



BRIGHT
*from
the* *START*

Georgia Department of Early Care and Learning



Welcome to the Family Child Care Learning Home License Orientation Meeting (LOM)

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

(404) 657-5562

2 Martin Luther King Jr. Drive, SE

Suite 670, East Tower

Atlanta, GA 30334

www.decal.ga.gov



Please note, the information presented today is information on the licensing process and how to obtain a Family Child Care Learning Home license through Bright from the Start: Georgia Department of Early Care and Learning. The Department does not endorse any individual trainer or training company. Individuals present in the training today may not promote or solicit for private business during the presentation or on the site of this presentation.



Are you in the right spot?

- Are you interested in opening a Family Child Care Learning Home and are not caring for more than 6 children for pay?
- Have you downloaded and reviewed or printed the Rules and Regulations for Family Child Care Learning Home?

Definitions (as defined by Bright from the Start):

- **FCCLH (Family Child Care Learning Home)- 3-6 children for care in a home that is zoned residential.**
- **CCLC (Child Care Learning Center)- 7 or more children in a commercial building that is zoned for child care.**



Agenda



Welcome and Introductions
Overview of Today
LOM—Part 1
Question and Answer Session
LUNCH
LOM—Part 2
Wrap up & Questions





LOM Certificate

At the end of the presentation, you will be issued a Post Test. The Post Test must be submitted to receive your LOM Certificate via e-mail.





Bright from the Start, Georgia Department of Early Care and Learning is the ONLY State agency to regulate child care programs.

The agency consist of the following departments:

- **Child Care Licensing**
- **Nutrition Services**
- **Instructions Support**
 - GAPITC
- **Federal Programs**
 - CAPS
 - Quality Rated
- **Head Start State Collaboration Office**
- **Georgia's Pre-K Program**



Applicant Services Unit



- **Lisa Chandler- Unit Manager**
- **Chrissy Clayton- Coordinator**
- **Cheri Smithson – Administrative Assistant**

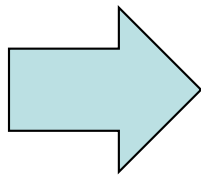
Applicant Services Unit Consultants:

- **Iko Blackmon**
- **Bianne Walters**
- **Wakisha Newton**
- **Jennifer Salies**
- **Angela Byrd**
- **Jessica Grant**



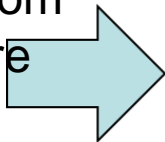
Check the homepage of the website to view updates and changes to rules and regulations

www.dec.state.ga.us



The screenshot shows the homepage of the Georgia Department of Early Care and Learning. At the top right is the Georgia state logo. The main header features the 'BRIGHT START' logo and the text 'Georgia Department of Early Care and Learning'. Below this is a navigation bar with links for Agency, Programs, Families, Teachers, Providers, and Contact Us. A search bar is located on the right side of the header. The main content area features a large banner with a dandelion image and the quote: "Children who learn together, learn to live together." To the right of the banner is a vertical list of buttons: Find Child Care, Find Georgia's Pre-K, Find a Meal Site, FAQ, Employment, and License Fee Payments. At the bottom right is the 'QUALITY RATED Child Care' logo.

From the Child Care main page click on Starting a Child Care Program then Family Child Care Learning Home to find all items needed for application submission. Other sample forms, etc. can be found under Family Child Care Learning Home forms from the Child Care main page.



w.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx

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Tools Help

ttthe... ▾ Suggested Sites ▾

Georgia Department of
Early Care and Learning

Agency Programs Families Teachers Providers Contact Us

/ Child Care Services / Starting A Child Care Program / Family Child Care Learning Home

Child Care Services

- About Child Care Services
- Bulletins/Webinars
- Change of Ownership
- Child Care Location Search
- Child Care Programs
- Child Care Resource & Referral System
- Choosing and Searching for a Program
- Contact Child Care Services
- Criminal Records Check
- Enforcement Actions
- Exemptions
- FAQ
- Georgia Early Learning and Development Standards
- DECAL KOALA
- License Fee Information
- Professional Learning
- Provider Resources
- Refutation Information
- Rules and Regulations
- Starting A Child Care Program
 - Child Care Center
 - Family Child Care Learning Home**
 - Support Center
 - Training Requirements
 - Useful Links

FAMILY CHILD CARE LEARNING HOME

As of February 1, 2009, new Family Child Care Learning Home (FCCLH) applicants must obtain 20 hours of pre-service training that has been approved by the Department in order to submit a registration for a FCCLH. A pre-registration visit will also be conducted by the CCS division prior to the issuance of a FCCLH registration certificate.

For information on the pre-service training requirement for FCCLH applicants, applicants should contact the Child Care Resource and Referral Agency (CCRRA) that serves their area. Please click on the CCRRA link to locate the agency nearest you. Effective July 1, 2009, new FCCLH applicants will have to possess one of the following:

- Child Development Associate (CDA) credential issue by the Council for Professional Recognition;
- Technical Certificate of Credit (TCC) in Early Childhood Education;
- Technical College Diploma (TCD) in Early Childhood Education;
- Associate Degree in Early Childhood Education (AA, AAS, AAT);
- Paraprofessional Certificate (issued by the Georgia Professional Standards Commission)

If you are submitting an application for a Family Child Care Learning Home (FCCLH), you must attend a FCCLH Licensing Orientation Meeting (FCCLH – LOM) class prior to submitting an application for licensure. FCCLH – LOM is required for all FCCLH applicants that are not currently licensed.

Documents List

- Family Child Care Learning Home Applicant Guide (includes Info below except LOM)
- Family Child Care Learning Home Five Training Areas
- Criminal Records Check Application
- Criminal Records Check Livescan Fingerprint Instructions
- Family Child Care Learning Home Food Sponsors
- Resource and Referral Agencies by County
- Family Child Care Learning Home Licensure Orientation Meeting (FCCLH-LOM)-Forsyth 2016 Schedule
- Family Child Care Learning Home- Licensure Orientation Meeting (FCCLH-LOM)- ATLANTA 2016 Schedule



What will I learn from LOM?



- **Become familiar with the licensing process and the licensing visit.**
- **Develop an understanding of the rules and regulations and your role as a Family Child Care Learning Home.**
- **Become familiar with resources that are available.**
- **Understand developmentally appropriate practices and how to establish responsive, creative environments.**
- **Become familiar with the Department's Core Rules.**





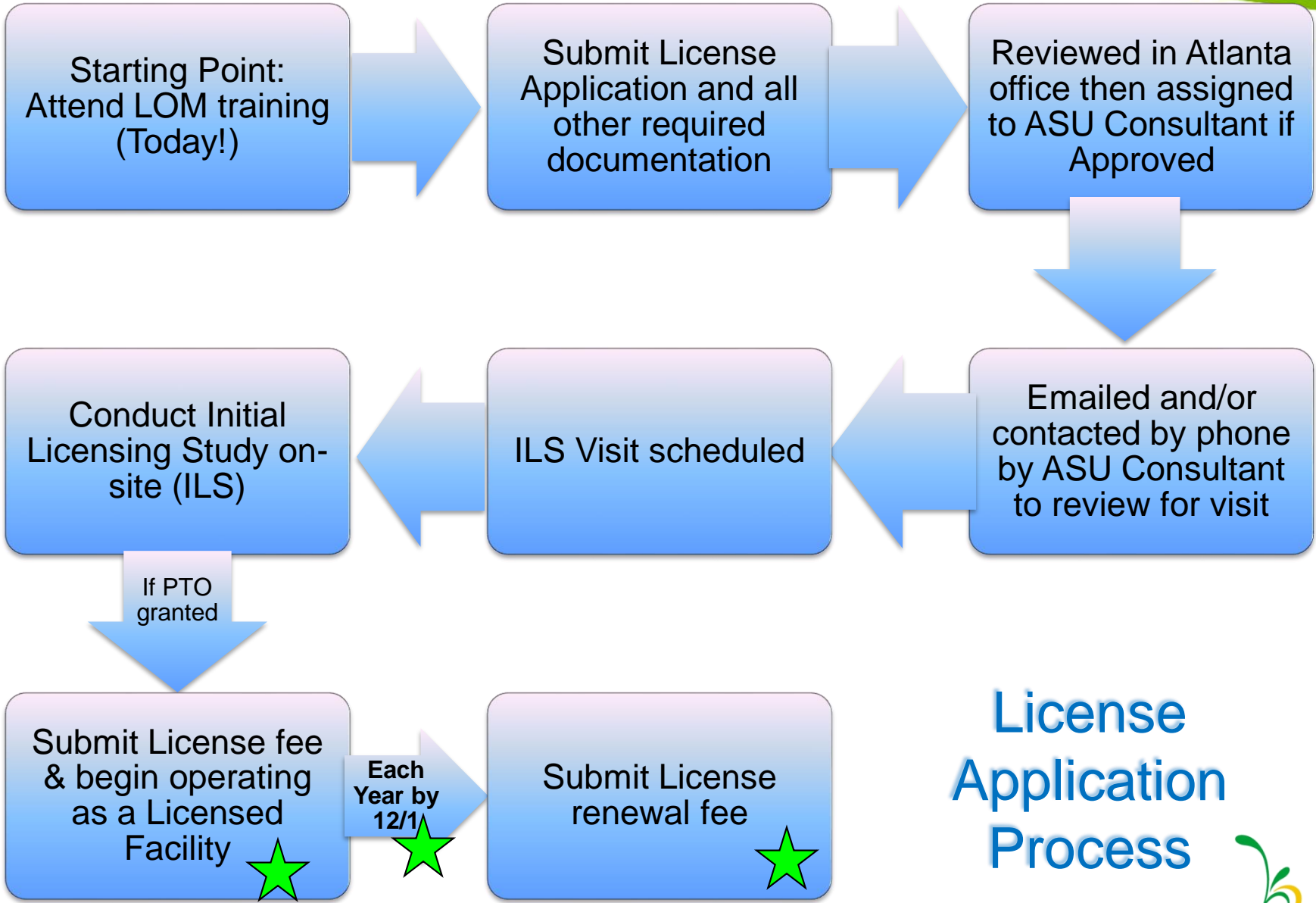
The Research

- **Research tells us that all young children deserve excellent early care and education.**

An alarming number of infants, toddlers, and preschool age children are found to be in unsafe settings and are not receiving the excellent early education they deserve.

