smooth transfer of any existing Scholarships. Quality Rated does not make Scholarship Transfer decisions.

If QR data transfer is approved, **do not** create a new QR Account as this will delay the ability to smoothly transfer CAPS Scholarships after enrollment in the CAPS program.

If QR data transfer is denied, **do** create a new QR Account as this will speed up the ability to smoothly transfer CAPS Scholarships when the new program enrolls in the CAPS program.

Previous Program enrolled in CAPS?

☐ Yes


☐ No

Number of Scholarships (if Known)

New Program plans to enroll in CAPS?

☐ Yes

☐ No



Previous

Save

Cancel

Next

---- End of Quality Rated Section ----

Georgia's Pre-K Information Tab (if applicable)


If the previous owner had a Georgia Pre-K classroom and you would like to request a transfer of the class(es), then you must complete this part of the application. If the previous owner did not have Georgia Pre-K, then you will not complete this part.

1. The Legal Name of the Owner and the Doing Business as Name will be prepopulated based on what was entered into the application. You will need to enter the Pre-K Project Director information and the address. If the mailing address is the same as the Business address, then you can check the box so it will populate.

CCLC Application - PreK Information

Submit this online application on or before Jul 26, 2024

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Provider Information	Operating Details	Pre-K Information	Documents	Disclosures
Georgia's Pre-K Program Contact Information (only)						
Full Name of Legal owner Stark Rentals, LLC		Doing Business as Name Avengers Now				
Pre-K Project Director						
Pre-K Project Director First Name		Pre-K Project Director Last Name		Pre-K Project Director Email Address		
Pre-K Project Director Contact Phone		Ext				
(xxx) xxx-xxxx						
Business Address			Mailing Address			
<input type="text"/>			<input type="checkbox"/> Same as Pre-K Project Director business address			
<input type="text"/>			<input type="text"/>			
Address 2			Address 2			
<input type="text"/>			<input type="text"/>			
City	State	Zip	City	State	Zip	
Select-->	Select-->	<input type="text"/>	Select-->	Select-->	<input type="text"/>	

2. In the next section the information for the Pre-K Site Director should be entered. If the mailing address is the same as the Business address, then you can check the box so it will populate.

Pre-K Site Director

Pre-K Site Director First Name		Pre-K Site Director Last Name		Pre-K Site Director Email Address	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Pre-K Site Director Contact Phone		Ext			
<input type="text" value="(xxx) xxx-xxxx"/>		<input type="text"/>			
Business Address			Mailing Address		
<input type="text"/>			<input type="text"/>		
<input type="button" value="Q"/>			<input type="button" value="Q"/>		
Address 2			Address 2		
<input type="text"/>			<input type="text"/>		
City	State	Zip	City	State	Zip
<input type="text" value="Select-->"/>	<input type="text" value="Select-->"/>	<input type="text"/>	<input type="text" value="Select-->"/>	<input type="text" value="Select-->"/>	<input type="text"/>

3. In the Georgia's Pre-K Program Contract Signatory section, you will enter the information for the contract signatory. The Contract Signatory must be an officer or representative vested with the powers to commit the organization to a binding agreement if the grant is awarded (CEO, COO, CFO, President, Sole Proprietor, Superintendent, etc.).
4. If the mailing address is the same as the business address, then you may select the box and the address will populate.
5. In the Georgia's Pre-K Curriculum section, you will choose the curriculum you will be using for the Georgia Pre-K class from the drop-down menu of approved curricula.
6. Start and End times are prepopulated, but they can be adjusted. If you change the start time the end time will automatically adjust to ensure the 6.5 hours of instructional time is met. Once completed then click on save and move on to the next tab.

Georgia's Pre-K Program Contract Signatory

The legal signatory who has apparent authority or legal authority for the program/company/school system/etc. applying for the grant must sign the Grant Agreement (CEO, COO, CFO, President, Sole Proprietor, School Superintendent) if the grant is awarded.

