

Family Child Care Learning Home Applicant Guide

Bright from the Start
Georgia Department of Early Care and Learning
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Atlanta, Georgia 30334
(404) 657-5562
www.dec.al.ga.gov



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2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334
(404) 656-5957

The Family Child Care Learning Home Applicant Guide was prepared to assist you with licensing to become a Family Child Care Learning Home provider. The following steps should be followed to complete the application process:

1. Read the Rules and Regulations for Family Child Care Learning Homes. Make sure you fully understand all rules and regulations, as you will be responsible for meeting all rules and regulations as a licensed Family Child Care Learning Home provider.
2. Read carefully and answer all questions listed on the "Rules Checklist" for Family Child Care Learning Homes. This form must be completed and submitted with your application. It is also a tool to help you determine if you meet the majority of the rules. Please retain a copy of the Rules Checklist for your files. If there are rules you do not meet, you are to start taking action to correct these rules. All rules and regulations are not on the list. Therefore, it is imperative that you read the Family Child Care Learning Homes Rules and Regulations thoroughly, as stated above in number 1.
3. Contact your local fire Marshall to determine if there are local ordinances that apply to operating a Family Child Care Learning Home in your area.
4. Submit with your application a letter from the local zoning department indicating your residence is zoned for a Family Child Care, or a letter stating there are no zoning regulations.
5. Submit with your application a letter from the Home Owner's Association indicating a Family Child Care Learning Home is permitted in your neighborhood, if applicable.
6. Submit with your application a valid business license with the facility address or a letter stating a business license is not required/or will be issued upon completion of the Bright from the Start licensing process.
7. After completing the above three items, please consider your ability to follow the rules and regulations for Family Child Care Learning Homes. If you decide to apply to become a Family Child Care Learning Home provider, you are agreeing to follow the laws that have been set into place by our legislature for the safety and well-being of children in the State of Georgia.
8. Applicants must register with Cogent Systems, Inc., for fingerprint processing. Register online at www.ga.cogentid.com or by calling 1-888-439-2512. Applicants and all other adults (17 years of age and older) residing in the home, or who will be present when children are in care, must be fingerprinted through COGENT live scan. These record checks must be maintained in the home.
9. Do not submit any payment with your application. The non-refundable \$50 license fee will not be accepted until permission to operate (PTO) is granted during the initial licensing visit. At that time, payment can be made at www.decalkoala.com after you have created an account.

Thank you for your interest in becoming a Family Child Care Learning Home provider. If you have any questions once you have reviewed the Family Child Care Applicant Guide, you may call (404) 657-5562 and ask for general intake or email applicantsservicesunit@dec.al.ga.gov. A consultant from our office will be happy to assist you.

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Family Child Care Learning Home Definition and Fact Sheet

“Family Child Care Learning Home” and “Home” are defined **290-2-3-.03(g)** “Family Child Care Learning Home” and “Home” means a private residence operated by any person who receives therein for pay for supervision and care fewer than 24 hours per day, without transfer of legal custody, at least three but not more than six Children under 13 years of age who are not Related to such persons and whose Parent(s) are not residents in the same private residence as the Provider and which is required to be licensed; provided, however, that the total number of unrelated Children cared for in such Home, for pay and not for pay, may not exceed six Children under 13 years of age at one time, except that a Provider may care for two additional children three years of age or older for two designated one hour periods daily upon approval by the Department.

- A Family Child Care Learning Home (FCCLH) is permitted by law to care for three (3) to six (6) unrelated children. The home that is issued a license must be in a residential zone and cannot be in a commercial facility.
- You may legally care for (2) children for pay until a license has been issued from Bright from the Start: Georgia Department of Early Care and Learning.
- Please allow approximately 30 days for processing of your complete application, fingerprints, and pre-licensure inspection.
- Upon approval of your application and initial licensing visit, you will receive permission to operate and may begin to care for 3 to 6 children for pay. You will then have 30 days from the permission-to-operate date to pay the annual license fee of \$50. Once the license fee is paid, you will receive a license by e-mail that you must print and post. Bright from the Start is the only issuer of Family Child Care Learning Home licensure certificates.
- Bright from the Start is responsible for monitoring all Family Child Care Learning Homes to ensure compliance with the rules and regulations. All complaints received in reference to a Family Child Care Learning Home must be investigated. All visits, whether initial licensing, routine monitoring, technical assistance, or complaint investigations, may be unannounced. Your signature on the license application form is your consent and understanding that Child Care Services staff may visit your home at any time during operating hours.
- You will be required to **pay the non-refundable license fee of \$50 by December 1st each year on your user account at www.decalkoala.com** if you continue to provide care for children in your home. Bright from the Start will send e-mail notices to remind you of this requirement. A late fee will be added if you fail to pay the license fee by the due date. Failure to pay the annual license fee will result in revocation of the Family Child Care Learning Home license.
- During your approved licensing period, if you voluntarily close you must notify Bright from the Start in writing immediately.
- Post Office or 911 Address Change: If your address has changed due to postal regulations or the new 911 emergency systems, you must submit proof of the address change, i.e., a copy of the 911 notices sent to you stating the address change. You can contact your local Post Office or the non-emergency 911 numbers for your county, and request a copy if you no longer have the one originally sent to you.
- E-mail Address Change: You must ensure that the e-mail address on file is current at all times. You will receive your license by e-mail and you are responsible for all information sent to you by e-mail.
- Moving/Transfer of License: The license does not transfer from one address to another. The license is only valid for the address printed on the certificate. You may request location change information by calling (404) 657-5562. Note: This process may require submission of new fingerprint results for the provider and new local criminal records checks for all adults in the home.
- Name Change: You must provide us with one of the following documents if your name has changed: a Marriage Certificate, Divorce Decree, Corrected Drivers' License, or corrected Social Security Card.
- Required Training: Family Child Care Learning Home providers are required to obtain and maintain current Infant, Child and Adult (for children age 8 and above) Cardiopulmonary Resuscitation (CPR) and First Aid Training. Initial applicants are required to attend FCCLH-LOM (Family Child Care Learning Home - Licensure Orientation Meeting) and to complete 10 additional hours of training in five specific areas: Early Learning Standards, Communications, Leadership and Professional Development, Business Management, and Advocacy for Parents and Children (2 hours in each). Training resources can be found at www.training.dec.ga.gov and at Child Care Resource & Referral Agencies.

Child Care Resource & Referral (CCR&R) Agencies

Mission: The primary goal of the Resource and Referral Agency is to increase the quality and availability of child care in Georgia. There are six Resource and Referral Agencies, each serving a region, throughout the state. The Resource and Referral Agencies serve Georgia's children and parents by providing a local source for information on child care and child development.