Resource – Call to Excellence: Public Policy: National Association for the Education of Young Children





License Application Process



Application Submission Checklist



- Completed FCCLH Rules and Regulations Checklist
- Application
- Citizenship Affidavit with Verifiable Documentation
- LOM Training Certificate
- Copy of First Aid/CPR cards
- Training Certificates documenting ten Pre-Service training hours
- Verification of Education Credential & Official Transcripts
- Disclosure forms Part I and II
- Zoning Letter
- Lease Agreement if applicable
- Business License or Letter from Local Authority
- Floor Plan Template
- Water/Sewer Verification






BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
 2 Martin Luther King Jr. Drive, SE
 Suite 670, East Tower
 Atlanta, Georgia 30334
 www.dec.state.ga.gov



****A license
 is
 issued in an
 individual's
 name**



Family Child Care Learning Home Application

A registration to operate a Family Day Care home is issued to an individual, at a property zoned for residential use. Only one family day care registration can be issued per residence.

Applicant Information:

<p>_____</p> <p>Name</p> <p>_____</p> <p>Social Security Number</p> <p>_____</p> <p>Date of Birth</p> <p>_____</p> <p>Address of Family Child Care Home</p> <p>_____</p> <p>Telephone Number</p> <p>_____</p> <p>Email address (required)</p>	<p>Do you live in the home where the family child care is located? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>If No, home address</p> <p>Are you a Military Applicant Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you a foster parent? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you an unregulated DFCS vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>I care for two additional children who are three-years and older for two (2) hours a day from _____ to _____.</p>
---	--

Location Change? Yes No
 If yes, this is a change in location, please provide the former address:
 Former Address: _____
 Former Registration Number: _____
 Company Name of Child Care Food Program: _____

Do you own the Residence in which the program is housed? ___Yes ___No

If no, please provide the landlord's name and address and include a copy of the current lease agreement that states you are permitted to operate a family day care in the residence:
Landlord's Name, Mailing Address and Contact Number:






Affidavits of relationship and non-pay status

- Family Child Care Learning Homes are required to maintain documentation of family relationships for related children, other than the provider's own children, regardless of whether or not pay is received for these children. This documentation must be completed by the child's parent/guardian and must be notarized.

*Samples are available on the BFTS website.



DRUGGIFT FROM THE STATE: Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE, Suite 704, East Tower, Atlanta, Georgia 30331
(404) 658-5937

Relationship Affidavit

This form is for children who are in care and are related to the provider.

200-2-B-0010: Documentation of family relationships for related children, other than the provider's own children, cared for in the home shall be maintained and shall include a notarized statement by the related child's parent or guardian attesting to the relationship.

I do hereby attest that _____
Provider's Name
is providing child care services for my child/children listed below

on M-F check all that apply: Mon Tue Wed Thu
 Fri Sat Sun

from _____ to _____ and
_____ Times care is provided _____ and that
_____ is my
Provider's Name

child's/children's:
 Grandparent Aunt/Uncle First cousin Brother/Sister

(Includes blood relationships and relationships by marriage, such as step-brother, step-sister, etc.)

Parent/Guardian Information:

Name (printed)	
Address	
Home/Cell Phone	

Child Information:

1. Name	
Date of Birth	
2. Name	
Date of Birth	

Parent/Guardian Signature _____ Date _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires: _____
(Must have seal or stamp)

No Compensation for Child Care Affidavit

This form is for children who are in care and their provider does not receive payment of any kind.

200-2-B-0010: Documentation of the non-pay status of related or unrelated children in care for whom no pay is received shall be maintained and shall include a notarized statement by such child's parent or guardian attesting to the non-pay status.

I do hereby attest that _____
Provider's Name
is providing child care services for my child/children listed below

on M-F check all that apply: Mon Tue Wed Thu
 Fri Sat Sun

from _____ to _____
_____ Times care is provided _____ and that _____ receives no
Provider's Name
compensation or payment of any kind, such as, but not limited to food, equipment, in-kind or barter services or money for these services.

Parent/Guardian Information:

Name (printed)	
Social Security Number	
Address	
Home/Cell Phone	

Child Information:

1. Name	
Date of Birth	
2. Name	
Date of Birth	

(Note: The above information may be verified with the U.S. Department of the Treasury/Internal Revenue Service.)

Complete this section only for related children in care for no pay:

I, the undersigned, attest that the provider named above is my child's/children's:
 Grandparent Aunt/Uncle First cousin Brother/Sister
(Includes blood relationships and relationships by marriage, such as step-brother, step-sister, etc.)

Parent/Guardian Signature _____ Date _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires: _____
(Must have seal or stamp)





Fire approval, HOA, Restrictions

- **Local fire Marshal authority
(Fire safety class required?)**
- **Home on community water/sewer? (Need a copy of bill)
On septic or well? (Need Health Dept. approval)**
- **Home Owners Association Covenants**
- **City or County restrictions**

DO NOT start your child care business before contacting the local fire authority office in your county/city municipality.



Email Address Required



- **Every Family Child Care Learning Home is required to have a contact email address.**
- **This should be an email account that is active and that you check frequently.**
- **This should be indicated on your application.**
- **Most information is now communicated to providers through email contact instead of mail.**





Business License

Effective July 1, 2013, additional requirements to be submitted with your application include:

- 1. Copy of a valid business license from local authority/ or letter from authority stating that applicant will be issued a business license upon permission-to-operate/licensure by Bright from the Start.**





Zoning Letter

2. Zoning approval letter or verification from local authority with jurisdiction for zoning regulations

(Please ensure that letter or verification specifies the physical street address and indicates that a family child care learning home business is an allowable/approved use in your zoning district.)





Lease Agreement

3. Copy of an executed lease agreement, if the applicant does not own the home in which the program is housed. The lease agreement must note that a family day care home business is permitted by the landlord.





Floor Plan Template

FDCH Provider: _____ Address: _____

Level: _____ (i.e. Main, Upper, Lower- Please complete plan for each level of home used for child care including cooking and toileting areas)

If multi-level home
One floor per
template

Provider Signature: _____ Date: _____ Consultant Signature: _____ Date: _____



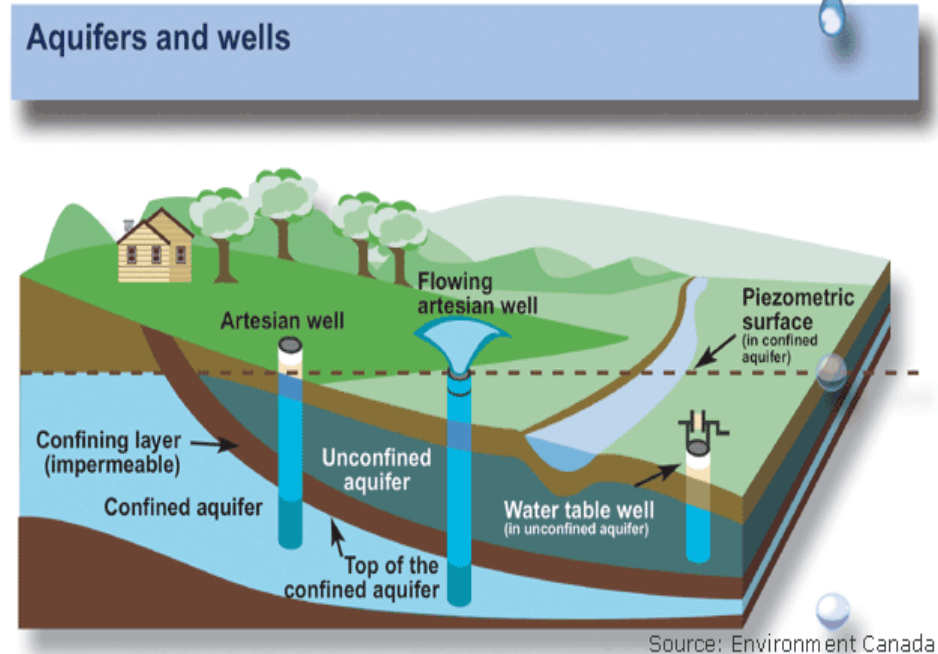
Approvals for Septic Tank and Well Systems must be obtained and submitted.



Septic Tank System



Well Systems



Checklist Review Prior to ILS Visit

- **This checklist will be your last step before the Initial Licensing Study.**
- **This will be done over the phone with your Consultant.**
- **Let's you know what is expected on the date of the ILS.**



Initial Licensing Visit



- **Review all Family Child Care Learning Home Rules**
- **Child Care area identified**
- **Home set up and ready for children including the four foot outdoor barrier for outside play**
- **Equipment and supplies present**
- **Required notices posted**
- **Policies and Procedures (Parent Handbook) developed and ready for review**



Remember....

- Do not schedule your “opening day” until after **PERMISSION TO OPERATE** is granted.





Inspection Master



**Fee Payments
are due after the
Initial Licensing
Study is
completed and
permission to
operate (PTO) is
granted.**

Facility Name:		
Site Address:	County:	
Mailing Address: (If different from site address)		
City:	Zip:	Telephone Number:

Purpose/Type of Inspection (Check all that apply)	Programs Discussed (Check all that apply)
<input type="checkbox"/> Program Consultation	<input type="checkbox"/> USDA Food Program
<input type="checkbox"/> Initial Licensing Study	<input type="checkbox"/> Liability Insurance Law
<input type="checkbox"/> Initial Licensing Study Follow Up	<input type="checkbox"/> 25 Square Foot Request
	<input type="checkbox"/> Lead Checklist
Facility Description	<input type="checkbox"/> No Smoking sign posted
<input type="checkbox"/> Child Care Learning Center	<input type="checkbox"/> SIDS Rules Discussed
<input type="checkbox"/> Group Day Care Home	<input type="checkbox"/> Disclosure Statement
<input type="checkbox"/> Family Day Care Home	<input type="checkbox"/> Pre-K Program
Months of Operation:	<input type="checkbox"/> Georgia Early Learning Standards
Days of Operation:	<input type="checkbox"/> Other: Core Rules
Hours of Operation:	<input type="checkbox"/> Other:
Estimated capacity:	
RECOMMENDATION	
<input type="checkbox"/> Initial License	Effective Date: _____
<input type="checkbox"/> Or Registration	License Number: _____
	Registration Number : _____

Approval to Operate (Mark with X) [] YES [] NO Date _____

ASU Consultant: _____ Jennifer M. Bridgeman

Licensing Fee amount due _____

This form is intended to serve as a temporary license/registration which is valid for thirty (30) days and serves as verification that the facility has met the requirements set forth by Bright from the Start: Georgia Department of Early Care and Learning. You are authorized to operate a licensed child care facility or registered family home day care at the above listed address. Your actual license or registration will be emailed to you upon receipt of the licensing/registration fee in the appropriate amount (based upon the facility's licensed capacity). The licensing fee is nonrefundable. You may pay the licensing fee either online or by certified check or money order mailed to 10 Park Place South SE, Atlanta, GA 30303. Payment cannot be made to the consultant. You should post that license/registration in a prominent location when it is received.



