



# Georgia Dept of Early Care and Learning

**BRIGHT FROM THE START**

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**Brian P. Kemp**  
*Governor*

**Amy M. Jacobs**  
*Commissioner*

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Dear Child Care Provider:

Our nation and state are facing unprecedented times. As you are aware, the Georgia Department of Early Care and Learning is mandated to carry out the duties, responsibilities and functions of monitoring early care and education programs, even during a public health emergency.

Conducting on-site inspections is the best way to support child care programs in improving quality and practices, and to identify, remediate, and prevent the reoccurrence of non-compliant conditions that could result in harm to children. However, conducting on-site inspections before COVID-19 is contained could also expedite the spread of the virus. In order to fulfill DECAL's responsibilities while at the same time limiting possible virus exposure to you, your staff, and your families, the Child Care Licensing Division has made the decision to adopt alternative techniques to measure regulatory compliance. In lieu of conducting on-site inspections, Child Care Consultants will initiate Phase 1: The Administrative Review process to begin May 4, 2020. The Administrative Review process will require the childcare provider to provide requested documents and to submit them in their DECAL Koala account.

To initiate this Administrative Review process, regional assigned consultants will begin communicating with providers the week of April 27, 2020, and will request the following documents:

- List of Current Staff
- Initial Center Orientation
- First aid and CPR Training
- Health and Safety Orientation
- Food Preparation and Nutrition Training (CCLC only)
- Documentation of 2019 annual Training (10 hours) or GAPDS profile
- Director/Provider Credentials (If applicable)
- Lead Teacher Credentials (CCLC only)
- Children's enrollment application
- Immunizations (FCCLH only)
- Daily Attendance Records

- Medication Authorization Forms
- Annual Vehicle Inspection
- Current Menu (CCLC only)

After Phase 1 – The Administrative Process, the Department is exploring the option of conducting Virtual Visits.

We thank you for your cooperation as we navigate through this health emergency. We thank you for all that you do in serving and keeping Georgia's children safe.

Stay safe and well,

*Pam Stevens*

Pam Stevens  
Deputy Commissioner for Child Care Services