



**Health & Safety Standards
For License-Exempt Programs
Receiving Subsidy**

Effective October 1, 2016

Revised October 1, 2024



Health & Safety Standards for License-Exempt Programs Receiving Subsidy

Table of Contents

Overview 4

Georgia Department of Early Care and Learning Requirements for Exempt Programs 5

Health & Safety Standards..... 9

Chapter A. Activities 9

Chapter B. Bathrooms 10

Chapter C. Children's Records 11

Chapter D. Criminal Records Check 12

Chapter E. Discipline 13

Chapter F. Equipment and Toys 14

Chapter G. First Aid and CPR..... 15

Chapter H. Hygiene 16

Chapter I. Medications 17

Chapter J. Policies and Procedures 18

Chapter K. Personnel Records..... 19

Chapter L. Physical Plant 20

Chapter M. Playgrounds 21

Chapter N. Staff Requirements 22

Chapter O. Staff:Child Ratios and Supervision..... 23

Chapter P. Staff Training 24

Chapter Q. Swimming Pools and Water-related Activities 26

Chapter R. Transportation..... 28

Chapter S. Field Trips..... 31

Chapter T. Required Reporting	32
Chapter U. Diapering (If applicable).....	33
Chapter V. Safe Sleep Requirements (If applicable)	34

Overview

In September 2016, the Office of Child Care (OCC), Administration for Children and Families (ACF), Department of Health and Human Services (HHS) issued a final rule which made regulatory changes to the Child Care and Development Fund (CCDF) based on the Child Care and Development Block Grant (CCDBG) Act of 2014. The changes strengthen requirements to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable, high-quality child care for low-income children; and enhance the quality of child care and the early childhood workforce.

As part of the reauthorization of CCDBG, the Childcare and Parent Services (CAPS) division at Bright from the Start: Georgia Department of Early Care and Learning (DECAL) made policy changes to comply with the federal mandates.

One requirement of the reauthorization is annual inspections of license-exempt providers. This provision is addressed in section 98.42(b)(2)(ii) of the final rule, which clarifies that the annual monitoring requirements for licensed programs also applies to license-exempt providers that are eligible to provide CCDF services (receive CAPS funding). The only types of exempt programs eligible to receive CAPS per policy are government-owned/operated and day camp programs.

This Health & Safety Standards manual is intended to be a guide for exempt programs in what to expect during annual monitoring inspections. It outlines the categories of standards that will be reviewed by child care licensing staff during on-site visits.

Georgia Department of Early Care and Learning Requirements for Exempt Programs

Excerpt from “Rules and Regulations for Child Care Learning Centers, Chapter 591-1-1”

591-1-1-.46 Exemptions

(1) All programs providing group care for children shall obtain either a License, Permit or a commission for an early care and education program or an exemption from the Department, as applicable. Any person or entity operating or planning to operate a program that meets the criteria for exemption from licensure, as listed below, shall either apply to the Department for exemption by submitting the Department’s online application for exemption or complete an online self-assessment through the Department, whichever is applicable.

(a) Requirements for Exemption Applications

1. The following exemption categories are required to complete an online application for an exemption through the Department: Category (1) - Government Owned and Operated, if receiving Childcare and Parent Services (CAPS), Category (5) – Licensed Faith Based Accredited or Religious Schools, and Category (7) - Day Camp Programs or School Breaks for School-Aged Children, if receiving Childcare and Parent Services (CAPS). The application for exemption shall include the following:

(i) A valid and current e-mail address.

(ii) A written description of services, fees, ages of children to be served, months, days, and hours of operation and location.

(iii) Verification documentation of ownership type (e.g. Inc. or LLC, board sponsored, individual owner, etc.).

(iv) Copies of written policies, advertisements, parental agreement forms, and other materials to support the criteria for exemption as determined by the Department.

(v) A sworn statement that the information provided to the Department is accurate and truthful.

2. The exemptions granted by the Department are exemptions from licensure, and do not affect the authority of local, regional or state health department officials, the state fire marshal, local fire prevention officials, local or regional building officials or zoning officials to inspect and approve facilities and locations. Programs operated in a residence are not eligible for exemption. Additionally, the exemption is only valid at the address listed on the application.

3. A program granted an exemption shall post in a prominent place near the front entrance of the facility both a copy of the exemption approval letter issued by the Department and a notice provided by the Department that will notify a Parent that the program is not licensed and is not required to be licensed by the state. The notice shall be at least ½ inch letters and shall contain the Department’s telephone number and website address.

4. A program approved for an exemption shall maintain attendance records for children. When a Parent initially registers a child with an exempt program, the Parent shall sign a form indicating the Parent has been advised and understands that the program is not licensed and is not required to be licensed by the state. The program must maintain the attendance records and parental notification forms during the time the child is enrolled in the program and for one year after the child no longer attends the program. All records shall be made available to any authorized representative of the Department upon request.

5. Any program granted an exemption from licensure that subsequently loses accreditation, closes and/or ceases operation shall notify the Department in writing within five (5) business days of such a change. A program granted an exemption that has subsequent material changes in the operation of their program, such as, but not

limited to, a change of physical location, a change in operating months, days, and/or hours, or a change in the ages served shall be required to submit an amendment or a new application for exemption to the Department.

6. Programs granted an exemption may be required to periodically update the Department on the status of their exemption and operating information such as but not limited to submitting an annual report that would contain information related to the exemption approval.

7. The Department may rescind an approval for exemption when one or more of the following is determined by the department:

(i) The program no longer meets the criteria for the exemption.

(ii) The program provided false information during the exemption request process or during an investigation.

(iii) The program failed to comply with local, regional, or state health department, fire marshal, fire prevention, or building/zoning guidelines/requirements.