License



2018



**BRIGHT FROM THE START
GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING
LICENSE**

License # FR-00000

This is to certify that a license is granted to Salies, Jennifer to operate a Family Child Care Learning Home doing business as Salies, Jennifer, PO Box 2854, McDonough, Henry County of Georgia.

This license expires 12/31/2018.

"This license is granted pursuant to the authority vested in Bright from the Start: Georgia Department of Early Care and Learning, O.C.G.A. §20-1A-1 et seq."

THIS LICENSE IS NOT TRANSFERABLE AND LICENSE FEE IS NON REFUNDABLE
License Fee of \$50.00 was paid on 12/01/2017

Assistant Commissioner for Child Care Services



License Fees



- The Georgia legislature recently passed House Bill 1055 which requires annual licensing fees for child care programs.
- This Includes New and Existing FCCLH Providers
- Fee payment will be collected via credit card or e-check for new applications, as a preferred method. Cashiers check and money orders may also be used to pay this fee.
- Licensing fee for new applicants will be collected after Permission To Operate has been granted and before the license is processed.

Facility Capacity	Fee Amount	Late Fee Amount
Less than 25 children	\$50	+ \$25

- Fees must be paid within 30 days of the due date to avoid additional late fee amounts.
- The license fee is not refundable and non-transferable



Family Child Care Learning Home



- Private Residence
- Each child enrolled must attend less than 24 hours
- License issued by Bright from the Start
- License is non-transferable
- Care for 3-6 Children
- No more than 2 Children for pay without being licensed.



290-2-3-.03(j)-

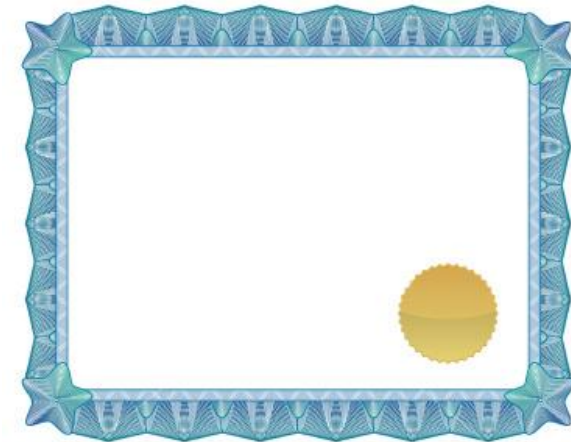
- **A Family Child Care Learning Home license is required when three or more unrelated children under the age of 13 are kept for pay.**
- **The total number of for pay children cannot exceed six (regardless of relationship)**
- **The total number of unrelated children present at one time cannot exceed six (regardless of pay status).**
- **License is not transferable. Must reduce to two children for pay if you relocate.**



Provider Qualifications



- **21 years of age**
- **Satisfactory finger print clearance**
- **Minimum Education Requirements***
 - CDA/Technical Certificate of Credit or higher
- **Additional Requirements:**
 - **Pre-service training - 20 hours**
 - First Aid and CPR - 4 hours (only counted once)
 - LOM Training – 6 hours
 - Ten Additional Hours - 2 Hours in each of the following areas: Early Education Standards, Communication, Developmentally Appropriate Practices, Professional & Leadership Development, Business Management, Advocacy for Parents, Children & Staff
 - **Email Address**



Effective July 1, 2009, new FCCLH applicants will have to possess one of the following:



- **Child Development Associate (CDA) credential issue by the Council for Professional Recognition**
- **Technical Certificate of Credit (TCC) in Early Childhood Education**
- **Technical College Diploma (TCD) in Early Childhood Education**
- **Associate Degree in Early Childhood Education (AA, AAS; AAT)**
- **Paraprofessional Certificate (issued by the Georgia Professional Standards Commission)**

***Please note an Education Variance may be applied for if the provider does not meet the required educational requirements at the time of application. If the variance is approved, the provider will have 6 (six) months to enroll in a educational program and 18 (eighteen) months to complete the program.**





20 Hours of Pre-Service Training must be completed in the following Five Training Areas:

****Two hours in each area is required**

- 1. Early Learning Standards**
- 2. Communication**
- 3. Professional & Leadership Development**
- 4. Business Management**
- 5. Advocacy for Parents, Children and Staff**

***Remember-CPR/First Aid= 4 hours LOM=6 hours**





Training continued...

- **If you are currently enrolled in an educational program (CDA, TCC, TCD, AA, AAS, AAT) and have taken classes in one of the five required areas, those hours can count towards the 10 hours of training as long as the classes were taken within 12 months of application submittal.**

***All training must have been completed within 12 months of application submittal.**



Citizenship Affidavit and Verifiable Documentation



Bright from the Start: Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334

O.C.G.A. § 50-36-1(e)(2) Affidavit For Lawful Presence Verification

License Number _____
Facility Name _____
Facility Address _____
Facility Owner _____

By completing this affidavit under oath, as an applicant for the license or registration listed below, as referenced in O.C.G.A. Sec. 50-36-1, I _____

[printed name of person]

verify one of the following with respect to my application for a public benefit from Bright from the Start: Georgia Department of Early Care and Learning, as referenced in O.C.G.A. Sec. 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. Submit a *legible* front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.
- 2) _____ I am a legal permanent resident of the United States, 18 years of age or older. Submit a *legible* front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, with an alien number issued by the Department of Homeland Security or other federal immigration agency. Submit a legible front and back copy of secure and verifiable document from the list below that includes your alien number.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____ (Required)

I also verify I have provided at least one secure and verifiable document, as required by O.C.G.A. Sec. 50-36-1(e)(1), with this affidavit. The secure and verifiable document I have provided with this affidavit is: _____ (Identify the document, such as driver's license, Temporary Resident Card, passport, etc).

In providing the above information under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Georgia law, O.C.G.A. Sec. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Completed in _____ (city), _____ (state).

Signature of Applicant _____ Printed Name of Applicant _____

Mailing Address: _____
Street or P.O. Box _____ City _____ State _____ Zip _____

Contact Phone Number _____ E-mail Address _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

My Commission Expires: _____

NOTARY PUBLIC

- The individual person in whose name the license was issued.





Secure and Verifiable Documents Under O.C.G.A. § 50-36-2

Issued August 1, 2012, by the Office of the Attorney General, Georgia

- A United States passport or passport card
- An original or certified copy of a birth certificate
- A United States military identification card
- A driver's license issued (front and back copies required)
- An identification card (front and back required)
- A United States Permanent Resident Card or Alien Registration Receipt Card
- A passport issued by a foreign government
- A NEXUS card

A complete list of verifiable documentation is provided on the website and in the updated application packet





State Licensing Regulations

- **Seek to ensure basic health and safety parameters.**
- **Are minimal standards for a licensed program to operate legally.**

Best Practice Standards

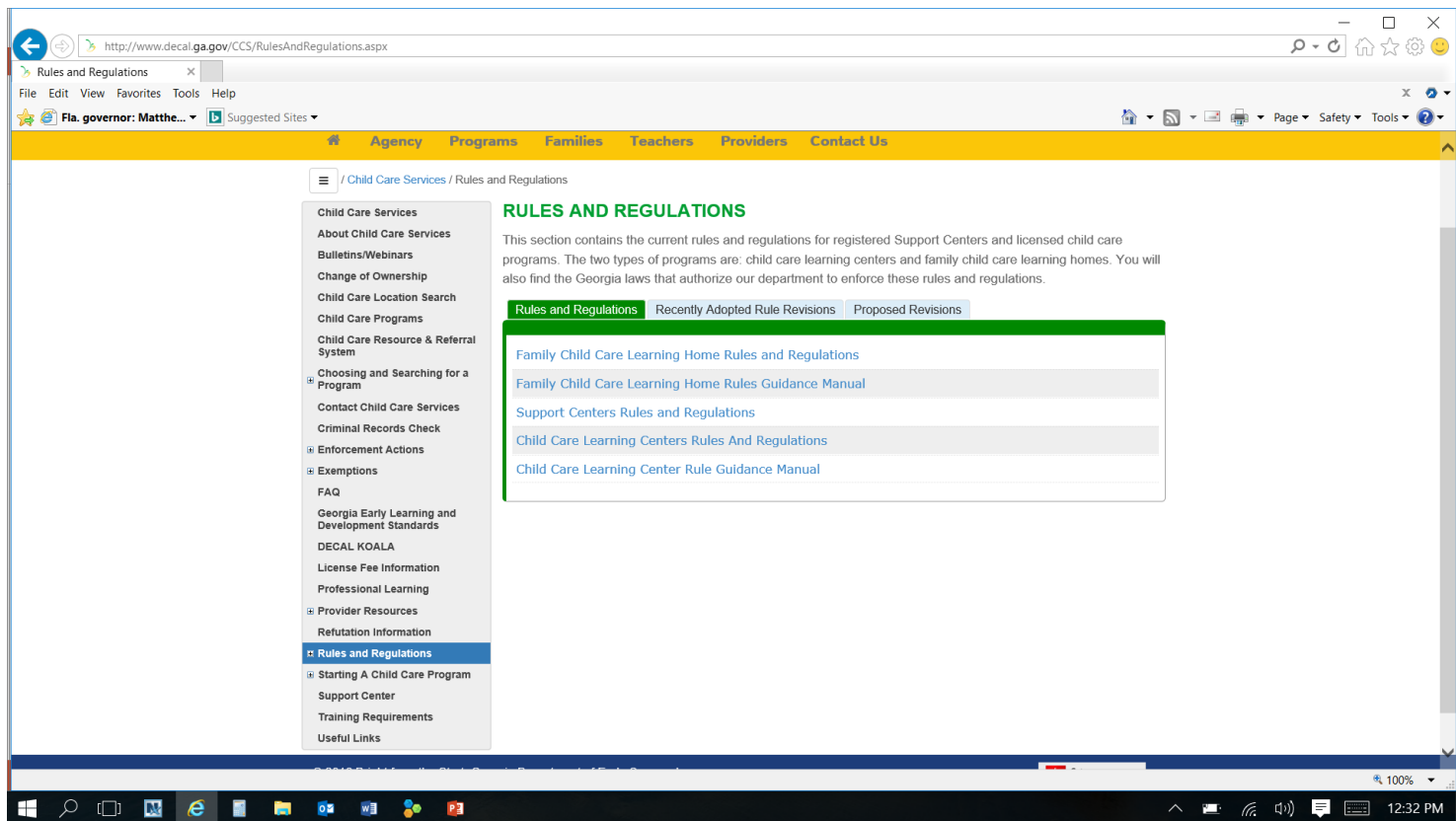
- **Are optimal standards to strive towards**
- **Publications, such as *Caring for Our Children*, attempt to set best practice standards**