- Parent Referrals: Assist parents who are seeking child care. www.allgakids.org
- Child Development Training: Training is available for child care providers, administrators, and parents.
- Technical Assistance for providers wanting to become Quality Rated: This service is provided for **free of charge** to child care providers. Technical assistance is provided in the form of consultation on room arrangement, curriculum ideas, and many other areas.
- Websites: Check with your local CCR&R, they may have an active website with links to newsletters, training calendars, useful forms for child care providers, and other child care resources.

The Child Care Resource and Referral Agencies are funded by Bright from the Start: Georgia Department of Early Care and Learning through a federal child care development grant. The CCR&R's are associated with The National Association of Child Care Resource and Referral Agencies. To find out the name and phone number for your local Resource and Referral Agency, please see page 72 of this guide. You may also find this information at the Bright from the Start web site at <http://www.decal.ga.gov/ChildCareServices/CCRRSystem.aspx>

Operating a Family Child Care Learning Home

As a beginning family child care provider, you want to be prepared to offer safe, quality care. Thoughtful preparation can make your home safer and your job easier. Consider the following:

...Be sure your family understands that changes will be inevitable, you will be a professional child care provider with up to six children spending the day in your home that require your attention and supervision.

...Decide the areas in your home that the children will be able to use and plan:

1. Places for children to store their personal belongings to include coats, bags, or items brought from home.
2. Areas for the children to have active play.
3. Storage for play equipment that is within the children's reach.
4. Comfortable and safe individual places for children to nap.
5. Comfortable eating arrangements.

...Make a safety check of your home and playground area and plan for:

1. Protection from stoves, fans and heating equipment.
2. Locked and out-of-reach storage of household cleaners, poisons, and medicines.
3. Protection from or for stairs, electrical outlets, extension cords, breakable items, and furniture that is unstable, heavy or has sharp corners.
4. Separation of children from area used for cooking.
5. An accessible playground area with a four-foot high fence or other approved barrier to protect from hazards and is free of trash, weeds, debris, holes, standing water, or other hazards.
6. An emergency plan to include fire safety and evacuation.
7. A neighbor to help in case of an emergency.
8. Posting of emergency telephone numbers.
9. Determining whether or not additional insurance protection is needed.

...Prepare a statement for parents, that describes the services and meals that will be offered, hours of operation, regulations, and charges (parental agreement or contract).

...Plan activities so that you will be free to devote your time to the children:

1. Develop nutritious menu plans that allow for a maximum amount of preparation ahead of time.
2. Develop a plan for the day so that children have comfortable routines that include supervised quiet and active indoor and outdoor play with age-appropriate activities.

...Set up a record system:

- Children's records
- Attendance records
- Income/Expense records
- (Including records of home use for business/Internal Revenue Service will allow a percentage deduction because of child care use)

...Obtain the basic supplies

1. First Aid Kit – homemade or purchased, that contains all of the required items.
2. Individual or disposable drinking cups & towels, washcloths and diapering supplies
3. Age-appropriate play materials and equipment.

...Become acquainted with the agencies that offer assistance to family child care providers:

- Bright from the Start: GA Department of Early Care and Learning – Licensing and Consultation
 - <http://www.decal.ga.gov/ChildCareServices/ChildCareServicesMain.aspx>
- Child Care Resource and Referral Agencies – training and technical assistance for child care providers and parents
 - <http://www.decal.ga.gov/ChildCareServices/CCRSystem.aspx>
- U.S. Department of Agriculture – Nutrition service through a local food umbrella agency
 - <http://www.decal.ga.gov/Nutrition/NutritionServicesMain.aspx>
 - <http://www.fns.usda.gov/fns/>
- County Extension Service – menus, recipes, low-cost equipment
 - <http://www.caes.uga.edu/extension/>
- Library – books, records, program materials, story hour
 - <http://www.georgialibraries.org/directories/publiclibdir.php>
- Public Health Center – assessments, immunizations
 - <http://health.state.ga.us/regional/index.asp>
- Small Business Association (SBA)
 - <http://www.sba.gov/>
 - http://www.georgiasbdc.org/index.aspx?page_name=sba_link

Steps to Complete and Submit a Family Child Care Learning Home Licensing Application

The checklist below identifies all requirements and fees that must be provided for Bright from the Start to process your request a license as a Family Child Care Learning Home.

- Family Child Care Learning Home Licensing Application (4 pages) – Applicant must complete and sign. You are required to include a current e-mail address.
- Educational Requirement - Rule 290-2-3.07(2) – Documentation of credentials/degrees. Please submit documentation of one of the following:
 - Child Development Associate credential (CDA) – issued by the Council for Professional Recognition;
 - Technical Certificate of Credit (TCC) in Early Childhood Education;
 - Technical College Diploma (TCC) in Early Childhood Education;
 - Associate Degree in Early Childhood Education;
 - Paraprofessional Certificate issued by the Georgia Professional Standards Commission;
 - Bachelor's Degree in Early Childhood Education;
 - Master's Degree in Early Childhood Education.
- Education Requirement – Rule 290-2-3.07(2) – Completed variance application
- Criminal Record Check Acknowledgement Form. Applicant must complete and sign.
- Affidavit for Verifying Status Form. Applicant must complete, sign, and have notarized. Include supporting documentation.
- Documentation of required pre-service training (20 hours total) to include proof of:
*Please note all training must be completed within the past 12 months
 - Attendance at Family Child Care Learning Home - Licensing Orientation Meeting (FCCLH - LOM). (6 hours credit) (for FCCLH - LOM schedule, go to <http://www.decal.ga.gov/ChildCareServices/FamilyDayCare.aspx>)
 - Current CPR (Infant, Child, and Adult) & First Aid card--certificates for only CPR are not acceptable! Current verification must be provided to include the training source and contact telephone number. Online course are not acceptable! (4 hours credit)
 - Additional approved training courses. Online courses are acceptable. Must be Georgia state approved trainings offered by Georgia state approved trainers. (10 hours credit). Training can be located at www.training.decal.ga.gov
 - Early Learning Standards (2 hours)
 - Communications (2 hours)
 - Leadership & Professional Development (2 hours)
 - Business Management (2 hours)
 - Advocacy for Parents & Children (2 hours)
- Complete and submit the Family Child Care Learning Home Rules and Regulations checklist.
- Submit a copy of a zoning approval letter from the agency with jurisdiction or letter stating no zoning is required. Letter must note that Family Child Care Learning Home is a permitted use.
- Submit a copy of current Business license or letter stating no business license is required.
- Submit a letter from the Homeowner's Association (HOA), if applicable, stating that a Family Child Care Learning Home is allowed in the neighborhood.
- If you DO NOT own the residence, submit a copy of a current lease agreement that states you are allowed to operate a family child care in the residence.
- Indicate the source of water supply: County/City. Please submit a copy of the water/sewage bill for address of

Family Child Care Learning Home. If septic tank is used, please submit written approval from the local county health department officials.