(iv) The program failed to provide the Department with a valid and current e-mail address or with other information requested by the department, such as but not limited to, the months, days, and hours of operation, ages of children served or operating address.

8. A program granted an exemption from licensure that receives funding under the Childcare and Parent Services (CAPS) program must comply with the background check requirements as outlined in Rule 591-1-1-.09, Criminal Records and Comprehensive Background Checks.

(b) Requirements for Exemption Self-Assessments

1. The following exemption categories shall complete an online self-assessment through the Department:

Category (2) - National Membership School Aged, Category (3) - Private Schools, and Category (4) - Short Term Care. In addition, Category (1) - Government Owned and Operated and Category (7) - Day Camp Programs or School Breaks for School-Aged Children that will not participate in the Childcare and Parent Services (CAPS) program, shall also complete a self-assessment.

2. Programs that self-assess, do not affect the authority of local, regional, or state health department officials, the state fire marshal, local fire prevention officials, local or regional building officials or zoning officials to inspect and approve facilities and locations. Programs operated in a residence are not eligible for self-assessment. Additionally, the self-assessment is only valid at the address listed and for the services indicated.

3. A program that completes a self-assessment and deems itself exempt but has subsequent material changes in the operation of the program, such as, but not limited to, a change of physical location, a change in operating months, days, and/or hours, or a change in the ages served, shall complete a new self-assessment.

(c) Exemption Categories. The following types of programs shall be exempt from licensure:

1. Category (1) - Government Owned and Operated. 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, 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.

2. Category (2) – National Membership School-Aged. Any program or facility providing care for school-aged children that is operated by, or in affiliation with a national membership non-profit organization that was created for the purpose of providing youth services and youth development, that charges a membership fee for children and may receive monthly, weekly, or daily fees for services. Such program or facility holds membership in good standing and is certified by its national association as complying with the association’s purposes, procedures, minimum standards, and mandatory requirements.

3. Category (3) – Private Schools. Private school programs that meet one or more of the following:

(i) A private, either accredited or non-accredited, educational program which provides education in any grades from kindergarten through 12th grade, that operates during the school term for the customary school day, as defined by Georgia law, but that does not provide care before, after, or both before and after the customary school day.

(ii) A non-accredited private educational program which provides education in any grades from kindergarten through 12th grade, and which provides care before, after, or both before and after the customary school day, as defined in Georgia law, to its students as an auxiliary service.

(iii) An accredited private educational program with an established curriculum for four-year-old children for the customary school day, as defined in Georgia law, that are not part of a full day Child Care Learning Center and are an integral part of an accredited private educational program that provides elementary or secondary instruction or both, providing the accreditation specifically covers these ages; any before and/or after school hours for four-year-old children who attend such a program as described above, provided the children do not leave the premises of the accredited private educational program and the program is staffed with employees of that private school.

4. Category (4) – Short Term Care. A program serving children for no more than four (4) hours a day, excluding before and after school care. This may include part-time preschool, parent’s morning or night out, short-term educational or recreational classes, or single skill activities.

5. Category (5) – Licensed Faith Based Accredited or Religious Schools. 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 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:

(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 other 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.

(ii) If such exemption is granted, the program shall submit 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.

(iii) Such exemptions granted by the Department are valid as long as the program remains certified or accredited for all ages in which the certification or accreditation is approved. 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.

(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. § 20-1A-30 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.

(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.

(vi) 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.

(vii) 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.

(viii) 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.

6. Category (6) – Reserved.

7. Category (7) – Day Camp Programs or School Breaks for School-Aged Children. 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.

Cite as Ga. Comp. R. & Regs. R. 591-1-1-.46

Authority: O.C.G.A. § 20-1A-1 et seq., 42 U.S.C. § 9857 et seq.

Health & Safety Standards

Chapter A. Activities

(1) Providers should provide a daily planned program of varied and developmentally appropriate activities that promote the social, emotional, physical, cognitive, language and literacy development of each child. Staff should use a variety of teaching methods to accommodate the needs of the children's different learning styles.

(a) Individual Attention. Personnel shall provide individual attention to each child as evidenced by:

(1) Responding promptly to the child's distress signals and need for comfort.

(2) Playing with and talking to the children.

(3) Providing and assisting the child with personal care in a manner appropriate to the child's age level (i.e., providing the child privacy in dressing, diapering and toileting functions), as the developmental age of the child dictates.

(2) Staff shall not engage in, or allow children or other adults to engage in, activities that could be detrimental to a child's health or well-being, such as, but not limited to, horse play, rough play, wrestling, and picking up a child in a manner that could cause injury.

Chapter B. Bathrooms

(1) Flush toilets and lavatories (hand washing sinks) with running water shall be provided in the following minimum ratios for the use of all children:

Number of Children	Toilets and Restrooms *
1-12	1
13-25	2
26-50	3
51-75	4
76-100	5
101-125	6
126-150	7
151-175	8

Each additional group of twenty-five (25) children shall require one (1) additional toilet and lavatory.

* For children being potty-trained, at least one (1) flush toilet shall be provided. If used, nursery potty chairs may not be substituted for a required flush toilet.

(2) Location of Bathrooms. Bathrooms shall be located on each floor in or adjacent to child care areas and rooms.

(3) In lieu of the requirements set forth in subparagraphs (1) and (2) above, School-age-only facilities shall provide at least one (1) toilet and (1) lavatory for each group of twenty-five (25) children on the premises.

(4) Supplies. Bathrooms shall be within easy reach of children and equipped with soap, toilet tissue and single-use towels or cloth towels used only once between launderings.

(5) Cleanliness. Bathrooms shall be cleaned daily with a disinfectant.