Core Rule Resources



- **DECAL website: See the “Core Rules Information” section under Rules and Regulations**



The Impact of compliance with Core Rules



- **Health & Safety involves more than the absence of illness and injury. To stay healthy, children depend on adults to make healthy choices for them and to teach them to make such choices for themselves over the course of a lifetime.**

Resource – “Caring for our Children: National Health and Safety Performance Standards”





15 FCCLH Core Rule Categories



1. Requirements for Applications & Licenses (.04)
 - Overcrowding
2. Supervision (.07)
3. Staff: Child ratios (.07)
4. Staff: Compliance with Applicable Laws (.07)
5. Medication (.11)
6. Diapering (.11)
7. Hygiene (.11)
8. Physical Plant (.11 & .13)
 - Hazards
9. Transportation (.11)
10. Discipline (.11)
11. Equipment (.12)
12. Playgrounds (.13)
13. Swimming Pools & Water Related Activities (.13 & .07)
14. Infant Sleep Requirements (.19)
15. Criminal Record Checks (.21)



290-2-3-.04(1)(d) Requirements for Applications & Licenses

- **.04(1)(d) Any person that provides care for more than six children for pay, related or unrelated, as defined in these rules, shall make application to the Department for a License to operate as a Child Care Learning Center, except as provided in 290-2-3-.07(11).**



Key Points



290-2-3-.04(1)(d)

- **No person shall operate a Family Child Care Learning Home in the state unless a license to do so has been obtained from the Department.**
- **Provider shall not care for more than 6 unrelated children for pay at any one time during operation (defined as overcrowding) per FCCLH rules.**



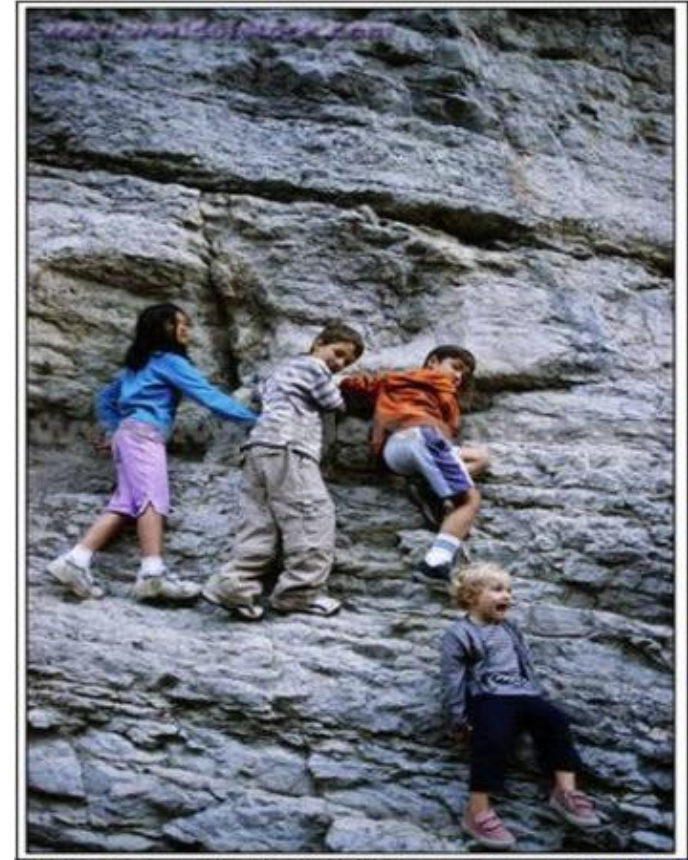
CORE RULE

Supervision
290-2-3-.07(13)

290-2-3-.07(13) Supervision



- **.07(13) At least ONE Adult shall supervise children at all times. Plans shall be made to obtain additional adult help in case of emergencies.**
- **Provider:**
 - Alert
 - Watchful oversight
 - Able to respond promptly to the needs and actions of children
 - Able to intervene promptly in case of an emergency
- **Children:**
 - Should not sleep in areas without an adult present
 - Must be on same level of home as Provider at all times



What is watchful oversight?



- **Being aware everything happening in the home**
- **Responding promptly**
- **Providing timely attention to children's actions and needs**
- **Intervening to prevent inappropriate behavior**



Types of Inadequate Supervision



- Staff leave the room
- Children go to the bathroom alone
- Staff shortage
- Positioning of staff
- Staff talking with parents
- Diapering
- Transitions
- Children left alone on playground
- Children exit playground
- Staff use outdoor time as their “free time” for conversations w/ peers

TIP

Staff persons must be able to respond promptly to the needs and actions of the children.



CORE RULE

Staff: Child Ratios
290-2-3-.07(15)

290-2-3-.07(15) Staff: Child Ratios



.07(15) An assistant, who must be at least sixteen(16) years of age, must be present to assist with supervision whenever:

- More than 3 children under the age of 12 months are present
- More than 6 children under the age of 3 years are present
- More than 8 children under the age of 5 years are present



CORE RULE

**Staff: Compliance with Laws
290-2-3-.07(23)**

290-2-3-.07(23) Staff: Compliance with Laws



- **.07(23) The Provider, Employees and Provisional Employees shall not commit any criminal act, as defined under Georgia law, in the presence of any child enrolled in the Home and shall comply with all applicable laws and regulations.**



CORE RULE

Medication
290-2-3-.11(1)(d)

290-2-3-.11(1)(d) Medication



- **.11(1)(d)**
 - **Authorization:** Specific written authorization from the Child's physician or Parent to dispense prescription or nondescription medication to Child.
 - **Storage:** All medication stored as authorized/instructed and inaccessible to children.
 - **Dispensing:** Include Child's name, name of medication, date(s) and time(s) administered, name of person administering.



Medication Continued...



- **Dispensing medication is not required, but should be in Provider's policies and procedures.**
- **All medications shall be stored in accordance with the prescription or label instructions and stored inaccessible to the children in care.**
- **Document each dose of medication given to the child on medication form. Department form available on website.**
- **Discuss that date, time and no adverse reaction must be documented.**



CORE RULE

Diapering
290-2-3-.11(1)(f)

290-2-3-.11(1)(f) Diapering



- .11(1)(f) Diapers shall be changed in the Child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change.



Diapering continued...



- **Manufacturer's instructions for disinfectant must be followed (leave on for the required amount of time, as stated on the label) or bleach solution must be properly used.**
- **Dispose of soiled diapers and linens in a closed container.**
- **Personnel shall wash their hands and child's hands with soap and running water immediately after each diaper change, even if gloves are used.**



CORE RULE

Hygiene
Staff Handwashing
290-2-3-.11(1)(i)

290-2-3-.11(1)(i) Handwashing

- **.11(1)(i) Personnel shall wash their hands with liquid soap and warm running water:**
 - Immediately before and after each diaper change;
 - Immediately upon the first Child's arrival in the Home for care and upon re-entering the Home after outside play;
 - Before and after dispensing oral medications and applying topical medications, ointments, creams or lotions, handling and preparing food, eating, drinking, preparing bottles, feeding or assisting children with eating and drinking;
 - After toileting or helping children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids such as, but not limited to, mucus, saliva, vomit or blood and after contamination by any other means.



CORE RULE

Hygiene
Children's Handwashing
290-2-3-.11(1)(j)

290-2-3-.11(1)(j) Handwashing



- **.11(1)(j) Children's hands shall be washed with liquid soap and warm running water:**
 - Immediately upon arrival for the day and re-entering the child care area after outside play;
 - Before and after eating meals and snacks, handling or touching food, and playing in water;
 - After toileting and diapering, playing in sand, touching animals or pets, contact with bodily fluids such as, but not limited to, mucus, saliva, vomit or blood, and after contamination by any other means.



CORE RULE

Physical Plant

290-2-3-.11(2)

290-2-3-.13(1)

290-2-3-.11(2)(f) Physical Plant: Hazards



- **.11(2)(f) Poisons, medicines, cleaning agents, razors, aerosol cans and other potentially hazardous materials shall be stored out of reach of children or in locked cabinets.**
 - This includes, but is not limited to: cleaning products; teacher supplies (staplers, white out, scissors, etc.); staff purses/bags, medication, sunscreen, hand sanitizer, diapering ointment/ powder, anti-bacterial soap
 - Check for labels that state “Keep Out of Reach of Children”



290-2-3-.11(2)(g) Physical Plant: Firearms



- **.11(2)(g) Firearms shall be stored so they are not accessible to children.**
 - If present in the Home, firearms should be unloaded, equipped with child protective devices, and kept under lock and key in areas inaccessible to children. This includes pellet or BB guns.
 - Ammunition shall be stored in locked storage, separate from the firearms and inaccessible to children.
 - Parents of children in care should be informed about the Home's policy regarding firearms.