- **Do not send with application.** A fingerprint criminal record check must be obtained for each adult who is 17 years of age and resides in the home as well as any other adult who will routinely have access to children in care. The fingerprints will need to be completed through the Cogent Systems, same as for the provider. A legible copy for each adult must kept for your records.
- Fingerprint Processing – The individual submitting the Family Child Care Learning Home application is required to contact Cogent Systems to register for fingerprinting. The applicant may register online at www.ga.cogentid.com or by calling 1-888-439-2512. When registering, you will need the following information: Transaction Reason: Bright from the Start: Child Care/Family Day Care Home, ORI: GA922290Z, Verification code: 922290Z and the processing fee is \$52.75.
****The applicant must submit a criminal record check application with the registration application.****

* Prior to issuance of license, a pre-license on-site inspection will be conducted at your potential Family Child Care Learning Home to assess compliance with the rules. Once permission to operate is granted an Inspection Master will be presented to you along with instructions for how and when to pay your \$50 annual license fee at www.decalkoala.com . Your license will be sent to you by e-mail once the license fee payment is confirmed. **DO NOT SEND PAYMENT WITH YOUR LICENSING APPLICATION.**

Note: By signing the licensing application, you are certifying that you have read and understand the rules and regulations for Family Child Care Learning Homes chapter (290-2-3). You are certifying that you have assessed your home against the rules checklist and found it to be in compliance with the Family Child Care Learning Home Rules and Regulations, Chapter 290-2-3. You certify that the information is true and correct to the best of your knowledge. You understand that any willful misrepresentation is cause for immediate denial or revocation of your license.

Enclose all applicable items listed above in an envelope and mail to:

Bright from the Start: Georgia Department of Early Care and Learning
Attention: Applicant Services Unit
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, GA 30334



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.al.ga.gov

Family Child Care Learning Home Licensing Application

A license to operate a Family Child Care Learning Home is issued to an individual, operating at a private residence that is zoned for residential use. Only one family child care license can be issued per residence.

Applicant Information:

Full Name (First, M.I., Last)

Do you live in the home where the family child care is located?

Yes No

Social Security Number

If No, please list home mailing address.

Date of Birth

Are you a Military Applicant Provider?

Yes No

Street Address of Family Child Care Home

Are you a foster parent?

Yes No

City Zip Code County

Are you an unregulated CAPS vendor?

Yes No

Telephone # (including area code)

I will care for two additional children who are three-years and older for two (2) hours a day from _____ to _____. Yes No

Email address (required)

Location Change? Yes No

If yes, this is a change in location, please provide the former address:

Former Address: _____

Have you moved to the new address? _____

Former License Number: _____

Company Name of Child Care Food Program: _____

Highest level of education completed: _____

Meets education requirement: Yes No

If no, completed education variance submitted with application: Yes No

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 child care in the residence:

Landlord's Name, Mailing Address and Contact Number:

Have you owned and/or operated a licensed or exempt child care facility? Yes No

If yes, please list name, address and license or exemption number of facility. _____

Have you ever had an application for licensure denied? Yes No

Have you ever had your child care license suspended and/or revoked? Yes No

Proposed Schedule of Operation:

Proposed Months of Operation: _____ (i.e. January – December)
Proposed Days of Operation: _____ (i.e. Monday – Friday)
Proposed Hours of Operation: _____ (i.e. 6:30 am to 6:00 pm)

Note: Please list specific months, specific days of the week and actual clock hours.

Proposed Age Range of Children to be served:

From _____ Through _____

Note: Please list actual ages (i.e. 6 weeks through 12 years)

Services offered- Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Infants & Toddlers (Ages 0-2) | <input type="checkbox"/> Transportation/Field Trips |
| <input type="checkbox"/> Preschoolers (ages 3-4) | <input type="checkbox"/> Evening Care (7:00 pm – 12 midnight) |
| <input type="checkbox"/> School Age (Ages 5+) | <input type="checkbox"/> Night Care (12 midnight – 6:00 am) |
| <input type="checkbox"/> School Age Only | <input type="checkbox"/> Mildly Ill Care |
| <input type="checkbox"/> Subsidized Care | <input type="checkbox"/> Swimming |

The following items must be submitted with this application. Please check that all are attached.

(Note: Items marked with an asterisk (*) are required for location changes.):

- *One set readable Floor Plans (must be 8 ½ x 11) of the entire residence. Template attached (please use a separate template for each floor of the residence).
- *If applicable, a copy of the signed lease agreement approving a Family Child Care business at the residential address.
- *A notarized Affidavit authorizing lawful presence.
- *One piece of verifiable documentation verifying lawful presence as listed on the approved list
- *Copy of zoning approval letter from the agency with jurisdiction or letter stating no zoning is required. Letter must note that family child care home is a permitted use.
- Copy of your Certificate of Family Child Care Learning Home - Licensure Orientation Training (FCCLH - LOM)
- Criminal Record Check Application for Applicant and all residents 17 years of age and older
- *Copy of current Business license or letter stating no business license is required
- Copy of education credentials for Applicant or variance application for education credential
- Copies of 10 hours of Pre-service training
- Copy of current CPR and First Aid Cards
- Copy of signed Criminal Record Check Acknowledgement Form

***NOTE: INCOMPLETE APPLICATIONS CANNOT BE PROCESSED**

List the names, date of birth, and relationship to provider for all children under age 13 residing in the residence:

Name:	DOB:	Relationship:

List the Names, Social Security numbers, and relationship to applicant of all Adults, 17 and older, residing in the residence or present when children are in care:

Name:	SS#:	Relationship:

Please note that in order to obtain a valid license; the applicant must have received a satisfactory national fingerprint criminal record check clearance from Bright from the Start within the preceding twelve months. If the application is completed more than twelve months from the date the applicant received a satisfactory national fingerprint criminal record check clearance from Bright from the Start, a valid license will not be received until submission of a new national fingerprint criminal record check is completed for the applicant through Cogent.

