

Exemption Categories Clarification for Programs that must apply for an Exemption

Types of programs that must apply for exemption from being licensed as a Child Care Learning Center and the required documentation.

Applications can be submitted through www.decalkoala.com

All license-exempt facilities must meet all local requirements such as complying with building, zoning, and fire regulations.

In addition to the specific supporting documents required for each category, the following will need to be submitted along with the application.

Each document should be current and within the last 12 months if applicable:

- Approved zoning letter (if applicable) within the last 12 months
- State or local municipality fire inspection within the last 12 months
 - Fire Certificate of Occupancy
 - Building Certificate of Occupancy

It is the responsibility of the applicant to ensure compliance with all additional regulations set forth by state, county, locality, municipalities, or other governing agencies. This includes notifying and obtaining approval from all related entities involved in child care operations within a building. Failure to adhere to requirements could result in penalties or legal repercussions. The onus of notifying and obtaining appropriate approvals is on the operator of said child care program.

If program ownership is listed as corporation, please submit the following as applicable:

- Certificate of Incorporation
- Articles of Incorporation/organization
- By-Laws

Category	Rule	Type of Program	Submit with Application
1	<p>591-1-1-.46(c)1: Programs which are owned and operated by any department or agency of state, county, or municipal government. This includes, but is not limited to, the customary school day, as defined in Georgia law, and before- and/or after- school programs in public schools operated by the public school system and staffed with school system employees, and recreation programs operated by city or county parks and recreation departments and staffed with city or county employees, and charter schools that operate under the terms of a charter or contract, with an authorizer, such as the state and local boards of education in accordance with the Charter Schools Act, O.C.G.A. § 20-2-2060 et seq, and is recognized by the State Charter Schools Commission of Georgia.</p> <p align="center">CAPS eligible if approved.</p>	<ul style="list-style-type: none">• Public recreation parks• After-school• Summer camp programs operated by a public entity.	<p>1. Statement on government entity's letterhead that program is owned and operated by the government system that is applying; staff are employees of that government system.</p> <p>2. Notice of Exemption Language**</p>

5	<p>591-1-1-.46(c)5: A Center that is licensed by the Department may request an exemption from licensure if the Center’s program is an integral part of an established religious congregation or religious school that conducts regularly scheduled classes, courses of study, or educational programs, and is a member of or accredited by or certified by a state, regional, or national accrediting agency for religious educational instruction or a state, regional, or national accrediting agency for educational instruction as recognized and approved by the Department if such accrediting entity uses standards that are substantially similar to those established by the Department. In addition to the requirements listed above applicable to all exemptions, the following additional requirements shall apply to Centers seeking an exemption under this provision:</p> <p>(i) A Center seeking such exemption from licensure shall be required to submit to the Department documentation of certification or accreditation, including a copy of its most recent certification or accreditation inspection report, and any ther pertinent documentation as requested by the Department, such as non-profit tax-exempt verification. The accrediting agency must conduct regularly scheduled visits to the program while such program remains accredited.</p> <p>(ii) If such exemption is granted, the program shall submit annual documentation to the Department verifying its continued certification or accreditation, including a copy of its most recent certification or accreditation inspection report, and other pertinent documentation as may be requested by the Department.</p> <p>(iii) Such exemptions granted by the Department are valid as long as the program remains certified or accredited. The program shall provide the Department written notice within five (5) business days of the program’s loss of certification or accreditation, including a copy of such notification from the certifying or accrediting entity. The Department shall rescind the program’s exemption granted herein upon notification of the loss of certification or accreditation.</p> <p>(iv) Any Center seeking such exemption shall comply with all applicable requirements for background checks for Directors, Provisional Employees and Employees as required in O.C.G.A. § 20-1A30 et seq., Chapter 591-1-1, Rules for Child Care Learning Centers, Department policies, as well as applicable local, regional, and state health department, state fire marshal, and local fire prevention guidelines/requirements while such exemption is in effect. The Department retains jurisdiction over programs granted such exemption to conduct unannounced periodic background check audits and to conduct complaint investigations regarding compliance with background check requirements, as well as compliance with local, regional, and state health department, state fire marshal, and local fire prevention guidelines/requirements.</p>	<p>· Licensed Child Care Learning Centers affiliated with accredited religious schools, accreditation documentation submitted annually, all staff undergo criminal background checks, must relinquish childcare license if granted exemption.</p>	<ol style="list-style-type: none"> 1. Notice of Exemption language** 2. Operating information such as Policies or Procedures or Parent Handbook 3. Parental enrollment form 4. Material used to advertise in community, if applicable 5. Copy of latest Accreditation Inspection Report 6. Notice of Liability Insurance Coverage language***** 7. Proof of License 8. Staff Roster 9. Evidence that the program is an integral part of a religious organization or a school organized by a religious entity.
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5 (cont.)	<p>(v) The Department may rescind such exemption for a program's failure to comply with the requirements for background checks for directors/employees pursuant to O.C.G.A. § 20-1A-30 et seq., Chapter 591-1-1, Rules for Child Care Learning Centers, and Department policies.</p> <p>() Any Center applying for such exemption that is owned and/or under the legal control/direction of the certifying or accrediting entity shall not be approved by the Department.</p> <p>(i) A Center seeking such exemption shall adopt and comply with the minimum standards of its certifying or accrediting entity for the operation of the Center's program. Such minimum standards adopted by the Center shall be published and made available to parents of enrolled or prospective children upon request.</p> <p>(v) A program granted such exemption shall comply with the requirements regarding notification to parents of enrolled children if the program does not carry liability insurance.</p>		
7	<p>591-1-1-.46(c)7: Any program whose primary purpose is to provide organized recreational, religious, or instructional activities for children five (5) years and older that is operated during summer and other school breaks for no more than twelve (12) hours per day.</p> <p>CAPS eligible if approved.</p>	<ul style="list-style-type: none"> • Summer- and/or school-break camps for ages five (5) and older, not to exceed 12 hours each day. 	<ol style="list-style-type: none"> 1. Notice of Exemption language** 2. Operating information such as Policies or Procedures or Parent Handbook 3. Parental enrollment form 4. Material used to advertise in the community, if applicable.
<p>*All Notice documents should include a statement that parents or guardians must sign, confirming that they understand what the language in the document says.</p> <p>**Notice of Exemption language should explain that the program is not licensed by the state and is not required to be.</p> <p>*****Notice of Liability Insurance Coverage language should indicate whether or not the program carries liability insurance.</p>			