290-2-3-.11(2)(h) Physical Plant: Smoke Detectors & Fire Extinguishers



- **.11(2)(h) At least one UL approved smoke detector shall be on each floor of the Home and such detectors shall be maintained in working order.**
- **At least one 2-A:10-B:C fire extinguisher shall be kept in the child care area to be located no more than thirty feet from the kitchen. The extinguisher shall be maintained in working order and shall be inaccessible to the children.**



290-2-3-.11(2)(i) Physical Plant: Flammable Liquids



- **.11(2)(i) Flammable liquids, such as gasoline or kerosene, shall not be stored inside the Home.**



290-2-3-.13(1) Physical Plant: Structural Issues/Cleanliness



- **.13(1) The Home's building shall be kept clean and free from obvious hazards to the children's health and safety.**



290-2-3-.13(1)(d) Physical Plant: Fire Hazards



- **.13(1)(d) The Home shall be kept free of fire hazards and unnecessary or excessive combustible material.**
- **When in use, radiators, open fire, oil or wood burning stoves, floor furnaces and similar hazards shall have barriers or screens to prevent Children from being burned.**
- **Unvented fuel fired heaters shall not be used unless equipped with an oxygen depletion safety shut off system.**



CORE RULE

Transportation
290-2-3-.11(2)

290-2-3-.11(2)(j) Transportation: License



- **.11(2)(j) If children are transported in a vehicle, the driver shall have a current driver's license.**



290-2-3-.11(2)(k) Transportation: Restraints



- **.11(2)(k) When transported in a vehicle, children shall be restrained by individual seat belts or appropriate child restraints.**



290-2-3-.11(2)(m) Transportation: Emergency Medical Information



- **.11(2)(m) Written authorization for the Child to receive emergency medical treatment when the Parent is not available, shall be maintained in the vehicle.**



290-2-3-.11(2)(m) Transportation: Emergency Medical Information



- **.11(2)(m) Written authorization for the Child to receive emergency medical treatment when the Parent is not available, shall be maintained in the vehicle.**



CORE RULE

Discipline
290-2-3-.11(3)

290-2-3-.11(3) Discipline



- **.11(3) Disciplinary actions used to correct a Child's behavior, guidance techniques and any activities in which the Children participate or observe at the Home shall not be detrimental to the physical or mental health of any child.**

What is the purpose of Discipline?

- **Keeping children safe**
- **Teaching them the difference between right and wrong**
- **Fostering the ability to become self-disciplined**



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Disciplinary measures that harm a child

- **Physically**
- **Emotionally**
- **Psychologically**



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Physical or Sexual Abuse

- **Any injury willfully inflicted on a child**
- **Any marks, bruises, or abrasions willfully inflicted on a child**
- **Any sexual contact between an adult and a child**



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Shaking, Jerking, Pinching, Roughly Handling

- Pulling a child by their arm, ear, or clothing
- Flicking a child
- Pushing a child



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Verbal Abuse or Humiliation

- **Profanity**
- **Threats**
- **Belittling remarks about a child or his/her family**
- **Screaming at children**
- **Put downs**
- **Name calling**



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Isolation

- **Placing a child in a classroom, restroom or closet alone**
- **Placing a child in a place where he or she cannot be supervised**
- **Placing a child in a dark area**



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Use of Physical or Mechanical Restraints or Devices

- Any items used to restrain a child
- Any type of physical restraint or holding a child down/still



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Use of Medication to Discipline

- **Medicines, drugs or herbal remedies used to influence or control a child's behavior**
- **Must have written medical authorization issued by a licensed professional and given with the Parent's written consent**



290-2-3-.11(3)(a) Discipline Bright from the Start Prohibits:



Restriction of Restroom Use

- **Making a child wait to use the restroom**
- **Refusing to allow a child to use the restroom at all**



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Punishing Toileting Accidents

- **Making a child clean up his/her own clothes**
- **Yelling/belittling remarks at a child for using the bathroom in their clothes**
- **Time out**



Page 04



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Force Feeding or Withholding Food

- **Making a child eat something they don't wish to eat**
- **Forcing a child to clean their plate before leaving the table**
- **Forcing a bottle on an infant**
- **Refusing to allow a child to eat until they behave correctly**



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Forcing or Withholding Naps

- **Physically forcing a child to nap**
- **Not allowing a child to nap**
- **Forcing a child to lay in a certain direction or facing a certain way**



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Allowing Children to Discipline or Humiliate Each Other

- **Permitting children to say hurtful things to each other**
- **Permitting children to physically hurt each other**
- **Permitting children to retaliate against each other**



290-2-3-.11(3)(a) Discipline

Bright from the Start Prohibits:



Confining Children

- **Placing a child in a crib, swing, infant carrier, walker, jumpseat or highchair to punish them**
- **Placing a child in a piece of equipment to curb a certain behavior**



CORE RULE

Equipment
290-2-3-.12

290-2-3-.12(5) Equipment & Supplies

Indoor & Outdoor Equipment

- .12(5) shall be free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint and kept clean.
- .12(7) shall be secured if it is of a weight or mass that could cause injury from tipping, falling, or being pulled or pushed over.

- Includes, but is not limited to: televisions, chests of drawers, bookcases, shelving, cabinets and fish tanks.
- Not required to be secured, includes, but is not limited to: child-sized tables and chairs, rocking chairs and cribs.



CORE RULE

Playgrounds
290-2-3-.13(2)

National Program for Playground Safety

S.A.F.E. – National Action Plan



S = Supervision

A = Age-Appropriate

F = Fall Zones/ Surfacing

E = Equipment/ Maintenance



290-2-3-.13 Buildings and Grounds: Outside Play Areas



- **.13(2)(a) Outside play areas shall be free of hazards, such as but not limited to, exposed sharp edges of concrete or non-play equipment, broken glass, debris, open drainage ditches, holes and stagnant water.**



Other hazards could include:

- Poisonous plants
- Trip hazards
- Uneven turf
- Exposed bricks/cinder blocks
- Exposed concrete edges
- Open grating
- Slippery area
- Dead tree limbs
- Briars/thorny plants
- Exposed tree roots/rocks
- Accessible sharp fence wire
- Tall grass
- Trash
- Garden tools/equipment
- Potholes
- Exposed wiring
- Poor drainage
- Inadequate clearance between equipment
- Accumulation of pine cones, poisonous berries, sweet gum ball or nuts that fall from trees.



290-2-3-.13 Buildings and Grounds: Outside Play Areas



- **.13(2)(b) Climbing and swinging equipment that are not portable shall be securely anchored to eliminate accidents or injuries.**



290-2-3-.13 Buildings and Grounds: Outside Play Areas



- **.13(2)(c) Climbing and swinging equipment that are not portable shall have a resilient surface beneath the equipment and the fall zone from such equipment, which is adequately maintained by the Family Child Care Learning Home to assure continuing resiliency.**



Outside Play Area



- **Outside play area must be enclosed by a four foot fence or approved barrier.**
- **Outside play area must be clean and free of hazards.**
- **Climbing and swinging equipment that is not portable shall:**
 - Be securely anchored.
 - Have resilient surfacing.
 - Resilient surfacing must be maintained.



Playground Surfacing Depth Requirements

Height of Equipment	Depth of Resilient Surfacing Needed
Highest climbing Point < 3 ft.	None, but on a soft surface (ex: grass, sand)
3 ft. – 5 ft.	At least 3 inches
5 ft. or over	At least 6 inches

To determine the height – measure from the ground to highest climbing point(s). Example: If the blue platform measures 2’9” from the ground, resilient surfacing is not required.



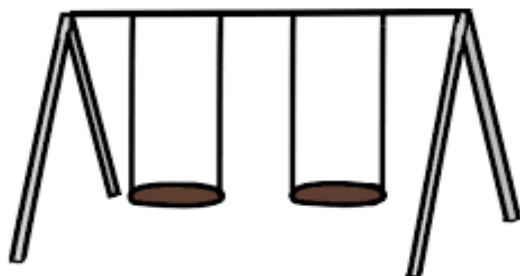
Playground Fall Zone Requirements

Swings-The fall zone should extend to the front and back of the swing(s) a minimum distance of twice the vertical distance from the top swing support bar to the ground.

Tire Swings-The fall zone should extend in all directions from the pivot point for a minimum distance of the length of the chain(s) + 6 feet.

Example:

If the distance from the top support bar to the ground is 7'-- 14' fall zone is required in front and back of swings



Example:

If the length of the chains on the tire swing are 5'--11' fall zone is required around the entire tire swing.

Space between pieces of equipment:

A minimum of 6 feet should extend to the side of the swing-set poles/posts.



290-2-3-.13 Buildings and Grounds: Outside Play Areas



- **.13(2)(d) Such outside play areas shall be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the Department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use.**



Is your fence 4 feet high?



Approved Playground Fencing

- Chain Link
- Wooden
- Iron*
- Plastic/PVC Picket*
- *Spaces between pickets and bars must be less than 3 1/2 inches.



Available for
download at:

www.cpsc.gov

“Publications”
section-
Document # 325



Public Playground Safety Handbook



U.S. Consumer Product Safety Commission
Saving Lives and Keeping Families Safe



CORE RULE

Swimming

290-2-3-.13(2)(d)

290-2-3-.07(16)(a)

290-2-3-.07(16)(a) Staffing and Supervision: Swimming Ratios



- .07(16)(a) For water related activities where water is over two feet in depth, the following Staff: Child ratios shall be maintained:**

Ages of Children	Staff: Child Ratio*
Under 2 ½ years old	1:2
2 ½ years old to 4 years old	1:5
4 years old and older who cannot swim a distance of 15 yards unassisted	1:6
4 year olds and older who can swim a distance of 15 yards unassisted	1:8



*** In lieu of requiring each child four years and older to take a swimming test, the provider may accept copies of verifications from a recognized water safety instruction organization stating that the child has successfully completed a swimming class which required the child to swim a distance of 15 yards unassisted.**



Swimming



- **Local approvals/inspections on pools.**
- **Pool gates locked and area inaccessible when not in use.**
- **Swimming ratios met.**
- **Swimming paperwork completed/maintained: parent permission, swim test.**
- **Adequate supervision maintained.**



CORE RULE

**Safe Sleeping and Resting
Requirements:
Infant Sleep Safety
290-2-3-.19**

Infant Sleep Safety (SIDS)



What is wrong with this picture?