Chapter C. Children's Records

(1) Programs must maintain a file for each child while such child is in care and for a period of one (1) year after such child is no longer enrolled. The file shall contain emergency contact information including, but not limited to, the following:

- (a) Identifying information about the child to include name, date of birth, sex, address, living arrangement if not with both Parents.
- (b) Identifying information about the Parent(s) to include names of both Parents, if applicable, home and work addresses, and home and work telephone numbers.
- (c) Identifying information about the person(s) to contact in emergencies when the Parent cannot be reached to include name(s) and telephone number(s).

(2) These records must be readily accessible to on-site staff at all times and shall be made available to the Department in printed or written form upon request.

Chapter D. Criminal Records Check

- (1) Every staff member must have a Satisfactory Background Check Determination before the individual is present at the program while any child is present for care.
- (2) No staff member with an Unsatisfactory Background Check Determination may be present at a program when any child is present for care.
- (3) Valid Evidence of a satisfactory background check must be maintained at the program site for the Director and all staff members for the duration of employment plus one year, and such evidence must be made immediately available to the Department upon request.
- (4) A Satisfactory Comprehensive Background Check is required for any person providing direct care for or may have unsupervised access to children. The background check must be processed by DECAL, and the determination letter must be issued by DECAL. Any other fingerprint or background check will not satisfy the CAPS requirement.
- (5) Recheck Required. A new Comprehensive Background Check Determination is required at the following times:
 - (a) A program must immediately require a new Comprehensive Background Check Determination if the program knows or reasonably should know that a Director or Employee has been arrested or charged for any covered Crime; and
 - (b) A program must require a new Background Check Determination for each Director and Employee such that the time between the new and the prior records check determination is not more than five years if remaining at the same employment.
 - (c) A person must obtain a new Comprehensive Background Check Determination if the person leaves child care employment for six months or more and then returns to child care employment.
 - (d) A person must obtain a new Comprehensive Background Check Determination if the person leaves employment at the facility where the background check was obtained and joins employment at another facility one year or more after the background check was obtained.

Chapter E. Discipline

(1) Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the program shall not be detrimental to the physical or mental health of any child.

(2) Personnel shall not:

- (a) Physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Program;
- (b) Inflict corporal/physical punishment upon a child;
- (c) Shake, jerk, pinch or handle a child roughly;
- (d) Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family;
- (e) Isolate a child in a dark room, closet or unsupervised area;
- (f) Use mechanical or physical restraints or devices to discipline children;
- (g) Use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent;
- (h) Restrict unreasonably a child from going to the bathroom;
- (i) Punish toileting accidents;
- (j) Force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks;
- (k) Force or withhold naps;
- (l) Allow children to discipline or humiliate other children;
- (m) Confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jumpseat;
- (n) Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. § 16-1-1 et seq., in the presence of any child enrolled in the program.

Chapter F. Equipment and Toys

(1) All indoor and outdoor furniture, activity materials, and equipment shall be used:

- (a) In a safe and appropriate manner by each Employee and child in attendance; and
- (b) In accordance with the manufacturer's instructions, recommendations, and intended use.

(2) All equipment and furniture shall be used only by the age-appropriate group of children. Equipment and furniture shall be:

- (a) Free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint;
- (b) Kept clean;
- (c) Placed so as to permit the children's freedom of movement and to minimize danger of accident and collision;
- (d) Secured if equipment and furniture is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over. Potentially unstable equipment and furniture that might injure a child if not secured include, but are not limited to, televisions, chests of drawers, bookcases, shelving, cabinets and fish tanks. Examples of items not required to be secured include, but are not limited to, child-sized tables and chairs, rocking chairs, and cribs.

Chapter G. First Aid and CPR

(1) All Staff who provide direct care to children must obtain certification in pediatric first aid and cardiopulmonary resuscitation within the first 90 days of employment. The hours obtained completing this certification will not count towards the required annual training hours. Staff employed prior to September 30, 2016, must satisfactorily complete certification by December 29, 2016. Staff members employed after September 30, 2016, must satisfactorily complete certification within 90 days from date of hire. Pediatric CPR skills should be taught by demonstration, practice, and return demonstration to ensure the technique can be performed in an emergency.

Chapter H. Hygiene

(1) Handwashing, Children. Children's hands shall be washed with liquid soap and warm running water:

- (a) Before and after eating meals and snacks, and handling or touching food; and
- (b) After toileting and diapering.

(2) Handwashing, Staff. Staff shall wash their hands with liquid soap and warm running water:

- (a) Before and after eating meals and snacks, and handling or touching food;
- (b) After diapering each child; and
- (c) After toileting or assisting children with toileting.

Chapter I. Medications

(1) Parental Authorization. Except for first aid or as authorized under Georgia law, Personnel shall not dispense prescription or non-prescription medications to a child without specific written authorization from the child's physician or parent. Such authorization will include when applicable, date; full name of the child; name of the medication; prescription number, if any; dosage; the dates to be given; the time of day to be dispensed; and signature of parent.

(2) Dispensing Records. The program shall maintain a record of all medications dispensed to children by Personnel to include the date, time and amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication.

(3) Storage. Medications shall be kept in a locked storage cabinet or container which is not accessible to children and stored separately from cleaning chemicals, supplies or poisons. Medications requiring refrigeration shall be placed in a leakproof container in a refrigerator that is not accessible to children.

Chapter J. Policies and Procedures

(1) Program shall have a written policy regarding the following:

(a) The exclusion of children with contagious illness

(b) Notification of parents in the event their child becomes ill while at the facility

(1) The notification of all parents of enrolled children when a reportable contagious illness is present in the facility

(2) The prevention of and response to food and allergic reactions

(c) Emergency preparedness and response. A written plan for handling emergencies, including but not limited to severe weather, loss of electrical power or water and death, serious injury or loss of a child, a threatening event, or natural disaster which may occur at the program. The program will have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, and continuity of operations. The plan must apply to all children in care and will include specific accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Such plan shall include assurance that no Personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

(d) The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)

(e) Recognition and reporting of child abuse and neglect

(2) Programs shall conduct drills for fire, tornadoes and other emergency situations. The fire drills will be conducted monthly and tornadoes and other emergency situation drills will be conducted every six months. The program shall maintain documentation of the dates and times of these drills for two years.