I hereby request licensure with Bright from the Start: Georgia Department of Early Care and Learning, Child Care Services Division, as a Family Child Care Learning Home. In making this request, I understand:

1. That I must provide care for no more than six children for pay who are not members of my household, or related to me, except for two one-hour time periods designated above, when I may keep two additional children ages three years and older.
2. That staff from Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) may inspect my home at any time children are present.
3. That to deny entrance and/or meaningful access to the home, all children present in my home, and all records required by the Rules and Regulations to any Bright from the Start consultants or to refuse to cooperate with a consultant or an investigation is grounds for automatic denial or revocation of my license or imposition of any other sanction authorized by law.
4. That I must meet the Family Child Care Learning Home Rules and Regulations, Chapter 290-2-3, and correct any violation cited there under in accordance with a reasonable plan of improvement, or my license may be denied or revoked or any other sanction authorized by law may be imposed.
5. That I must provide the parents of each child in my care with a copy of the "Parent Handbook."
6. That I must obtain a fingerprint Criminal Records Check on each adult residing in my home and on any adults who may be present when children are in care and maintain them in my records.
7. That this license is valid only at the address on the application and is not transferable to another address or to another person.
8. I must receive and open all e-mails from the Department in order to receive proper notification of any waiver, correspondence, changes, or other notices from the Department.
9. If an adult listed on last year's application is no longer in the home, I must submit documentation to that effect.
10. I am required to pay a non-refundable license fee of \$50.00 once permission to operate is granted for initial application and for each renewal year by Dec. 1st. Payment of the license fee can be done at www.decalkoala.com.
11. That, pursuant to O.C.G.A. § 20-1A-1, Bright from the Start: Georgia Department of Early Care and Learning recommends that all child care providers licensed by the Department maintain insurance coverage sufficient to protect the provider's clients. I understand that if I do not maintain liability insurance, I will have to notify parents, obtain a written acknowledgment from parents, and post a notice at the child care facility stating that I do not maintain liability insurance.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR FAMILY CHILD CARE LEARNING HOMES. I HEREBY CERTIFY THAT I HAVE ASSESSED MY FAMILY CHILD CARE LEARNING HOME AND FOUND IT TO BE IN COMPLIANCE WITH THE FAMILY CHILD CARE LEARNING HOME RULES AND REGULATIONS (290-2-3). I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION OF ANY OF THE ABOVE FACTS IS CAUSE FOR IMMEDIATE DENIAL OR REVOCATION OF MY LICENSE.

Signature of Applicant

Date

BRIGHT FROM THE START: GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING
Application for FCCLH Credential Variance
(Please complete Sections 1-4, read all sections carefully, and sign on Page 2)

1. Name: _____
Street Address: _____
City, State Zip: _____
County: _____ Phone number: _____
E-mail address: _____
Facility Type: (Check one) CCLC FCCLH
License Number: FR-_____

2. Contact Person: _____
Title: _____ Work #: _____
Cell #: _____ E-mail: _____
Mailing Address: _____
City, State, Zip: _____

3. Specific rule number for which variance or waiver is being requested: **290-2-3-.07(2)(a)-(g)**

4. Action requested (Check one): Variance of the credential requirement rule based on:

- a. [Request a maximum of six months to enroll in a program of study to obtain one of the education credentials listed in the above rule and a maximum of 24 months from the date permission-to-operate is granted to complete the program and obtain the credential.](#)
- b. [Currently enrolled in a program of study to obtain one of the educational credentials listed in the above rule and request a maximum of 18 months from the date permission-to-operate is granted to complete the program and obtain the credential. \(submit proof of enrollment\)](#)
- c. [Comparable credential \(list the credential and submit written documentation\)](#) _____

5. Facts supporting a claim of substantial hardship for the applicant which are believed to justify the variance or waiver:

Effective July 1, 2009, family child care providers must meet one of the education requirements listed in the above rule. The family child care provider has been unable to complete the credential requirement prior to submitting an Application for License due to financial or other life circumstances. Without either the credential or variance approval, the applicant will not be licensed and therefore may be unable to financially support herself and and/or her family.

6. Alternative standards that the applicant agrees to meet instead of the strict requirements of the rule:

The applicant agrees to **(a)** enroll in a program of study to obtain one of the credentials listed in the above rule within a maximum of six months from the date permission-to-operate is granted and to complete the program and obtain the credential within 24 months of the date permission-to-operate is granted; **or (b)** complete the program of study in which already enrolled and to obtain the credential within 18 months of the date permission-to-operate is granted; **or (c)** submit proof of a credential that is comparable to an education credential listed in the above rule. Further, the applicant will obtain all training required by the Bright from the Start Rules for Family Child Care Learning Homes.

7. Explain how the alternative standards will afford adequate protection for public health, safety, and welfare:

The alternative standards will enable applicant to become licensed. Once licensed, the provider will be monitored for compliance with the Bright from the Start Rules for Family Child Care Learning Homes and will participate in Quality Rated while working on their credential. The health and safety of the children served will be protected by compliance with and monitoring of the rules while the provider works to obtain an education credential.

8. Explain why the variance or waiver requested would serve the purpose of the underlying statute:

The purpose of the underlying statute is to improve the quality of licensed family child care learning homes by requiring an increased level of professional development for child care providers. Research has shown that children benefit from the quality and continuity of care and learning from consistent caregivers with a background knowledge of child development, best learning practices for children, health and safety issues, working with parents, and operating a small business. Approval of this variance would enable more family providers to become licensed with an increase in the quality of care and to provide more availability and choice of higher quality care for parents.

9. The length of time that the variance or waiver is requested to remain in effect:

Until the provider has obtained one of the credentials listed in Rule 290-2-3-.07(2)(a)-(g) **or** until 24 months (Option 4(a) **or** 18 months (Option 4(b) from the date permission-to-operate was granted, whichever comes first **or** as long as the provider remains licensed for an approved comparable credential (Option 4(c).

READ #1-5 CAREFULLY AND SIGN BELOW:

- 1) I verify I am the applicant named in 1. above and therefore have the authority to complete and sign this application.
- 2) I understand this variance only applies, if approved, until I have obtained one of the education credentials listed in Rule 290-2-3-.07(2)(a)-(g) **or** until 24 months (Option 4(a) **or** 18 months (Option 4(b) from the date permission-to-operate was granted, whichever comes first. If approved for a comparable credential, the approval will apply as long as I remain licensed.