290-2-3-.19 Sleeping and Resting Equipment: Cribs



- **.19(1)(a) Cribs and Other Approved Sleep Equipment.** The Home shall provide either a safety approved crib or other equipment that is approved for infant sleep for each infant who cannot climb out of the crib or other approved equipment. Each crib shall be safety approved in compliance with Consumer Product Safety Commission (CPSC) and American Society of Testing and Materials International (ASTM) safety standards; any other equipment, such as, but not limited to, a portable crib, playpen, play yard or bassinet, shall be in compliance with current ASTM Standard Consumer Safety Specifications for Non-Full-Size Baby Cribs/Play Yards.
- ("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.)



Safe Sleep Core Rules



- Cribs must meet CPSC and ASTM safety standards
- Cribs shall be in good repair and free of hazards
- Mattress shall be provided for each crib and shall be firm, tight-fitting without gaps
- Crib sheets shall be tight fitting
- Infant shall be placed on their back in a crib
- No objects shall be attached to a crib with a sleeping infant



Safe Sleep Core Rules



- Sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face. Swaddling shall not be used without a physician's written statement.
- The infant's sleeping area is to be comfortable for a lightly clothed adult within a temperature range of 65 to 85 degrees, depending on season.
- Center staff shall continue to place an infant on their back, but allow the infant to roll over on to his or her preferred position and not re-position.



Safe Sleep Core Rules



- Wedges, other infant positioning devices and monitors shall not be used unless a parent/guardian provides a physician's written statement.
- Infants shall not sleep in equipment other than safety-approved cribs, such as but not limited to, a car seat, bouncy seat, high chair or swing. Infants who arrive at the center asleep or fall asleep in such equipment, on the floor, or elsewhere shall be transferred to a safety approved crib immediately.
- Pack-N-Plays and Play yards are permitted for sleeping if manufactures documentation is indicated on the equipment.



What are the age requirements for cribs/ play yards?



- All infants are required to sleep in a safe crib or play yard.
- There is no maximum age requirement for play yards defined by our rules.
- **ALWAYS** assess the developmental appropriateness and the manufacturer's instructions of the equipment before placing a child to sleep.



290-2-3-.19 Sleeping and Resting Equipment: Infant Sleep Requirements



- **.19(2)(a)** The Home shall maintain the infant's sleeping area to be comfortable for a lightly clothed adult within a temperature range of sixty-five (65) to eighty-five (85) degrees depending upon the season. There shall be lighting adequate to see each sleeping infant's face to view the color of the infant's skin and check on the infant's breathing.
- **.19(2)(b)** Wedges, other infant positioning devices and monitors shall not be used unless the Parent provides a physician's written statement authorizing its use that includes how to use the device and a time frame for using the device for that particular infant.
- **.19(2)(c)** Infants shall only sleep in a safety approved crib or other equipment approved for infant sleep as described in [290-2-3-.19](#) (1)(a) and shall not sleep in any other equipment, such as, but not limited to, a car safety seat, bouncy seat, highchair, or swing. Infants who arrive at the facility asleep or fall asleep in such equipment or on the floor shall be transferred to a safety approved crib or other equipment approved for infant sleep.



Safe Sleep Policy

All children must sleep in approved equipment



©OTC



CORE RULE

Criminal Record Checks 290-2-3-.21

290-2-3-.21 Criminal Records Check: Satisfactory Records Check Determination



- **.21(1)(a)** The Provider, every actual and potential Employee and Provisional Employee of the Family Child Care Learning Home must have a Satisfactory Records Check Determination before the individual is present at the Home while any child is present for care or before the individual resides in the Home.
- **.21(1)(b)** No actual or potential Provider, Employee or Provisional Employee of the Family Child Care Learning Home with an Unsatisfactory Records Check Determination may be present at a Home when any child is present for care. No individual with an Unsatisfactory Records Check Determination may reside in a Home.





Gemalto/Cogent Fingerprint Criminal Records Checks

Before a License to operate a Family Child Care Learning Home (FCCLH) may be issued, there shall be on file with the Department a Gemalto/Cogent Satisfactory Fingerprint Records Check Determination Letter on the Provider and all Employees, including persons age 17 or older who reside at the Home or who, with or without compensation, perform duties at the Home and have contact with children in care.



Gemalto/Cogent Fingerprinting



Register online at

https://pci.aps.gemalto.com/gaper/pub/landing_page_1.pl

- **Cost - \$ 48.25**
- **No fingerprint cards**
- **Electronic process - fingerprints scanned into computer**
- **Submit the application form through DECAL Koala account**





How to get a Gemalto/Cogent Fingerprint Criminal Records Check

- Register online at https://pci.aps.gemalto.com/gaperlpub/landing_page_1.pl
- Use the correct ID information (**DECAL-DAYCARE DIRECTOR/EMPLOYEE**)
- Complete application on DECAL KOALA account.
- Go to location designated for fingerprints to be scanned into computer





DECAL KOALA

- **Once the application for licensing has been entered, an email about DECAL KOALA will go to the applicant.**
- **Applicants can register and submit the CBC applications online.**
- **www.decalkoala.com**



Login

Log In

[Need Help With Login?](#)

Welcome!

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 and registered support centers. When you activate your DECAL KOALA account, you can sign 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



Records Check

123 Kiddle Nursery & Prekindergarten

CCLC-3408

Facility Address	Director/Admin Name	Email	Facility Phone
123 Day Care Lane Albany, GA 31701	Susie Sue	marcy.maioli@dec.al.ga.gov	(229) 101-1010
County: Dougherty	CCS Consultant Stephine Newberry	CCS Consultant Phone (229) 317-5613	Facility Fax (229) 101-0101
Records Unit Helpline 1 (855) 884-7444	Records Unit Email CRCHelpDesk@dec.al.ga.gov		

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Facility Records Check Applications

[Show Filters](#)

View Application Edit Application Approve Application Print Records Check Letter Delete Application												
	View	Hide	Last Name	First Name	Application Status	Determination	Submission Date	Clearance Date	Expiration Date	Portability Deadline	Type	
1.		<input type="checkbox"/>	Sue	Suzie	Completed	Unsatisfactory	10/06/2015	10/06/2015			Application	

[Back](#)





Additional Rules to Consider:

IS YOUR HOME SAFE?



Equipment & Supplies



- Furniture and equipment kept clean and in safe condition
- Used in accordance with the manufacturer's instructions, recommendations, and intended use
- Free from hazardous conditions such as, but not limited to, sharp rough edges or toxic paint
- Secure equipment and furniture to avoid injury from tipping, falling or being pulled/pushed over
- Appropriate size table, chair or bench



Setup Example:



Pets



- Current vaccination
- Restricted from child care area both inside and outside during operation hours.



Nutrition and Food Service



- **Meals and snacks**
 - Nutritious
 - Well-balanced
 - Variety
- **Milk**
 - Provided unless child has a health reason prohibiting milk



Infant Feeding Requirements



- Feeding Plan
- Labeled bottles
- Hold infants
- Head elevated
- Bottles never propped



Infant Feeding Plan

Family Day Care Rule: 290-2-3.10(4)

The provider shall secure from the parents infant formula/breast milk and feeding plan for children under 1 year of age.

Child's Name _____ Child's Birthday _____ Date Plan Completed _____

Does your child take a bottle? Yes No
 Is the bottle labeled? Yes No (with child's name)
 Is the bottle warmed? Yes No
 Does the child hold own bottle? Yes No
 Can the child feed self? Yes No

Does your child eat: (check all that apply)
 Strained foods Formula Breast Milk
 Baby foods Whole Milk
 Table foods Other: _____



What type of formula is used? _____

Amount of formula/breast milk to be given: _____

Updated amounts of formula/breast milk: _____ Date: _____
 _____ Date: _____
 _____ Date: _____

Instructions for the introduction of solid foods: _____

Food likes:

Food dislikes:

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

Does your child have Allergies/Known Medical Conditions (Include any premixed formula)? Yes No
 If yes, please list: _____

Your child will be placed on back to sleep per SIDS rules unless written doctor's statement is provided.

CHILD'S SCHEDULE

Breakfast		
(approximate time)		Type and approximate amount of food
Lunch		
(approximate time)		Type and approximate amount of food
Dinner		
(approximate time)		Type and approximate amount of food
Morning Nap		Afternoon Nap
(approximate time)		(approximate time)

Infant feeding plan needs to be updated every three months, or as needed, in regards to adding new foods or other dietary changes with a new parent/guardian signature and date:

Parent/Guardian Signature _____ Date _____



Potty Chairs



- Emptied by disposal in flush toilet
- Cleaned with disinfectant after each use
- Stored in bathroom





First Aid Kit

- **First Aid Manual**
- **Scissors**
- **Tweezers**
- **Gauze pads**
- **Thermometer**
- **Adhesive tape**
- **Band-Aids**
- **Protective eyewear**
- **Insect Sting preparation**
- **Antiseptic**
- **Antibacterial ointment**
- **Triangular bandage**
- **Disposable rubber gloves**
- **Cold pack**
- **Face mask**
- **Written directions for handling blood and bodily fluids**



AUTHORIZATION TO DISPENSE MEDICATION



Family Day Care Rule: 290-2-3.11(1)(e)

Except for first aid, personnel shall not hand out prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. All medications shall be stored in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a child shall be documented showing the child's name, name of medication, date and time given, and the name of the person giving the medication.

Child's Full Name: _____

Name of Medication: _____

Prescription Number: _____

Physician's Name: _____ Phone Number: _____

Date(s) to give medication: _____

Time of day medication is to be given: _____ a.m. _____ a.m. _____ p.m. _____ p.m.