Title

Select-->

Mailing Address

☐ Same as Pre-K Site Director business address

Person authorized to sign First Name

Person authorized to sign Last Name

Address 2

Email Address

Contact Phone

Ext

City

State

Zip

(xxx) xxx-xxxx

Select-->

Select-->

Georgia's Pre-K Curriculum

Note: The 6.5-hours of instructional time should begin no earlier than 7:30 a.m.

Georgia's Pre-K Curriculum (Select One)

Select-->

Start time for the instructional day

⌚

07:30 AM

⌚

End time for the instructional day

⌚

02:00 PM

⌚

Previous

Save

Cancel

Next

Georgia's Pre-K Approved Curricula:

Curriculum
Alpha Skills Pre-K Curriculum
Beyond Centers and Circle Time
Creative Curriculum for Preschool
Connect4Learning: The Pre-K Curriculum
Frog Street – EXCEL Pre-K
Frog Street Pre-K
High Scope Preschool Curriculum
InvestiGator Club: Prekindergarten Learning System
Ready to Advance Early Learning Program
We Can Early Learning Curriculum
WINGS: The Ideal Curriculum for Children in Preschool

----- End of Pre-K Section -----

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Georgia Department of Early Care and Learning

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License Application - continued

22. Under the Documents tab, upload the required documents. If requesting Georgia's Pre-K classroom transfer, there will be additional documents.
23. If there is a sample form, then it will be in green text next to the document type. You can click on the link and be directed to the form so that it may be completed and uploaded to the list. Some forms may also be available in the COO Applicant Guide. There is a link for the guide at the top of the page.
24. If the document is a mandatory upload, there will be a black checkmark under the Is Mandatory column.
25. Once you have uploaded a document you will see a green checkmark under the Is Uploaded column.
26. If you need to delete a document, you may do so by clicking on the red trashcan.
27. To upload a document, click on the green Up arrow under the Action column. You will be taken to a different screen to upload your document.

CCLC Application - Upload Files


Submit this online application on or before Nov 19, 2024

[COO Applicant Guide](#)



Owner & Programs Applied	Associated Providers	Provider Information	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures
<p>Please upload all required documents before you can submit the CCLC ASU application</p> <p>The same Federal Employer Identification Number (FIEN), Taxpayer Identification Number (TIN) or Social Security Number (SSN) must be used throughout all documents associated with the CCLC Application (Change of Ownership) application and be associated with the ownership entity.</p>							
Search: <input type="text"/>							
Document Type	File Name	Description	Is Mandatory	Is Uploaded	Action		
Building CO/Inspection	Test document.pdf		✓	✓			
Buyer/Seller Affidavit Sample File	Test document.pdf		✓	✓			
Change of Ownership Orientation Certificate [Link to GAPDS]	Test document.pdf		✓	✓			
COO Statement of Understanding Sample File	Test document.pdf		✓	✓			
Criminal Record Check Acknowledgement Form Sample File	Test document.pdf		✓	✓			
Director Credential and employment application showing 10 year work history Sample File			✓				
Director First Aid and CPR (No online training accepted)							
Fire CO							
Floor Plan	Test document.pdf		✓	✓			

28. The document type should already be selected based on the green Up arrow clicked on. A description of the document may be included or a brief note.
29. Click on the Choose File button to locate the file you wish to upload. After selecting the document to upload, then click on the Upload File button. You will then be redirected back to the documents tab.


CCLC-58258 | Tony Stark ▼

Application ▼

Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
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File Upload

Note: The following types of documents are valid to upload on this page: PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF, PIC.
Maximum File size limit is 12 MB

Document Type

CBC disclosure form ▼

Description

Upload File

Choose File
No file chosen

Upload File
Cancel

30. Under the Disclosures tab initial in each box confirming you have read the Disclosure Statement. If requesting a Quality Rated or Georgia's Pre-K classroom transfer, there will be additional Disclosure Statements.
31. In the blue box at the bottom of the Licensing Disclosures please type your name as the authorized signature and select your title from the drop-down menu.

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Georgia Department of Early Care and Learning

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32. Once all the Disclosure Statements have been initialed and all Authorized Signatures have been entered for each part (as applicable) click on Save.

