



Preparing for a Regulatory Visit: Paperwork



Frequently Asked Questions (FAQ)

What qualifies as diverse training?

The annual ten (10) clock hours of training shall be chosen from the following fields: child development, including discipline, guidance, nutrition, injury control and safety; health, including sanitation, disease control, cleanliness, detection and disposition of illness; child abuse and neglect, including identification and reporting, and meeting the needs of abused and/or neglected children; and business related topics, including parental communication, recordkeeping, etc.; provided however that such business related training shall be limited to no more than two (2) of the required ten (10) clock hours of training. Records of completion of such training shall be maintained, as required by these rules.

Training ensures that staff members are challenged and stimulated, have access to current knowledge and have access to education that will qualify them for new roles. Better trained staff are better equipped to prevent, recognize and correct health and safety issues. Training enhances staff competence and aids in the understanding of how young children learn and grow to their fullest potential. The training/education of caregivers/teachers is a specific indicator of child care quality. Untrained staff may simply “tend” to children, protecting them from harm but not providing challenging, developmentally appropriate activities. Training topics should cover information regarding child development, early childhood education or related topics. Training topics should vary from year to year. Training topics should focus on professional development that benefits the needs of the children served and the caregiver’s job responsibilities. Approved trainers/trainings can be found at: <https://gapds.decal.ga.gov/>.

Can a lead teacher be hired without an education credential? If so, what is needed?

If the newly hired lead teacher does not possess one of the educational and qualifying child care experience requirements listed in 591-1-1-.31(2)(b)2(i) through (xii), the Center may hire this individual as lead teacher if the following requirements are met:

- The lead teacher enrolls in a program of study to obtain one of the educational credentials and qualifying experience requirements listed in 591-1-1-.31(2)(b)2(i) through (xii), within six (6) months after becoming employed at the Center and completes the credential or degree within eighteen (18) months after enrollment.
- The Center prepares a written plan outlining the newly hired lead teacher’s professional development in obtaining one of the credentials or degrees listed in 591-1-1-.31(2)(b)2(i) through

(xii). Such plan must include the following information:

- Individual's identifying information (name, address and telephone numbers).
- Technical college, university or school where enrolled (name, address and telephone number) or Department-approved trainer providing credential course work (name, address and telephone number).
- Credential or degree individual is seeking.
- Content area of credential or degree.
- Anticipated date for completion of credential or degree.
- Names and numbers of courses to be completed during the current year and ongoing updates of the names and numbers of courses to be completed for the following year(s).
- Documentation of course works successfully completed throughout process (i.e., completion of quarter, semester or component of course work); and
- A copy of the credential or degree awarded by the technical college, university, school or Department-approved trainer for specified credential upon completion.
- This professional development plan must be maintained in the lead teacher's file, and such plan shall be available for inspection and provided to Department staff upon request.

If a Director does not have an education credential, are they able to complete a Professional Learning Plan?

No, Directors who do not have an education credential cannot complete a Professional Learning Plan. Professional learning plans only apply to Lead Teachers. A Director without an education credential would need to complete an application for a variance or waiver; however, a variance nor a waiver are guaranteed. Contact your assigned Child Care Services (CCS) Consultant for more information.

What is the Consumer Product Safety Commission's web address to view safety recalls?

The website for the Consumer Product Safety Commission is www.cpsc.gov.

Are medication forms required for over-the-counter diapering creams/ointments?

No, details found on medication forms are not required for non-prescription topical medications such as diaper rash ointment (e.g., Desitin, Vaseline, etc.), sunscreen, and insect repellent; however, written parental authorization for their use is required. This form, titled Authorization to Dispense External Preparations, may be found on the Child Care Learning Centers (CCLC) and Family Child Care Learning Homes (FCCLH) forms pages at [Child Care Services](#).

All prescription diaper creams/ointments would require a medication authorization. This form can also be found on the Child Care Services webpage.

Where can I find the information regarding compliance with my playground's unitary surfacing?

You will need to contact the manufacturer to obtain the ASTM-F1219 certificate.

If a rental, blow-up water slide is used at a child care program, would swimming activity rule requirements need to be followed?

Swimming activity rules apply to any water related activity involving two feet or more of water. Most blow-up water slides have a small pool area attached at the bottom of the slide. If this area can hold two feet or more of water, then swimming activity rules must be followed.

Resources

[Child Care Learning Center Forms](#)

[Child Care Learning Center Rules & Regulations Indicator Manual](#)

[Family Child Care Learning Home Forms](#)

[Family Child Care Learning Home Rules & Regulations Indicator Manual](#)