Amount (Dosage) of medication to be given each time: _____

How medication is to be stored: _____

Parent/Guardian Signature

Date

Medication Record to be completed by Child Care Provider

Date	Time (a.m./p.m.)	Amount (Dosage)	Any Adverse Reaction	Signature of person giving medication

If adverse reaction to medication was noted, please describe action taken: _____

Note: This form must be used for all other the counter medications (Tylenol, cough syrup, Benedryl, etc.) and all prescription medications including the use of a Nebulizer.

Providers are under no obligation to dispense non-prescription medication.



Reporting Requirements



Report within 24 hours:

- Death of a child
- Serious illness or injury
- Fire
- Structural disaster
- Closing of the home
- Missing Child(ren)
- Suspected child abuse, neglect or deprivation (DFCS)
- Cases or suspected cases of notifiable communicable diseases (Health Department)





Injury/Illness Report

Family Day Care Rule: 290-2-3-.08(g)

Description of accidents or serious illnesses occurring while child is in the family day care home, including date, time and condition under which it occurred and the action taken.

Name of Injured/Sick Child: _____

Date of Injury/Illness: _____ Time of Injury/Illness: _____ (a.m./p.m.)

Place where Injury/Illness occurred: _____

Describe Injury/Illness: _____

What caused the Injury/Illness? _____

Describe the activity the child was engaged in at the time of the Injury/Illness: _____

Was first aid given? Yes No

If Yes, describe it. _____

Were emergency services called? Yes No

If Yes, describe it. _____

Was a doctor contacted? Yes No If Yes, give time: _____

Name(s) of doctor(s) _____

Parent/Guardian Notified? Yes No Time Notified: _____ Method of Notification: _____

Did child remain in child care facility? Yes No

Corrective action taken to prevent recurrence: _____

Additional Comments: _____

Signature of Provider

Date

Parent/Guardian Signature

Date

Note: All accidents occurring in the FDCH which require medical attention should be reported to Bright From the Start: Georgia Department of Early Care and Learning - Child Care Services within 24 hours.



Written Emergency Plan



- **Fire**
- **Severe Weather**
- **Loss of electrical power**
- **Loss of water**
- **Serious injury of a child**
- **Loss of a child**
- **Death of a child**
- **Bomb Threat**
- **Chemical or Radiation Exposure**
- **Dangerous Person**
- **Evacuation**
- **Lockdown**
- **Structural Damage**



Fire Drills



- **Practice monthly**
- **Document the drill**
- **Maintain log one year**



Required Postings



Emergency numbers (911)

- Physician or Hospital numbers
- Ambulance or Rescue Squad Services
- Local Fire Department
- Police Department
- County Health Department
- Division of Family and Children Services
- Regional Poison Control Center (1-800-282-5846)



- **No Smoking sign**
- **Notice of liability insurance**



Emergency Telephone Numbers

Family Day Care Rule: 290-2-3-.11(2)(b)

An operable telephone shall be readily available in the home with the following telephone numbers posted in a conspicuous place next to the telephone.

Please Post!!



Physician or Hospital



Ambulance or Rescue
Squad Services

911 or



Local Fire Department

911 or



Police Department

911 or



County Health Department

Division of
FAMILY & CHILDREN SERVICES
GEORGIA DEPARTMENT OF HUMAN RESOURCES  DHR



Regional Poison Control
Center

1-800-282-5846



Consumer Safety
Information

1-800-638-2772



No Smoking



- **No smoking during hours of operation**
- **Post a “No Smoking” sign**





NOTICE TO PARENTS AND GUARDIANS:

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

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





Parents or Guardian's Notice of No Liability Insurance and Acknowledgment

(ONLY COMPLETE THIS FORM IF INSTRUCTED BY YOUR CHILD CARE PROVIDER)

I understand that I am being informed in writing by signing this acknowledgment that this facility does not carry liability insurance sufficient to protect my children in the event of an injury, etc.

Parents' or Guardians' Signature(S): _____

Printed Name(s): _____



Every Home Should Have....

- **A safe and secure environment**
- **A place where the children are talked to about what they are doing;**
- **A home organized to meet the needs of the children;**
- **Good relationships with parents;**
- **Appropriate toys and materials;**
- **Outdoor activities every day;**
- **Good, nutritious meals;**
- **A place where children are helped to feel good about who they are; and**
- **A place where children are helped to get along with others.**



Helpers Qualifications



- **Cogent Satisfactory criminal records check**
 - All employees
 - Other adults, ages 17 yrs and older, who reside at the home or perform duties at the home (with or without pay) which include personal contact between that adult person and children in care.
- **Documentation of Helper Orientation**



ORIENTATION OF A HELPER IN THE FAMILY DAY CARE HOME**Family Day Care Rule: 290-2-3-.07 (5)**

At least one adult shall supervise children at all times. Such adult, if not the provider, shall receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs. Plans shall be made to obtain additional adult help in cases of emergencies.

- † Helper received orientation to the Georgia Family Day Care Rules.
- † Helper received orientation to My Family Day Care Policies.
- † Helper received training about My Written Emergency Plans.
- † Helper received training regarding any child's specific health needs, including allergies.

 Signature of Helper

 Date

 Signature of Provider

 Date

 Date(s) of Orientation/Training

Place in the helper's file with other information including Criminal Record Check, any training received, etc. (Note: Under Georgia Family Day Care Rules, training is not required.)



On Going Training Requirements

- **Ten clock hours annually**
 - Diverse topics
 - Relevant
 - Child Development
 - Health
 - Abuse and Neglect
 - Business related
 - Communication



CPR & First Aid



- **Cardiac Pulmonary Resuscitation (CPR)**
 - Every two years
 - Includes emergency care for infants and children

- **First Aid**
 - Every three years



- **CPR & First Aid do not count in ten hours of annual training**





For approved training courses:

WWW.TRAINING.DECAL.GA.GOV



Policies and Procedures



- **Written description of services must be established to specify:**
 - Ages of children served
 - Months, days, and hours of operation
 - Dates of closure
 - Admission requirements
 - Fees and payment schedule



Fresh Promotions



Policies and Procedures



- **Policies and Procedures shall include written procedures for:**
 - Guidance and discipline techniques
 - Handling emergency medical care
 - Administering medication
 - Notifying parents of illness or injury
 - Transportation provided, if any
 - Parental/Guardian access
 - Providing daily information



Policies and Procedures



- **Policies and Procedures shall provide notification of:**
 - Existence of firearms in the home
 - Others providing care and changes of composition of the household
 - Existence of any pets or other animals
 - Infant sleep position requirements



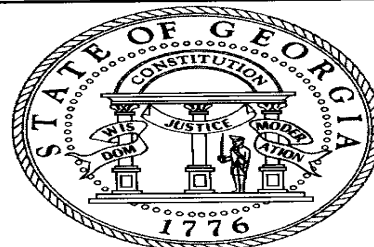
Children's Records

- **Complete, current and updated individual record**
- **Document any known allergies or medical problems**
- **Current record of immunization**
- **Signed affidavit for no liability insurance (if applicable to program)**
- **Maintain records while child is in care and for a period of one (1) year after child is no longer in care**
- **Sign In and Sign Out at arrival and departure**



Family Day Care Home

PARENT HANDBOOK



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

Important Information for Parents

Dear Parent:

This home is registered with the Bright from the Start, Georgia Department of Early Care and Learning, to provide family day care for three to six children for pay.

The provider is required to keep certain information on file in the interest of, and for the protection of, the children in care. You can help by providing your child care provider with the following:

1. The information requested on the Child Enrollment Record.
2. A copy of our child's current immunization record.
3. Written permission from you at any time that the provider is asked to administer medicine to your child.
4. A formula and feeding schedule for your child if he/she is under one year of age.

WHAT'S INSIDE

- ✓ What does it mean to be a registered family day care provider?
- ✓ What are the Rules for family day care?
- ✓ Are family day care homes visited by Bright from the Start, Georgia Department of Early Care and Learning Staff?
- ✓ Selecting a day care home for your child
- ✓ Child Enrollment Record
- ✓ Emergency & Illness Contact Form
- ✓ Medical Emergency Statement Form
- ✓ Travel Permission Form
- ✓ Child Schedule & Interest Form
- ✓ Bright from the Start, Georgia Department of Early Care and Learning contact information for concerns or complaints



**FAMILY DAY CARE HOME
CHILDREN'S ENROLLMENT RECORD**



CHILD'S INFORMATION			
Child's Full Name:		Child Resides with:	
Nickname:			
Date of Birth:		Child's Age:	
Child's Home Address: (Include Number and Street Name)			
City/State/Zip:			
OTHERS AUTHORIZED TO PICK UP CHILD FROM FAMILY DAY CARE HOME			
For your child's safety, I only allow children to leave my home with you (the person enrolling the child) and the person(s) you have specified below (One person should be listed that is not a parent/guardian). Changes to this list must be made in writing.			
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Telephone:		Telephone:	
Relationship to Child		Relationship to Child	
Relationship to Parent(s)		Relationship to Parent(s)	
PARENT(S)/GUARDIAN(S) INFORMATION			
	Mother/Guardian	Father/Guardian	
Name:			
Home Address:			
City/State/Zip:			
Home Telephone:			
Cell Telephone:			
Pager Number:			
PARENT(S)/GUARDIAN(S) WORK INFORMATION			
Mother/ Guardian Employer:			
Work Telephone:			
Work Address:			
City/State/Zip:			
Father/ Guardian Employer:			
Work Telephone:			
Work Address:			
City/State/Zip:			
SPECIAL INSTRUCTIONS TO CONTACT PARENTS:			



OTHER EMERGENCY CONTACT INFORMATION

In case of illness or other emergency, give the name, address and telephone number of nearest relative or friend who can be contacted if the parents cannot be reached.

Name:	
Relationship to Child:	<input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt/Uncle <input type="checkbox"/> Sister/Brother <input type="checkbox"/> Friend
Address: (Include Number and Street Name)	
City/State/Zip:	
Telephone:	
CHILD'S PEDIATRICIAN OR SOURCE OF HEALTH CARE	
Name of Physician:	
Telephone:	
Address: (Include Number and Street Name)	
City/State/Zip:	



MEDICAL EMERGENCY STATEMENT

I hereby give _____ (Name of Family Day Care Provider)
 permission to take my child, _____, to a hospital for medical
 treatment when I cannot be reached.

