

SUMMARY OF REQUIREMENTS FOR EXEMPT PROGRAMS

- Submit and maintain a valid and current e-mail address. You may activate and use your DECAL KOALA account to do so.
- Post a copy of the Notice of Exemption certificate and approval letter indicating that the program is not licensed and is not required to be licensed by the state that includes Bright from the Start's phone number and website address. (The Department will include the notice with approval letters).
- Obtain the signature of parent(s) or guardian(s) on a form that indicates they have been advised and understand the program is not licensed and maintain on file at your program.
- Maintain attendance records for all children.
- Maintain parental acknowledgement forms and attendance records on-site while a child is enrolled and for one year after a child is no longer enrolled.
- Make all records available to Bright from the Start upon request.
- Notify Bright from the Start in writing within five business days if your program stops operating, closes or loses accreditation.
- Comply with zoning, certificate of occupancy, fire inspection, and health department requirements.
- Submit a new Exemption Application if there are changes in the operation of the program, such as a change of ownership or a change of location. The exemption approved for your program is specific to the location address and conditions as stated on the approval letter. You should provide notice to parents/guardians of enrolled children if you do not carry liability insurance for your program. Certain types of exemptions are required to do so.
- Submit an Application for an Exemption Amendment if there are material changes in the operation of the program, such as changes in operating months, days and/or hours, and changes in the ages served.

Bright from the Start may rescind an approved exemption under the conditions listed in Rule 591-1-1-.46(1)(a)7.

Exemption Rules and the Exemption Application are available at

<http://decals.ga.gov/ChildCareServices/Exemptions.aspx>.

Questions? Send questions to CCSExemptions@decals.ga.gov or call 770/293-5977.

Bright from the Start
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