CCLC Application - Disclosures



Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Documents	Disclosures
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Licensing (CCLC) Disclosures

<input type="checkbox"/>	I/We will ensure that the center adheres to all licensing requirements.
<input type="checkbox"/>	I/We understand that a license to operate a center is not transferable to another individual or location.
<input type="checkbox"/>	I/We understand that I/we shall not represent to the public that I/we are the license holder until the change of ownership is final.
<input type="checkbox"/>	I/We understand that the issuance of a new license may be denied for failure to comply with licensing requirements.
<input type="checkbox"/>	I/We understand that the center is subject to unannounced inspections by Bright from the Start: Georgia Department of Early Care and Learning (DECAL) at any time during operating hours.
<input type="checkbox"/>	I/We assume responsibility for conducting the affairs of the center herein described and for meeting all applicable regulations.
<input type="checkbox"/>	I/We understand that remodeling or modification to the center requires a plan review by Bright from the Start Georgia Department of Early Care and Learning (DECAL) before new construction, alterations, or additions can begin.
<input type="checkbox"/>	I/We understand that rule violations which are determined by Bright from the Start Georgia Department of Early Care and Learning (DECAL) to endanger the health and/or safety of children in care or failure to maintain compliance with rules and regulations may result in adverse actions by DECAL.
<input type="checkbox"/>	I am/We are responsible for compliance with the rules and regulations as set forth in the Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1. I/We understand that rule violations which are determined by Bright From the Start Georgia Department of Early Care and Learning to endanger the health and/or safety of children in care, or failure to maintain compliance with rules and regulations may subject me/us to civil penalties of up to \$500 per violation per day.
<input type="checkbox"/>	I understand that, pursuant to O.C.G.A. § 20-1A-4(9), Bright from the Start: Georgia Department of Early Care and Learning recommends that all child care providers licensed or registered by the Department maintain insurance coverage sufficient to protect the provider's clients. I understand that if I do not maintain liability insurance, I will have to notify parents, obtain a written acknowledgment from parents, and post a notice at the child care facility stating that I do not maintain liability insurance.
<input type="checkbox"/>	I/We understand that failure to comply with Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1, may result in denial or revocation of the license to operate the facility.
<input type="checkbox"/>	I/We declare there have been no license/registration revocation proceedings initiated against me/us within one year of the date of this application.

I/We understand and agree to the above statements and agree to submit a copy of the bill of sale. I/We hereby apply for a license. The information submitted on this application, including any attachments, are true and correct. False or misleading statements made on any part of the application shall void this application and lead to the denial or revocation of a license issued on the basis thereof.

Authorized Signature of Legal Owner (Disclaimer Signature Online)

Title

Quality Rated Disclosures

ts	I/We understand that completion of this application does not automatically guarantee a transfer of the program's, current Quality Rated Star Rating.
ts	I/We understand that if the Quality Rated Star Rating is transferred, I/we will maintain and continue to improve the high standards of quality associated with the current level of star rating.
ts	I/We understand that completion of this application does not automatically guarantee a transfer of the program's current QR Cohort.
ts	I/We understand that if the QR Cohort is transferred, I/we will ensure submission of the portfolio during the appointed portfolio submission window and submit to an onsite observation or Quality Rated Virtual Process (QRVP) whichever is applicable.
ts	I/We understand that the individual who is responsible for overseeing the day to day operations of Quality Rated will complete the Orientation to Quality Rated and Introduction to the Environment Rating Scales (ERS) training, either live or virtually. Training can be located via Georgia's Professional Development System for Early Childhood Educators at https://gapds.dec.state.ga.us/

By submitting this application, I, , title declare that I have the authority to submit this application and enter into this agreement as or on behalf of the owner of this program.