(3) The program shall provide the Parent(s) with a copy of the program's policies and procedures.

Chapter K. Personnel Records

(1) Programs must maintain a personnel file on all Staff for the duration of the term of employment plus one calendar year, and it shall contain the following:

- (a) Identifying information to include name, date of birth, current address and current telephone number;
- (b) All training required by these standards which shall include title of training, date of training, trainer's signature, location of training and number of clock hours obtained;
- (c) Verification of a Satisfactory Records Check Determination.

Chapter L. Physical Plant

- (1) Required approvals. The construction of a new building or any planned structural changes to an existing program building shall obtain approval from the local zoning authorities, fire safety agencies and local building authorities. Construction and maintenance work shall take place only in areas that are not accessible to the children.
- (2) Fire Safety. A program must be in compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care.
- (3) Indoor Storage Areas. Potentially hazardous equipment, materials and supplies shall be stored in a locked area inaccessible to children. Examples of items to be stored include non-food related products under pressure in aerosol dispensing cans, flammable and corrosive materials, cleaning supplies, poisons, insecticides, office supplies and industrial-sized or commercial buckets with a capacity of three gallons or more or any other similar device with rigid sides which would not tip over if a toddler fell into the container head first.

Chapter M. Playgrounds

(1) Fence or Approved Barriers. It is recommended that playgrounds shall be protected from traffic or other hazards by a four (4) foot or higher secure fence or other barrier. Fencing material shall not present a hazard to children and shall be maintained so as to prevent children from leaving the playground area by any means other than through an approved access route. Fence gates should be kept closed except when persons are entering or exiting the area.

(a) If the outdoor play space has no fence or barrier, the program official must submit a plan to ensure children are protected from vehicular traffic, water hazards, and any other potential hazards while participating in outdoor play.

(2) Equipment. Playground equipment shall provide an opportunity for the children to engage in a variety of experiences and shall be age-appropriate. The outdoor equipment shall be free from hazards such as, but not limited to, lead-based paint, sharp corners, and shall be regularly maintained in such a way as to be free of rust and splinters that could pose significant safety hazard to the children. All equipment shall be arranged so as not to obstruct supervision of children. Climbing and swinging equipment shall be anchored and have a resilient surface beneath the equipment. The fall-zone from such equipment must be adequately maintained to assure continuing resiliency.

(3) Safety and Upkeep of Playground. Playgrounds shall be kept clean, free from litter and free of hazards, such as but not limited to non-resilient surfaces under the fall-zone of play equipment, rocks, exposed tree roots and exposed sharp edges of concrete or equipment.

Chapter N. Staff Requirements

(1) Programs must have a Director/Administrator who is responsible for the supervision, operation and maintenance of the program. This person must be on the premises and if absent from the program at any time during the hours of operation, there shall be an officially designated person on-site to assume responsibility for the operation of the program.

Chapter O. Staff:Child Ratios and Supervision

(1) Program's must establish groupings of children for care and maintain Staff:child ratios as follows:

<u>Ages of Children</u>	<u>Staff:Child Ratio</u>	<u>Maximum Group Size</u>
Infants less than one (1) year old or children under eighteen (18) months who are not walking	1:6	12
One (1) year olds who are walking	1:8	16
Two (2) year olds	1:10	20
Three (3) year olds	1:15	30
Four (4) year olds	1:18	36
Five (5) year olds	1:20	40
Six (6) years and older	1:25	50

(2) Mixed-Age Groups. The Staff:child ratios for a mixed-age group shall be based on the age of the youngest group of children that includes more than twenty percent (20%) of the total number of children in the mixed-age group.

(3) Supervision. Children shall be supervised at all times. "Supervision" means that the appropriate number of Staff members are physically present in the area where children are being cared for and are providing watchful oversight to the children. The persons supervising in the child care area must be alert, and able to respond promptly to the needs and actions of the children being supervised.

Chapter P. Staff Training

(1) Program Orientation. Prior to assignment to children or task, all staff must receive an orientation on the following subjects:

- (a) The program's policies and procedures;
- (b) The portions of these standards dealing with the care, health and safety of children;
- (c) The staff member's assigned duties and responsibilities;
- (d) Reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries;
- (e) Emergency plans;
- (f) Childhood injury control;
- (g) The administration of medicine;
- (h) Reducing the risk of Sudden Infant Death Syndrome (SIDS);
- (i) Hand washing;
- (j) Fire Safety;
- (k) Water Safety;
- (l) Prevention of HIV/Aids and blood borne pathogens.

(2) Health & Safety Orientation training*. Each staff member with direct care responsibilities shall complete health and safety training at the time of employment. The state-approved training hours obtained will count toward required annual training hours. Staff employed prior to September 30, 2016, will complete the training by December 29, 2016. Staff members employed after September 30, 2016, will complete the health and safety training within the first 90 days of employment. The training must address the following health and safety topics:

- (a) Prevention and control of infectious diseases;
- (b) Prevention of sudden infant death syndrome and use of safe sleeping practices;
- (c) Administration of medication, consistent with standards for parental consent;
- (d) Prevention of and response to emergencies due to food and allergic reactions;
- (e) Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
- (f) Prevention of shaken baby syndrome and abusive head trauma;
- (g) Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a human-caused event (such as violence at a child care facility);
- (h) Handling and storage of hazardous materials and the appropriate disposal of bio contaminants; and
- (i) Precautions in transporting children (if applicable).
- (j) Recognition and reporting of child abuse and neglect
- (k) Child Development

*The Health and Safety Orientation Certificate that includes all topic requirements can be obtained by locating a training vendor offering this course through [GaPDS](#).