- 3) I have attached written proof of current enrollment in a program of study for option 4(b) **or** written proof of a comparable credential for option 4(c). (NA for option 4(a).
- 4) I will maintain documentation of the comparable credential or proof of enrollment and courses taken in my record and such documentation shall be made available for inspection and provided to Bright from the Start staff upon request.
5. I agree to prepare a written plan for obtaining a credential (Required for options 4(a) and 4 (b) only). The plan will include:
(a) My name, address, and phone number; **(b)** Name, address, and phone number of the technical college, university, or school where enrolled **or** of the Department-approved trainer providing credential coursework; **(c)** Type of credential; **(d)** Content area of credential; **(e)** Estimated completion date; **(f)** Names and numbers of courses to be completed and ongoing updates if courses are added or if there are changes; **(g)** Documentation of courses as they are successfully completed; and **(h)** A copy of the credential degree awarded by the technical college, university, school **or** Department-approved trainer upon completion.
- 5) I agree to comply with the following conditions:
 - a) To submit verification of courses and credential obtained to the Georgia Professional Development System, www.gapds.decal.ga.gov.
 - b) To apply to participate in Quality Rated, the Georgia quality rating and improvement system, www.qualityrated.decal.gov within 6 months of the date permission-to-operate is granted.

I verify by my signature, as the applicant and owner, that all of the information and documents submitted are true and correct and that I understand and agree to comply with the requirements listed above.

Signature **Date**

Printed first and last name **Title**

Instructions: Application for FCCLH Credential Variance or Waiver

In order to process your request for a variance or waiver, you must complete an **Application for Variance or Waiver**. All requested information must be supplied in order for your application for a variance or waiver to be considered. If you require additional space to explain your request, you may attach a continuation sheet. You may also attach supporting documentation, such as pictures, research data, proof of education and training, etc.

1. **Facility Information:** List the name of the facility or provider that is on the license or on the Application for License. Complete the street address, city, state, zip phone number, and county for the program. Check if the facility is a Child Care Learning Center (CCLC) or a Family Child Care Learning Home (FCCLH). List the license number, if known.
2. **Contact Person:** This person will often be the administrator of the facility. However, the contact person could be the owner or an attorney or other person designated by the license holder to represent the facility. List the complete mailing address; the decision letter will be mailed to this person.
3. **Rule Number:** List the rule for which you are requesting a variance or waiver. Submit a separate application for each different rule number.
4. **Variance/Waiver:** Determine whether you are seeking a variance or waiver and select one. Most requests are for variances. A variance is a request to permit some departure or variation from the literal requirements of the rule, e.g. the rule requires a 6-foot wide hall and your hall is seventy inches wide. A waiver is a request to dispense entirely with the specific rule.
5. **Supporting Facts:** Explain how complying with the rule would cause you a substantial hardship and include any other information you believe justifies your application. (Example: hall would have to be completely remodeled to add 2 inches to comply with the rule. Costs will be prohibitive.) Give details.
6. **Alternative Standards:** List the alternative standards or conditions you are willing to meet which relate to the underlying purpose of the rule for which a variance or wavier is being requested. (Example: hallways will be kept clear of furniture.)
7. **Explanation of Alternative Standards:** Explain how the standards or conditions listed in Section 5 will provide adequate protection for the health, safety, and welfare of the children receiving care through your licensed facility or program. (Example: wide hallway is to ensure that public can exit the premises easily. Keeping the hall free of all furniture should ensure that people will be able to leave the area easily.)
8. **Purpose of Rule:** Explain why you believe the variance or waiver would serve the purpose of the rule. (Example: Licensing rule exists to ensure that care is delivered safely. Variance with additional voluntary standards provides for safe care.)
9. **Length of Time:** Variance/waiver will generally remain in effect as long as the current licensee holds the license. If the application is for an experimental variance or waiver or conditions exist where the need for the variance is time-limited, state how long you request the variance or waiver to last (e.g., six months, one year, two years, five years, etc.)

SCAN AND E-MAIL THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO

Shaheedah.EL-Amin@dec.al.ga.gov OR MAIL TO:

**Bright from the Start
Georgia Department of Early Care and Learning
ATTN: Shaheedah El-Amin
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334**

KEEP A COPY FOR YOUR RECORDS

Frequently Asked Questions for Lawful Presence Verification

1. Why do I have to complete the Affidavit for Lawful Presence Verification?

Effective January 1, 2012, Georgia law (O.C.G.A. Section 50-36-1) requires all applicants for a public benefit to verify their lawful presence in the United States before receiving the benefit. A Bright from the Start license or registration is a public benefit issued to the owner of a child care facility each year. Therefore, Bright from the Start must have the required verification documents before the annual license will be issued. An applicant is required to submit a completed and notarized “Affidavit and a copy of a secure and verifiable document **or** affirm that these documents were previously submitted. **You cannot pay your license fee or receive your new license each year until the Affidavit or Affirmation for Lawful Presence Verification has been completed, whichever is applicable.**

2. Am I required to submit an Affidavit for Lawful Presence Verification every year?

Those owners who were previously verified as U.S. citizens does not have to re-submit lawful presence verification. Their previous verification of U.S. citizenship continues to meet the requirements of the law. Child care learning center applicants must affirm each year that the lawful presence documents were submitted if the owner is the same.

Those owners who previously submitted the lawful presence documents and are not U.S. citizens are required to submit the lawful presence documents every year. An Affidavit form is e-mailed on November 1st each year to owners who were previously submitted the documents as a legal permanent resident, qualified alien or non-immigrant.

3. What is an Affirmation for Lawful Presence Verification?

Completing an Affirmation is the process of confirming whether or not the owner previously submitted the documents and was verified as a U.S. citizen by Bright from the Start. Those owners who have previously been verified as a U.S. citizens are required to complete the Affirmation at www.decalkoala.com annually as part of the license fee payment process.

4. Where can I find an Affidavit for Lawful Presence Verification Form?

An Affidavit form, pre-printed with your facility information, will be automatically e-mailed to those owners who are not U.S. citizens each year on November 1st. Those owners who are U.S. citizens will complete an Affirmation at www.decalkoala.com. If the Affirmation indicates the applicant is a different person than last year who has not previously completed an Affidavit for Lawful Presence Verification (Option 4), a pre-printed Affidavit form will be e-mailed to the center.

5. What qualifies as a “secure and verifiable document”?

Only the documents approved by the Office of the Attorney General of Georgia are acceptable for processing. The most common copies of “secure and verifiable documents” are:

- U.S. issued passport or passport card
- U.S. military ID
- U.S. issued driver’s license

An entire list of acceptable documents can be found below.

6. Am I required to send an original document of one of the “secure and verifiable documents” on the Attorney General’s list?