Parent Signature

Date Signed

Note: Many emergency services personnel often require notarized authorization in order to proceed with care. Please request from your provider and complete a **MEDICAL CARE AND EMERGENCY CONTACT INFORMATION** form in order to provide this detailed information.

PERMISSION TO TAKE THE CHILD OFF THE PREMISES

I hereby give _____ (Name of Family Child Care Provider)
 permission to take my child, _____, on excursions from the
 family day care home that might include the following types of activities:

(The provider should fill in the above list with activities that she might provide away from home.
 Examples might include trips to the store, riding in the car, swimming, etc.)

Parent/Guardian

Date



CHILD'S SCHEDULE AND INTERESTS

The following information will assist the provider to understand and care for your child.

Please describe your child's eating habits, i.e. food likes and dislikes, etc.

NOTE: Complete **INFANT FEEDING PLAN** (next page) for children who are under 1 year of age.

Describe the play activities that your child likes, both indoors and out-of-doors.

Describe your child's naptime habits.

Describe your child's toilet and hygiene habits.

Please add any other special information that is important to your child's care here:

Does your child have any known allergies? Yes No If yes, please explain:

Does your child have any known medical problems? Yes No If yes, please explain:

Please read the statement below and initial the box to the left if you have provided this information.

My child has known allergies and/or other medical problems. I have requested from my provider and completed a **MEDICAL CARE AND EMERGENCY CONTACT INFORMATION** form in order to provide this detailed information.

Parent/Guardian _____

Date _____



Lastname, Firstname I.
 Child's Name (Last name first)
Lastname, Shirley Z.
 Parent/Guardian Name (Last name first)

07 | 11 | 2000
 Birthdate

<u>07 11 2004</u> OR	<input type="checkbox"/> (Fill in X)
Date of Expiration (Next immunization or review of medical exemption due.)	Complete For School Attendance Child must be >= 4 years and have met all requirements for school attendance. The vaccine history section must be filled in.

*Georgia law requires a certificate on file for each child in attendance in any school or child care facility in Georgia with penalties for failure to comply. Dates of immunization ARE required for age 4 years and up. Dates are NOT required before the 4th birthday. See 3231INS and 3231REQ guides relative to Hib.

VACCINE	DATE			DATE			DATE			DATE			DATE			Total Doses	Diagnosed	Serology +	History	Med. Exemption
	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY					
DTP, DTaP, DT, or Td	09	11	00	11	11	00	01	11	01	10	11	01								
Hepatitis B (Under Age 5)	07	11	00	11	11	00	07	11	01											
Hib	09	11	00	11	11	00	01	11	01	07	11	01								
OPV																				
IPV	09	11	00	11	11	00	07	11	01											
MMR	10	11	01																	
Measles																				
Mumps																				
Rubella																				
Varicella	10	11	01																	

***Notes:**

A licensed physician or Health Dept. official is responsible for the content of this certificate. All dates must include month, day and year. In cases of natural immunity or Medical Exemption, the 4 digit year of infection, test or exemption must be filled in in the appropriate box(es).

The certificate is NOT valid without name and birthdate of the child, date of expiration OR "X" in Complete for School Attendance box, legible name and address of the physician or health department, certified by signature and a date of issue.

A school or facility official is responsible for keeping a current valid certificate on file for each child in attendance. A certificate must be replaced within 30 days after expiration.

When a child leaves or transfers to another facility, the Certificate of Immunization should be given to a parent/guardian or sent to the new facility.

Detailed instructions for this form and immunization requirements by age are spelled out in policy guides 3231INS and 3231REQ distributed by the DHR.

Printed, Typed or Stamped Name, Address and Telephone # of Licensed Physician or Health Dept.

Sample Q. Physician, M.D., P.C.
 1234 Some Street
 Fictitious Town GA 99999-9999

(555) 123-4567

Sample Q. Physician, M.D.
 Certified by (Signature)

07 | 11 | 2003
 Date of Issue

DAP: The Definition



- **What does *Developmentally Appropriate Practice* or (DAP) really mean?**

Teaching practices that ensure that young children learn and develop to their fullest potential.

- Requires both meeting children where they are – allowing them to reach goals that are both challenging and achievable.
- All teaching practices should be appropriate to children’s age and developmental status, to the unique individual, and responsive to the social and cultural contexts in which they live.
- Ensuring that goals and experiences are suited to their learning and development and challenging enough to promote their progress and interest.
- Best practice is based on knowledge – of how children learn and develop.



Children's Activities



- Age-appropriate
- Foster self help skills
- Outdoor activities
- Limited, age-appropriate entertainment media



Planning

- **Daily Care**
- **Routines**
- **Schedules**
- **Transitions**



Requirements for a Daily Schedule



- **Daily Routines:** Arrival Time—provide a safe space with quiet toys. This will help children ease into their day.
- **Diapering and Toileting**—check diapers every hour and change as needed. Schedule regular times for toileting to allow toilet-training toddlers more opportunities for success.
- **Feeding, Snacks, and Meal Times**—feed young infants according to their own schedules. Schedule snacks and meals for older infants, toddlers, older ages.
- **Nap and Rest Time**—young infants should nap on their own sleep schedules. Set aside a quiet time after lunch for toddlers to rest. Allow toddlers to rest as needed at other times throughout the day. Ensure that a nap time is provided for all other ages served.
- **Play and Curriculum Times**—schedule several times for play and explorations that include a balance of active and quiet activities.
- **Group Time**—set aside 10 to 15 minutes for short group times for infants, toddlers, and older ages. Share a picture book or a simple finger play or song with two or three children. Moving to music is often a simple activity enjoyed by several toddlers at once.
- **Outdoor Play**—take all ages, infants, toddlers, and older ages outdoors daily.
- **Departure and Good-bye Time**—provide a choice of soft books, board books, and quiet play materials in one or two areas of the room to help organize going home time.



Developmental Domains



- **Physical Development & Motor Skills**
- **Social & Emotional Development**
- **Cognitive Development & General Knowledge**
- **Communication, Language & Literacy**
- **Approaches to Play & Learning**

www.gelds.decal.ga.gov



Are these activities developmentally appropriate?



Age Group: 3mths-11mths

- Sitting an infant in a “play saucer” that has a variety of built-in, multi-sensory toys for fine motor activities, such as spinning a tube to make colorful beads twirl around or pounding a pop-up toy.
- Find a small hand drum or oatmeal box and a hand rattle with bells. Bring the instruments and sit down near an infant who is playing on a floor mat. Call the baby’s name and say, “Let’s play music! Can you hear my drum?” (Make soft taps on the drum.)

Age Group: Toddlers

- Sitting a group of toddlers on the carpet for 30 minutes reciting the alphabets, numbers, colors and shapes.
- Allowing a group of toddlers to sit at a table and explore art & color using a variety of media, such as paint, crayons ,chalk, and paper to create individual designs.



Are these activities developmentally appropriate?

Age Group: Preschool

- Entire class of three-year-olds are directed to sit at the table and complete printed worksheets as a group.
- During center time the teacher places coloring sheets, blank paper, crayons and markers on the table and the children visit the table at their own time.

Age Group: School Age

- A group of School Age children (5yrs-12yrs) arrive from public school and are told to complete their homework for two hours.
- A group of school age children (8yrs-12yrs) are encouraged to create a research project of their choice from a list provided by the teacher.



Interest Areas

- **Dramatic Play**
- **Science/Nature**
- **Small & Large Muscle**
- **Music**
- **Arts/Crafts**
- **Language/Literacy**



Resources for Planning Developmentally Appropriate Activities



- **Georgia Early Learning and Development Standards (GELDS)**
- **Teacher Activity Guide**
- **Parent Activity Guide**
 - Download from: www.gelds.decal.ga.gov



What is the Americans with Disabilities Act (ADA)?



- **Federal civil rights law**
- **Prohibits discrimination against those with disabilities**
- **Applies to child care centers, family day care homes, group care, and after-school programs, regardless of funding**



ADA—What Does the Law Mean for Me?



- **Admissions policies can not discriminate against children with disabilities**
- **The needs of each child with a disability must be considered individually**
- **Concerns about safety must be based on real risks, not stereotypes or speculation**
- **Reasonable accommodations must be made**
- **Each provider must decide what is reasonable**



Remember....

- Do not schedule your “opening day” until after **PERMISSION TO OPERATE** is granted.





Annual License Fee

- ❖ **The \$50 license fee is due after the ILS has been completed and within 30 calendar days of permission to operate being granted to the applicant. A license will not be issued until the license fee has been paid. A \$25 late fee is applied after a 30 day grace period. If the fee is not paid, the revocation process begins.**
- ❖ **11/1 Annual License fees are due for renewal of license and applications in process.**
- ❖ **12/31 The 30 day grace period for payment ends.**
- ❖ **01/01 Late fees will be assessed in the amount of one-half annual licensing fee.**
- ❖ **02/01 Revocation process starts if license fee and late payment aren't paid, which could result in forfeiting your license**



Contact Us



**Bright from the Start: Georgia Department of
Early Care and Learning
Applicant Services Unit**

2 Martin Luther King Jr. Drive, SE

Suite 670, East Tower

Atlanta, GA 30334

404-657-5562

www.decal.ga.gov

ApplicantServicesUnit@decal.ga.gov





RESOURCES

- **Frequently Asked Questions about Child Care and the ADA (<http://www.ada.gov/childq&a.htm>)**
- **Child Care Resource and Referral Agency Inclusion Coordinators (<http://dec.al.ga.gov/>)**



Additional Resources



- Playground CPSC: <https://www.cpsc.gov/PageFiles/122149/325.pdf>
- Nutrition: Falita Flowers – Director (404) 656-6452
Falita.flowers@dec.al.ga.gov
- CAPS: (404) 657- 3434 www.CAPS.dec.al.ga.gov
email : caps.support@dec.al.ga.gov
- Quality Rated: 1-877-ALL-GA-KIDS
- Professional Learning: proflearning@dec.al.ga.gov
- Georgia Training: <https://www.training.dec.al.ga.gov/>



U.S. Small Business Administration

www.sba.gov

Mr. Jorge Valentine-Stone

Jorge.valentin@sba.gov

Telephone # 404-331-0100 ext. 609



Georgia