(3) Ongoing Training. On an annual basis, all supervisory and caregiver personnel, shall attend ten (10) clock hours of training which is task-focused in early childhood education or child development or subjects relating to job assignment and is offered by an accredited college, university or vocational program or other Department-approved source.

Chapter Q. Swimming Pools and Water-related Activities

(1) Accessibility of Pools. All swimming and wading pools shall be adequately fenced and inaccessible to children except during supervised activities.

(2) Supervision of Children in Water Over Two (2) Feet Deep. For water-related activity (such as swimming, fishing, boating or wading) in water over two (2) feet deep, continuous supervision of children must be provided as follows:

<u>Ages of Children</u>	<u>Staff:Child Ratio*</u>
Under two and one-half (2 1/2) yrs.	1:2
Two and one-half (2 1/2) to four (4) yrs.	1:5
Four (4) yrs. and older who cannot swim a distance of fifteen (15) yards unassisted **	1:6
Four (4) yrs. and older who can swim a distance of fifteen (15) yards unassisted **	1:15

* At least one person must have current evidence of having completed successfully a training program in lifeguarding offered by a water-safety instructor certified by the American Red Cross or YMCA or YWCA or other recognized standard-setting agency for water safety instruction. Such person may be a program staff member or an employee of a water facility (e.g., local swimming pool).

** 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, program 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

(3) Supervision of Children in Water Less than Two (2) Feet Deep. For water-related activity (such as swimming, fishing, boating or wading) in water less than two (2) feet deep (such as a wading pool), continuous supervision must be provided in accordance with normal Staff:child ratios which are as follows:

<u>Ages of Children</u>	<u>Staff:Child Ratio*</u>
Infants less than one (1) year old or children under eighteen (18) months who are not walking	1:6
One (1) year olds who are walking	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) years and older	1:25

(4) Additional Supervision. At least one (1) additional Staff member above the required Staff:child ratios for any water-related activity (such as swimming, fishing, boating, or wading) shall be available to rotate among the age groups as needed when any of the following circumstances are present:

- (a) The majority of the children in a group are not accustomed to or are afraid of the water;
- (b) The majority of the children in a group comprised of children who cannot swim a distance of 15 yards unassisted cannot touch the bottom of the water facility without submerging their heads;
- (c) The water facility is particularly crowded;
- (d) The children have special needs which impact on their ability to participate safely in the water-related activity.

Chapter R. Transportation

(1) Vehicle Safety. Vehicles used for transporting children shall be maintained as follows:

(a) Annual Safety Check. Each vehicle shall have a satisfactory annual safety check, completed by a trained individual, of at least: tires, headlights, horn, taillights, turn signals, brake lights, brakes, suspension, exhaust system, steering, windows, windshields and windshield wipers. A copy of a standard inspection report used by the Department or an equivalent shall be kept on file at the program or on the vehicle and should include evidence of any repairs and/or replacements that were identified as needed on the inspection report.

(b) Interior. Interior of a transportation vehicle must be clean and in safe repair and free of hazardous items, objects and/or other non-essential items which could impede the children's access or egress from the vehicle or cause injury if the items were thrown about the vehicle as a result of a collision.

(c) Child Passenger Restraints. All children transported in a vehicle provided by or used by the program shall be secured in a child passenger restraining system or seat safety belt in accordance with current state and federal laws and regulations. The child passenger restraining system and seat safety belts must be installed and used in accordance with the manufacturer's directions for such system and used in accordance with the manufacturer's directions with respect to restraining, seating or positioning the child being transported in the vehicle.

(2) Driver. Whenever the program transports children for any reason, the driver of the vehicle shall be at least eighteen (18) years of age and possess a valid driver's license as required for the class of vehicle that the driver will be operating for the program.

(3) CPR and First Aid Training. Either the driver or another Staff person present on the vehicle shall have current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) for infants and children and a triennial training program in first aid offered by certified or licensed health care professionals.

(4) Additional Staff. When the program transports children for any reason, the following Staff:child ratios shall be maintained:

Driver + One (1) Staff Members [The additional Staff must be at least more children under three years of age; eighteen (18) years of age or older]

- When transporting three (3) or
- When seven (7) or more children under five (5) years of age occupy vehicle;
- When eighteen (18) or more children five (5) years of age or older occupy the vehicle.

Driver + Two (2) Staff Members [One (1) of the additional Staff members must be at least eighteen (18) years of age]

- When eight (8) or more children under three (3) years of age occupy the vehicle with other children;
- When more than twenty (20) children under five years of age occupy the vehicle with other children.

(5) Staffing Requirements When Transporting More Than Thirty-Six (36) Children.

(a) When more than thirty-six (36) children under five (5) years of age occupy the vehicle, the Staff:child ratios as stated in Rules 591-1-1-.32(1) and 591-1-1-.32(2) shall be met.

(b) When more than thirty-six (36) children five (5) years of age and older are transported with no children under the age of five (5) years, there shall be a minimum of two (2) Staff persons for the first thirty-six (36) children and there must be one additional Staff person for each additional twenty (20) children. This means a third Staff person would be required if transporting thirty-seven (37) to fifty-six (56) children five (5) years and older.

(6) Parental Authorization. For routine transportation provided by the program or on behalf of the program, the child's Parent(s) must provide written authorization for the transportation and specify routine pick-up location, routine pickup time, routine delivery location, routine delivery time and the name of any person authorized to receive the child.