No, a photocopy of the document (front and back, if there is anything on the back of the document) is acceptable and preferred.

7. Where do I send the Affidavit for Lawful Presence Verification and the secure and verifiable document?

The notarized Affidavit **and** copies of the front and back of the secure and verifiable document may be faxed to 404-463-7262 **or** scanned and e-mailed to ccsaffidavit@decals.ga.gov. Fax and e-mail are preferred and will allow the shortest processing time. If necessary, you may mail them to:

Bright from the Start
Georgia Department of Early Care and Learning
Attention: CCS Affidavits
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334

Do not submit the FAQ's, instructions or list of secure and verifiable documents. These were sent to assist you and are not part of the Affidavit.

8. What should I do if the owner listed on the Affidavit form is incorrect?

The owner information printed on the Affidavit is the information we have on file for this facility. If this information is incorrect, please contact your licensing consultant immediately.

9. Can the Lawful Presence Verification form be notarized by a notary outside of Georgia?

Yes. The notary will list the appropriate state in the space provided.

10. Can the Lawful Presence Verification form be submitted with the notary's stamp or seal or is one or the other required?

Either the stamp or the seal may be used to notarize the Affidavit form. A form without a stamp or a seal will be returned.

11. I already sent these forms to another department or division. Do I have to submit them again?

Yes, the law requires the department to obtain the forms for each benefit that will be issued.

Contact ccsaffidavit@decals.ga.gov for assistance with the Affidavit or Affirmation for Verification of Lawful Presence.



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 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

Criminal Record Check Acknowledgment Form

O.C.G.A. §20-1A-30 prohibits persons who have committed certain crimes from living in or being employed in Family Child Care Learning Homes or Child Care Learning Centers. The crimes are:

- any felony (in the state of Georgia, or any other state);
- all sexual offenses found in chapter six (6) of title 16 ;
- certain misdemeanors including:
 - A) simple battery, when the victim is a minor;
 - B) contributing to the delinquency of a minor;
- criminal attempt to commit any of the above listed crimes in accordance with O.C.G.A. §16-4-1.

A person must have been convicted of or entered a plea of guilty or nolo contendere to or have been adjudicated for any of the above crimes. A person that has been arrested for any of the above crimes may not live or be employed in family child care learning homes or child care learning centers until such time a court of proper jurisdiction dismisses the charges or a not guilty verdict is rendered.

O.C.G.A. §16-12-1.1(b)(c) makes it a misdemeanor for any operator of a facility to knowingly have any person reside at, be domiciled at, or be employed at any such facility if such person has been convicted of or has entered a plea of guilty or nolo contendere to or has been adjudicated a delinquent for certain offenses.

Bright from the Start: Georgia Department of Early Care and Learning may deny or revoke the license of any facility in violation of these requirements.

To my knowledge, no person lives at or is employed at the child care facility listed below who has been convicted of, has entered a plea of guilty or nolo contendere to, or has been adjudicated delinquent for any of the above listed crimes.

Director's Signature

Date

Director's Name (print legibly)

Name of Facility (print legibly)

Address of Facility

City, State, and Zip Code

This document will be maintained in the facility's State File.

Disclosure Form
Rule 290-2-3.07(5)

Please read, answer the questions, and sign and date this document at the bottom of the page.

(a) Have you ever been shown by credible evidence, e.g. a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subject an person to serious injury as a result of intentional or grossly negligent misconduct?

Yes _____ No _____

If Yes, explain: _____

(b) Do you suffer from any physical handicap or mental health disorder that would interfere with the ability to perform adequately the job duties of providing for the care and supervision of children in care?

Yes _____ No _____

If Yes, explain: _____

(c) Have you made any material false statements concerning qualifications and/or requirements either to the department or an employee?

Yes _____ No _____

If Yes, explain: _____

Signature

Date

LIVESCAN FINGERPRINTING PROCEDURE

For Childcare Directors, Employees, Volunteers

LiveScan fingerprinting is an electronic Georgia Applicant Processing Service (GAPS) managed by Cogent Systems, Inc.
Your fingerprints will be scanned with a computer.

You DO NOT need inked fingerprint cards.

REGISTER with Cogent Systems, Inc. before you visit a fingerprinting location

- STEP 1 Visit the Cogent Systems website at www.ga.cogentid.com
- STEP 2 Select the **APPLICANT REGISTRATION** tab at the left bottom of screen
- STEP 3 Choose the **Department of Early Care and Learning (DECAL)** tab to register
- STEP 4 Choose **REGISTER TO BE FINGERPRINTED**
- STEP 5 Non-Criminal Justice Applicant's Privacy Rights – if you read and accept the terms, check the box at the bottom of the page and press continue

Notes: All fields highlighted in yellow are required

The Reviewing Agency ID number is pre-populated. Do not change this number.

Do not add anything in the Requesting Agency Section.

- STEP 6 **REASON:** In the drop down menu for **Reason**, select **“DECAL – Daycare Director/Employee**
- STEP 7 **PAYMENT*:** In the drop down menu for **Payment**, select one of the following choices:
- **Credit Card** *Note: No unemployment cards, child support cards or gift cards accepted;*
 - **Money Order** *Note: Money Orders can be used for Single Applicant Registration only, and the applicant must provide the money order payable to **3M Cogent – GAPS** at the GAPS Print Location before being fingerprinted;*
 - **Agency** *Note: This option can only be selected if the employer has established a Billing Account with 3M Cogent and provided you with the appropriate billing codes and password.*

**Notes about Payments:*

- Payment by cash or personal check **WILL NOT BE ACCEPTED.**
- **The processing fee on or after April 1, 2015 is \$51.00.**

STEP 8 If you selected **Agency** as the method of payment, fill in the Billing Code and Billing Password. If you are paying by credit card or money order, leave these fields blank.

STEP 9 Fill in required **PERSONAL AND ADDRESS INFORMATION** and click **CONTINUE.**

Note: If you did not enter your Social Security Number, you must take your registration receipt with you to the fingerprint site and use the Registration ID to be fingerprinted.

STEP 10 **VERIFY** your registration information and click the **SUBMIT** button to advance to the next page.

STEP 11 **RECORD** your Registration ID number on your Records Check Application to be mailed to Bright from the Start

STEP 12 **PRINT OR EMAIL** your Registration Receipt. Bring a copy of your receipt to the fingerprinting site and keep a copy for your records.

SELECT A FINGERPRINTING LOCATION:

- STEP 13 Select the **FINGERPRINT LOCATIONS** link at the bottom of the COGENT web page.
STEP 14 Click a GAPS region to identify the GAPS Service Site nearest you.