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[Continue to Submit](#)

Georgia's Pre-K Disclosures

<input type="checkbox"/>	All information provided is true and accurate. I understand that falsifying information reported will result in an automatic termination of the Pre-K grant agreement.
<input type="checkbox"/>	I understand that all information contained within this application, as well as documentation required as a Pre-K fiscal agent, is considered public information and will be included in the program's permanent file and is subject to Open Records request(s).
<input type="checkbox"/>	I will conduct my business with financial integrity and fiscal responsibility including, but not limited to, appropriate use of Pre-K grant funds, compliance with state and federal tax requirements, compliance rule and regulations of the Secretary of State's office, the State Department of audits, and other state agencies, as applicable, and appropriate settlement of employee and other financial obligations.
<input type="checkbox"/>	I have read and agree to comply with the Pre-K Program's Operating Guidelines and an addenda.
<input type="checkbox"/>	Georgia's Pre-K Program is generally non-transferable. When a center is sold after entering into a Georgia's Pre-K grant agreement with Bright from the Start, change of ownership requirements must be met as determined by Bright from the Start before a determination can be made as to the transferring of the Pre-K program to the new owner. Entities applying for transfer of classes must be agents who are eligible to receive prekindergarten funds as specified in the Georgia's Pre-K Program Providers' Operating Guidelines.
<input type="checkbox"/>	A request to continue services does not guarantee continuation of funding for the new owner. Funding decisions are at the discretion of Bright from the Start.
<input type="checkbox"/>	Georgia's Pre-K payments are placed on hold during the change of ownership process. Entities requesting a change of ownership should not base business decisions on the assumption that Georgia's Pre-K will automatically approve the continuation of Pre-K classes once a request is processed. The Pre-K Division will notify the new owner of the continuation status of the Pre-K classes after the Child Care Services Division issues a valid license.
<input type="checkbox"/>	If the transfer of the Pre-K program is approved, the payment will be released, and the new owner may continue delivery of Pre-K services. It is understood that all equipment, supplies, and materials purchased for the Pre-K program remain with the program. It is also understood that the new owner accepts the conditions of the Pre-K grant agreement for the current school year. Refer to section 21.5 in the Pre-K Program Providers' Operating Guidelines for additional information.
<input type="checkbox"/>	Georgia's Pre-K Program is generally non-transferable. When a center is sold after entering into a Georgia's Pre-K grant agreement with Bright from the Start, change of ownership requirements must be met as determined by Bright from the Start before a determination can be made as to the transferring of the Pre-K program to the new owner. Entities applying for transfer of classes must be agents who are eligible to receive prekindergarten funds as specified in the Georgia's Pre-K Program Providers' Operating Guidelines.
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[Continue to Submit](#)

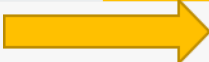
33. When ready to submit click on the Continue to Submit button.
34. You will be redirected to the page shown below. If any information is missing, you will not have a green check for that section and cannot submit the application. If you have all green checks then you may submit the application.
35. If you would like to print a copy of the application, you may do so by clicking on the printer icon.

Application ▾

CCLC Application - Submit

[COO Applicant Guide](#)


Owner & Programs Applied	Associated Providers	Personnel Responsible	Operating Details	Quality Rated	Pre-K Information	Documents	Disclosures																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Application Section</th> <th style="width: 15%;">Is Complete</th> <th style="width: 55%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Owner Information & Programs Applied For</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Associated Providers</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Personnel Responsible</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Operating Details</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Quality Rated Information</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Pre-K Information</td> <td style="text-align: center;">✗</td> <td>Missing required information</td> </tr> <tr> <td>Documents</td> <td style="text-align: center;">✗</td> <td>Missing required information</td> </tr> <tr> <td>Disclosures</td> <td style="text-align: center;">✗</td> <td>Missing required information</td> </tr> </tbody> </table>								Application Section	Is Complete	Comments	Owner Information & Programs Applied For	✓		Associated Providers	✓		Personnel Responsible	✓		Operating Details	✓		Quality Rated Information	✓		Pre-K Information	✗	Missing required information	Documents	✗	Missing required information	Disclosures	✗	Missing required information
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Pre-K Information	✗	Missing required information																																
Documents	✗	Missing required information																																
Disclosures	✗	Missing required information																																



Submit Application

Cancel

36. After the application is submitted an email stating that it was successfully submitted will be sent to the email in the application.