(7) Transportation Plan. For all transportation conducted by the Program or on behalf of the Program, the following requirements shall be met:

(a) Program and Passenger Information. Each vehicle used to transport children shall contain current information including the full names of all children to be transported and each child's pick-up location, pick-up time, delivery location, alternate delivery location if a Parent is not at home and name of person authorized to receive each child. In addition, the vehicle shall contain current information identifying the Program's name and telephone number and the name of the driver of the vehicle.

(b) Emergency Medical Information. An emergency medical information record must be maintained in the vehicle for each child being transported. The emergency medical information record for each child shall include a listing of the child's full name, date of birth, allergies, special medical needs and conditions, current prescribed medications that the child is required to take on a daily basis for a chronic condition, the name and phone number of the child's doctor, the local medical facility that the Program uses in the area where the Program is located and the telephone numbers where the Parent(s) can be reached.

(c) Passenger Transportation Checklists. A passenger transportation checklist, provided by or in a format approved by the Department, shall be used to account for each child during transportation. A separate passenger checklist shall be used for each vehicle.

(1) The first and last name of each child transported shall be documented on the passenger transportation checklist. Each child shall be listed individually; a sibling group shall not be listed as a single entry, for example, an entry of "Smith children" would be unacceptable.

(2) The driver or other designated person shall immediately document in writing, with a check or other mark/symbol to account for each child listed on the passenger transportation checklist each time a child enters and exits the vehicle. The driver or other designated person shall document in writing with a different mark/symbol to account for each child listed on the passenger transportation checklist who was not present on the vehicle for any reason. An explanation shall be documented in writing whenever a child is transported to a field trip site but is not present on the return trip to the Program.

(3) The driver or other designated Staff person shall also document in writing the departure/arrival times for all types of transportation on the passenger transportation checklist as follows:

(i) Home Transportation - Each time the vehicle departs from the Program, arrives at the location where any child is picked up or dropped off and when the vehicle returns to the Program.

(ii) Field Trip Transportation- Each time the vehicle leaves the Program, arrives at a field trip destination, leaves a field trip destination, and returns to the Program.

(4) The Staff person on the vehicle responsible for keeping the passenger transportation checklist shall give the completed passenger transportation checklist to the Director or the Director's designated Staff person at the Program as set forth below:

(i) Immediately upon return to the Program at the completion of the trip once the vehicle has been checked; or

(ii) The next business day following the completion of the trip if the vehicle did not return to the Program at the end of the trip or if the Program was closed when the vehicle returned.

(5) Passenger transportation checklists shall be maintained as Program records for one (1) year.

(d) Checking the Vehicle - To ensure that all children have been unloaded from transportation vehicles, regardless of whether the vehicle is equipped with a child safety alarm devices, the vehicle shall be thoroughly checked first by a designated Staff person who was present on the vehicle during the trip and then by a second designated Staff

person, who may or may not have been present on the vehicle during the trip, to ensure that two checks of the vehicle have been completed.

(1) The first check shall be conducted immediately upon unloading the last child at any location including, but not limited to, a field trip destination, arrival at the Program, and the last stop during transportation to home or school. The responsible person on the vehicle shall:

- (i) Physically walk through the entire vehicle;
- (ii) Visually inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior;
- (iii) Sign the passenger transportation checklist(s), indicating all of the children have exited the vehicle; and
- (iv) Give the passenger transportation checklist(s) to the second designated Staff person.

(2) The second designated Staff person shall conduct a check of the vehicle as stated in Rule 591-1-1-.36(7)(d)1(i) through (iii) above. The second check shall be conducted immediately upon the completion of the first check of the vehicle. There shall be continuous watchful oversight of the vehicle between the first check and second check.

(3) If a second designated Staff person is not available to conduct a second check of the vehicle, the driver shall check the vehicle as stated in Rule 591-1-1-.36(7)(d)1.(i) through (iii) above and then report by phone to the Director or designated Staff person that the check has been completed and no children remain on the vehicle. (Possible circumstances include but are not limited to: the Program has closed when the driver returns with the vehicle; the driver is the only Staff person on the vehicle at the last destination during home, school or field trip transportation; the driver takes the vehicle home at the end of the day.) The time and verification of such telephone contact shall be immediately documented and signed on the passenger transportation checklist(s) by the driver.

(8) Supervision of Vehicles. A child shall never be left unattended in a vehicle.

Chapter S. Field Trips

- (1) **Parental Permission.** A program shall obtain written permission from Parent(s) in advance of the child's participation in any field trip and such permission must be signed and dated by a Parent.
- (2) **List of Trip Participants.** A list of children and adults participating in the trip shall be left at the program as well as be taken on the trip in the possession of the adult in charge of the trip.
- (3) **Emergency Medical Information.** Emergency medical information on each child to include allergies; special medical needs and conditions; current prescribed medications that the child is required to take on a daily basis for a chronic condition; the name and phone number of the child's doctor; the local medical facility that the program uses in the area where the program is located; and the telephone numbers where the Parent(s) can be reached shall be left at the program as well as be taken on the trip in the possession of the adult in charge of the trip.

Chapter T. Required Reporting

(1) The Administrator or designated person-in-charge shall report or cause to be reported the following:

(a) Child Abuse, Neglect or Deprivation. Suspected incidents of child abuse, neglect or deprivation shall be reported to the local County Department of Family and Children Services in accordance with state law.

(b) Communicable Diseases. Any cases or suspected cases of notifiable communicable diseases shall be reported to the local County Health Department as required by the rules of the Department of Human Resources regarding Notification of Disease, Chapter 290-5-3.

(c) Incident Reports. The following incidents must be reported to the Department within twenty-four (24) hours or the next work day:

(1) Any death of a child while in the care of the program; and

(2) Any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the program.