ELECTRONIC FINGERPRINTING:

- STEP 15 **Gather the following documents:**
- Registration Receipt listing your registration confirmation number
 - Two copies of your valid and unexpired picture identification document (See next page for valid ID options). One copy is for STEP 16; the other copy is for STEP 22.
 - Payment if you chose the Money Order option in STEP 7
- STEP 16 **VISIT** the Print Site Location you chose and electronically **SCAN** your fingerprints.
(Your results will be transferred electronically to Bright from the Start for review)

RECORDS CHECK APPLICATION:

- STEP 17 Complete the Records Check Application [form](#). **BE SURE TO INCLUDE** your Cogent registration ID number.
- STEP 18 Sign the completed Records Check Application form in front of a notary public and have the notary public also sign and stamp or seal.
- STEP 19 Mail the completed, signed and notarized Records Check Application form along with a photocopy of your valid and unexpired picture identification document from STEP 15 to:

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

(Do not send any payment with this application)

COGENT SYSTEMS APPROVED IDENTITY VERIFICATION DOCUMENTS

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification one of the following will be accepted at the GAPS Print Locations:

Primary Documents:

- State Issued Driver's License with Photograph
- State Issued Identification Card with Photograph
- US Passport with Photograph
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2) with Photograph
- Government Issued Employee Identification Card with Photograph (includes
- Federal, State, County, City, etc.)
- Tribal Identification Card with Photograph

However, in the absence of one of the above Primary identifications, applicants may provide **one** or more of the following Secondary Documents, **along with two** of the supporting documents listed below:

Secondary Documents:

- State Government Issued Certificate of Birth
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- NS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by *at least* *two* of the following:

- Utility Bill (with current address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Certificate of Naturalization (N550)
- Current Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

BRIGHT FROM THE START
 Georgia Department of Early Care and Learning
FINGERPRINT RECORDS CHECK APPLICATION

TO BE COMPLETED BY APPLICANT:

COGENT Registration ID: _____

(Please read instructions on the following pages before completing this application.)

1. **APPLICANT TYPE:** Owner (present in facility)
 Director/Provider
 Employee /Resident
 Temporary/Substitute Caregiver
 Independent Contractor
 Volunteer
 Student-In-Training (must submit proof of enrollment with this application)
2. **PROGRAM TYPE:** Child Care Learning Center
 Family Child Care Learning Home
 Exempt Program
 Head Start Program
 Support Center
 Date of Hire: _____

3. PRINT FULL NAME: _____

LAST	FIRST	MIDDLE	MAIDEN /ALIAS	DATE OF BIRTH
GENDER				RACE
SOCIAL SECURITY NUMBER		STATE/COUNTRY OF BIRTH		
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	HOME TELEPHONE NUMBER
CELL PHONE NUMBER			PERSONAL E-MAIL ADDRESS	
HOME ADDRESS: STREET	CITY		STATE	ZIP
MAILING ADDRESS: STREET/P.O. BOX	CITY		STATE	ZIP

4. HAVE YOU RESIDED IN A STATE OR TERRITORY OTHER THAN GEORGIA IN THE PAST FIVE YEARS? NO YES
 IF YES, PLEASE LIST _____

5. I hereby authorize Bright from the Start: Georgia Department of Early Care and Learning ("Department") to receive any criminal history record information pertaining to me which may on file with any criminal justice agency in the United States or its territories. I further authorize the Department to release a fitness determination to the program identified below. I understand that this authorization is valid for up to and including 180 days from the date of signature and that Georgia law authorizes the Department to require additional fingerprint records checks when the department has reason to believe that I have a criminal record that renders me ineligible to have contact with children in the center or during the course of a child abuse investigation.

 APPLICANT'S SIGNATURE DATE

6. TO BE COMPLETED BY DIRECTOR, PROVIDER OR PROGRAM ADMINISTRATOR:

NAME OF PROGRAM	PROGRAM IDENTIFICATION NUMBER
PROGRAM STREET ADDRESS	CITY, STATE, ZIP
PROGRAM MAILING ADDRESS	CITY, STATE, ZIP

7. My signature indicates that I am the Director, Provider or Program Administrator, and that I have verified the above information on the applicant.

SIGNATURE	DATE	PROGRAM TELEPHONE NUMBER
NAME (PRINTED)		

MAIL TO:
 BRIGHT FROM THE START: GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING
 ATTENTION: RECORDS UNIT
 2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower
 Atlanta, Georgia 30334
 (404) 656-5957

FOR INTERNAL USE ONLY	Received _____	Post Marked _____	<input type="checkbox"/> S-I-T - enrollment
<input type="checkbox"/> DUPLICATE <input type="checkbox"/> INCOMPLETE <input type="checkbox"/> NO RESULTS <input type="checkbox"/> REJECTED: reason code / quality of prints / other _____			

(SEE INSTRUCTIONS ON BACK OF FORM)

BRIGHT FROM THE START
Georgia Department of Early Care and Learning
FINGERPRINT RECORDS CHECK APPLICATION

To receive a fingerprint records check determination letter, you must complete all of the following steps:

1. Complete the online application and submit or complete this paper application and mail it to the DECAL Records Unit
2. Register with the COGENT system
3. Scan your fingerprints through COGENT

INSTRUCTIONS FOR COMPLETING PAPER FINGERPRINT RECORDS CHECK APPLICATION

(Be sure to complete the fingerprinting process before sending in this application.)

Please use a blue or black ball point pen, press firmly, and PRINT legibly.

APPLICANT WILL COMPLETE THE FOLLOWING SECTIONS:

First, write your COGENT ID number at the top of the form in the space provided.

1. Check the box that identifies the type of fingerprint records check applicant.
2. Check the box that identifies the type of child care facility or program.
3. Print your full name, including your MAIDEN name and any known ALIASES. DO NOT use initials if you have a given name.
Print your date of birth.
Print your gender: Female, Male, Unknown.
Print your race: Asian or Pacific Islander, Black, American Indian or Alaskan Native, Unknown, White (includes Mexicans and Latinos).
Print your Social Security Number.
Print your place of birth: List the state/territory if you were born in the United States. If you were born outside of the United States, list the country in which you were born.
Print your height.
Print your weight.
Print the color of your eyes: DO NOT abbreviate: Brown, Black, Grey, Blue, Green, Hazel, Maroon, Multicolored, Pink or Unknown.
Print the color of your hair: DO NOT abbreviate: Brown, Black, Blue, Grey, Red, Orange, Purple, Pink, Sandy, White, Blonde, or Unknown.
Print your home and cell telephone numbers with area code.
Print your complete home address.
Print your complete mailing address if different than your home address. If your mailing address is the same as your home address, print "SAME AS ABOVE" on that line. *Note that record check results will be mailed both to the center and to the mailing address entered here.*
4. Indicate whether you have lived in a state or territory of the United States other than Georgia any time within the past five years. If you have, list those states or territories. DO NOT abbreviate.
5. Read the consent statement. Sign and date on the spaces provided if you agree to the terms of the consent statement.