Chapter U. Diapering (If applicable)

- (1) Handwashing Sink. A hand washing sink with running heated water shall be located adjacent to the diapering area.
- (2) Diaper Changing Surface. If diapers are changed on a diaper changing table/surface, the surface shall be smooth, nonporous, and equipped with a guard or rails to prevent falls. Between each diaper change, the diaper change surface shall be cleaned with a disinfectant and dried with a single-use disposable towel. Infants and children shall not be left unattended while being diapered or having their clothes changed on the diaper changing surface.
- (3) Location of Diapering Area. The area used for diapering shall not be used for food preparation. It must be clear of formulas, food, food utensils and food preparation items.

Chapter V. Safe Sleep Requirements (If applicable)

(1) **Cribs.** A crib that is safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards shall be provided for each infant. (“Infant” refers to any child under the age of twelve (12) months or any child who is under eighteen (18) months of age who is not walking.)

(2) **Crib Mattress.** A mattress shall be provided for each crib and shall be firm, tight-fitting without gaps, at least two inches (2") thick and covered with waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant.

(3) **Crib Sheet.** Each crib shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.

(4) **Infant Sleep Position.** Staff shall place an infant to sleep on the infant’s back in a crib unless the program has been provided a physician’s written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed.

(5) **Safe Sleep Environment.** Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. Staff shall not attach objects or allow objects to be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.



Exemption Visit Health & Safety Monitoring Checklist

Arrival time:	Departure time:	Visit date:
Consultant name:	Phone #:	
Program name:	EX-_____ (insert provider #)	
Exemption Category:	CAPS Funded <input type="checkbox"/>	EXMT-_____ (insert category #)
Street Address:	Phone:	
City, Zip Code, State, County:	# of CAPS certificates (if applicable):	
Administrator/Person-in-charge: _____ Present during visit: <input type="checkbox"/> Yes <input type="checkbox"/> No Is this person typically on-site each day? <input type="checkbox"/> Yes <input type="checkbox"/> No		
General Operating Information *Complete this checklist AND an unlicensed program form		
Is program currently operating?: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____		
*Is program operating within approved guidelines?: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ (i.e. ages served, hours/days of operation, etc.)		
*Is program operating at approved location?: <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____		
Is approval letter <u>and</u> exemption notice from the Dept. posted in a prominent place near front entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Are signed parent acknowledgement forms on file for each child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do parents receive a program handbook? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the email we have on file current? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you receiving communications from the Department? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the program accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list accrediting agency: _____	

37

Bathrooms			
<ul style="list-style-type: none"> Supplies <input type="checkbox"/> Yes <input type="checkbox"/> No Cleanliness <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Toilets: _____ Number of Sinks: _____ Bathrooms in or adjacent to activity areas? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> 			
Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____			
Non-core Standard total(s): _____			
Indicators		Observations/ Comments/ Notes	Plan of Improvement
Children's Records			
<ul style="list-style-type: none"> Sign in/out logs signed by the parental authority or authorized representative (CAPS Policy 12.4.6.1) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are children's enrollment records maintained on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No Are children's immunization records maintained (CAPS only)? <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency contact information available for each child & readily accessible to staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 			
Criminal Background Checks			
<ul style="list-style-type: none"> CBC results on file for all staff on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there anyone with only a national fingerprint check conducted by DECAL? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, is this staff supervised by staff with a Comprehensive Background check? <input type="checkbox"/> Yes <input type="checkbox"/> No CBC one-day letter left on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme			

Diapering <input type="checkbox"/> N/A (no diapering) <input type="checkbox"/> Not observed during visit			
<ul style="list-style-type: none"> Clean, nonporous diapering surface with safety barrier? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Sink with warm, running water adjacent to diapering area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Area not used for food preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme 			
Discipline <input type="checkbox"/> None observed			
<ul style="list-style-type: none"> Appropriate disciplinary actions observed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Written discipline policy? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Appropriate discipline policy? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point (not physically or emotionally harmful) Policy communicated to staff? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point If no, explain-----> 			
<p>Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____</p> <p>Non-core Standard total(s): _____</p>			
Indicators		Observations/ Comments/ Notes	Plan of Improvement
Health & Hygiene <input type="checkbox"/> Not observed during visit			
<ul style="list-style-type: none"> Sink(s), running water, soap and paper towels available? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Staff wash hands after toileting & before eating? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Children wash hands after toileting & before eating? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point If no, explain-----> 			

Field Trips <input type="checkbox"/> N/A (no field trips provided)		
<ul style="list-style-type: none"> Written permission from parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No List of participants? <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency medical information for each child on vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain----->		
Medication <input type="checkbox"/> N/A (No medication dispensed)		
<ul style="list-style-type: none"> Stored medication inaccessible to children? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Written permission from parent/guardian to dispense? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Document in writing when medication is dispensed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme		
Physical Plant		
<ul style="list-style-type: none"> Certificate of Occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Marshal approval/annual fire inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Zoning approval? <input type="checkbox"/> Yes <input type="checkbox"/> No Business license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Premises free of serious health & safety hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme If no, explain----->		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ </div> <div> Core Standard total(s): _____ </div> </div> <div> Non-core Standard total(s): _____ </div>		

Indicators	Observations/ Comments/ Notes	Plan of Improvement
Playgrounds/Equipment <input type="checkbox"/> N/A (no playground or equipment) <input type="checkbox"/> Not observed during visit		
<ul style="list-style-type: none"> Outdoor equipment free of serious hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Outdoor play area free of serious hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Fence/barrier around outdoor play area? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> 		
Policies and Procedures: Does the program have a written policy regarding the following *NON-CORE CCDF Standards		
<ul style="list-style-type: none"> The exclusion of children with contagious illness? <input type="checkbox"/> Yes <input type="checkbox"/> No Notification of parents in the event their child becomes ill while at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No The notification of all parents of enrolled children when a reportable contagious illness is present in the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No The prevention of and response to food and allergic reactions? <input type="checkbox"/> Yes <input type="checkbox"/> No Emergency preparedness and response? <input type="checkbox"/> Yes <input type="checkbox"/> No The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)? <input type="checkbox"/> Yes <input type="checkbox"/> No Recognition and reporting of child abuse and neglect? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the program reported serious injuries/incidents? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <p>*If "No" is selected in any area, 1 point will be added to the Non-core standard total for the indicator overall.</p>		
Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____ Non-core Standard total(s): _____		

Indicators	Observations/ Comments/ Notes	Plan of Improvement
Safe Sleep <input type="checkbox"/> N/A (no infants) <input type="checkbox"/> Not observed during visit		
<ul style="list-style-type: none"> CPSC/ASTM Crib in good repair for each infant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Cribs clear of objects? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme) Each crib has a firm, tight fitting mattress without gaps? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Each crib has an individual, tight fitting sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Are infants placed on their back to sleep in an appropriate crib? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----→ <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme 		
Staff Training		
<ul style="list-style-type: none"> At least one staff person present on site and on field trips with current first aid and CPR (must include pediatric instruction)? <input type="checkbox"/> Yes <input type="checkbox"/> No All Staff obtain First Aid and CPR training within 90 days of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Staff trained in program policies and procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----→ All Staff obtain Health & Safety Orientation Certificate within 90 days of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point Does staff receive on-going training? <input type="checkbox"/> Yes <input type="checkbox"/> No = 1 Point If yes, list type of training: <ul style="list-style-type: none"> ○ ○ ○ 		
<p>Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____</p> <p>Non-core Standard total(s): _____</p>		

Indicators	Observations/ Comments/ Notes	Plan of Improvement
<p>Swimming & Water-Related Activities <input type="checkbox"/> N/A (no pool/no swimming activities)</p> <hr/> <ul style="list-style-type: none"> Pool area adequately fenced & secured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Lifeguard certified and present? (if pool is on site) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme Enough staff to safely supervise swimmers and non-swimmers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain-----> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme 		
<p>Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____</p> <p>Non-core Standard total(s): _____</p>		

Indicators	Observations/ Comments/ Notes	Plan of Improvement
<p>Transportation <input type="checkbox"/> N/A (no transportation provided)</p> <hr/> <ul style="list-style-type: none"> • Written permission to transport from parent/guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No • Emergency medical information for each child on vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme • Proper restraints used when transporting children? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme • Procedures in place to transport children safely? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme • Each vehicle(s) has an annual safety inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit • Each vehicle(s) is in good/safe condition, clean and free of hazardous items? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not observed during visit • Documentation maintained of transportation which indicates that safety procedures are in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme • Additional staff provided to maintain adequate supervision during transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme 		
<p>Core Standard Severity total(s): Low: _____ Medium: _____ High: _____ Extreme: _____ Core Standard total(s): _____</p> <p>Non-core Standard total(s): _____</p>		

[illegible]

NOTES/OBSERVATIONS:

By signing this report, I acknowledge that the report was discussed with me and if there are any missing requirements I am responsible for submitting them as outlined to Maximus or the CAPS Program.

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), e-mail the following information to CCSRefutations@dec.al.ga.gov.

- 1. Facility name, exemption number and visit date.**
- 2. Your name, title/relationship to the facility, e-mail address & up to two phone number(s) where you can be reached.**
- 3. Specific standard(s) that you are refuting, along with your concerns or questions regarding the citation.**
- 4. Refutations must be submitted to Child Care Services (CCS) within 10 business days of the completion date of the visit to the facility.**
- 5. Your refutation will be forwarded to the CCS Exemptions Unit manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 770-293-5977.**

Any violation which subjects a child to an injury or life-threatening situation, or continued noncompliance may jeopardize participation in the CAPS program for eligible license-exempt programs (government-owned/operated facilities and day camps).

Director/Person-in-charge Signature _____

Printed name _____ **Date** _____

Specialist Signature _____ **Date** _____

Compliance Enforcement Worksheet

Violation Class (A, B, C, D)	Violation Level			
	I 0-2 points	II 3-5 points	III 6-10 points	IV 11+ points
D (10 points per indicator) <ul style="list-style-type: none"> • Extreme Harm • Imminent Danger 			I3 - D D	
C (6 points per indicator) <ul style="list-style-type: none"> • High Risk 			I2-D C-III	I3-D C-IV
B (2 points per indicator) <ul style="list-style-type: none"> • Medium Risk 	P1-P3 B-I	P2-P3 B-II	I1-I2 B-III	I2-D B-IV
A (1 point per indicator) <ul style="list-style-type: none"> • Low Risk • CCDF Non-core 	P1-P2 A-I	P1-P3 A-II	P2-P3 A-III	I1-I2 A-IV

Prevention Action Category	Intermediate Action Category (includes Prevention Actions)	Dismissal Action Category
Prevention 1 (P1)	Intermediate 1 (I1)	Dismissal (D)
Technical assistance	Corrective action plan	Dismissal
Prevention 2 (P2)	Office conference	Disqualification
Citation	Intermediate 2 (I2)	
Plan of improvement	Fine (level 1 or 2)	
Prevention 3 (P3)	Intermediate 3 (I3)	
Warning Letter	Per violation fine (level 1 or 2)	

☐ **No Violations Observed** **Core Standard total:** _____ **Non-core Standard total:** _____ **Combined total:** _____

Director/Person-in-charge Signature _____

Printed name _____ Date _____

Specialist Signature _____ Date _____