DIRECTOR, PROVIDER OR PROGRAM ADMINISTRATOR WILL COMPLETE THE FOLLOWING SECTIONS:

6. Print the name of your program as it appears on your license, registration, permit, exemption or commission certificate.
Print the license, registration, permit, exemption or commission number of your program.
Print the program's physical address.
Print the program's mailing address, if different than the physical address.
Note that record check determination letters will be emailed ONLY to the primary email address on file with the state.
7. Director, Provider or Program Administrator must sign his/her name as it would appear on business letter.
Print the name of the Director, Provider or Program Administrator name below the signature.
Print the date signed.
Print the program telephone number.
8. MAIL the completed, and signed form to:

BRIGHT FROM THE START: GEORGIA DEPARTMENT OF EARLY CARE AND LEARNING

Attention: Records Unit
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower
Atlanta, Georgia 30334

Crimes and Convictions

This is a listing of crimes and convictions that could result in unsatisfactory criminal record check results *(child care facilities only)

CRIMES AND OFFENSES

1. CRIMES AGAINST A CHILD

- a. Simple Battery (when the victim is a minor) (16-5-34)
- b. Simple Assault (when the victim is a minor)
- c. Battery (when the victim is a minor)
- d. Aggravated Assault (when the victim is a minor)
- e. Cruelty to Children (16-5-70)
- f. Aggravated Battery (when the victim is a child)
- g. Contributing to the Delinquency of a Minor, deprivation, unruliness of a minor
- h. Reckless Abandonment (16-5-72)
- i. Sexual Exploitation of Children
- j. Selling, Showing, etc, of Lewd, Indecent, etc. Materials to Minors
- k. Any crime sexual or violent crime, which involves a child

2. SEXUAL OFFENSES

- a. Rape (16-6-1)
- b. Sodomy/Aggravated Sodomy (16-6-2)
- c. Statutory Rape (16-6-3)
- d. Child molestation/Aggravated Child Molestation (16-6-4)
- e. Enticing a Child for Indecent Purpose (16-6-5)
- f. Sexual Assault Against a Person in Custody (16-6-5.1)
- g. Bestiality (16-6-6)
- h. Necrophilia (16-6-7)
- i. Public Indecency (16-6-8)
- j. Prostitution (16-6-9)
- k. Keeping a Place of Prostitution (16-6-10)
- l. Pimping (16-6-11)
- m. Pandering (16-6-12)
- n. Pimping (16-6-13.3)
- o. Pandering (16-6-14)
- p. Solicitation of Sodomy (16-6-15)
- q. Masturbation for hire (16-6-16)
- r. Giving massages in place used for Lewdness, Prostitution, Etc. (16-6-17)
- s. Adultery (16-6-19)
- t. Incest (16-6-22)
- u. Sexual Battery (16-6-22.1)
- v. Aggravated Sexual Battery (16-6-22.2)
- w. Fornication

Please keep this list for your reference.

Criminal Record Checks: Frequently Asked Questions

for Licensed Child Care Facilities

GENERAL INFORMATION

1) What is a criminal record check (CRC) and who has to have one?

A criminal record check is a list of a person's criminal history. The type of criminal record check completed will depend on the status of the person as an *employee, potential employee, or family member* who either reside at the facility, perform duties for the facility and/or have personal contact with the children in the facility.

Fingerprint Criminal Record Check: The director or provider and all adults must have a satisfactory fingerprint CRC. Fingerprint Processing – The individual submitting the application is required to contact Cogent Systems to register for electronic fingerprinting. Applicant may register online at www.ga.cogentid.com or by calling 1-888-439-2512. They will need to have the following information when registering: ORI number is GA 922290Z, Verification Code is 922290Z. Then the applicant will go to a Cogent Livescan location to submit electronic fingerprints. Applicants must also submit a signed and notarized criminal record check application to Bright from the Start with the application for license.

2) What if the provider or other staff and family members have already had a CRC done?

If you are changing the location of your licensed Family Child Care Learning Home and are pursuing a license at a new address or you are a brand new provider, you will have to have *current* copies of CRCs on file on the date of your Initial Licensing Study conducted by the Department. Current is defined as less than 1 year old. What this means is that fingerprint results on the Director and all local CRC results on family members/helpers, etc. have to be dated within the last year at the time of your visit for them to be valid. If they need to be redone – you will need to follow the process listed above in (1) to get those up to date.

3) What is a multi-source offender?

A multi-source offender is a person who may have charges on record in other states or countries. You cannot hire someone with a “multi-source offender status” without having that individual first submit a fingerprint criminal record check following the procedures described above. You must review the printout of the criminal history record for the “**Interstate Identification Index**” to determine if the applicant is a multi-source offender.

4) What am I required to send in to Bright from the Start to have a fingerprint CRC completed?

To have a fingerprint CRC completed, follow the procedures in number 1 above, Fingerprint Criminal Record Check. A fingerprint CRC must be completed for the director, FCCLH provider, on-site manager, and anyone required to have a local CRC who has a charge that is listed on the Crime and Conviction List on page 11 or has a listing of Multi-source Offender on their CRC results.

5) Can I begin working or hire a staff person before our criminal record checks have been completed?

A director or employee may not work until the satisfactory fingerprint records check determination is received from Bright from the Start.

6) How long is a Satisfactory Criminal Records Determination good for?

A satisfactory criminal records check is good for 12 months. If you move to another employer within the 12 months, you normally would not have to have your criminal record check completed again. You should have a copy of your satisfactory letter for the new employer. If you stay with the same employer the whole time, you normally do not have to get another criminal record check done, unless requested because of a questioned identity, abuse investigation, arrest warrant, etc.

READING A CRIMINAL HISTORY RECORD

7) What are covered crimes?

The crimes that are listed in law are referred to by us as “covered crimes.” If the applicant has been arrested, charged or convicted of one of the listed “covered crimes,” then that person’s criminal record is determined to be unsatisfactory. Covered crimes, as outlined in O.C.G.A. Sec. 20-1A-30 are crimes that will prevent an applicant from being employed in a licensed facility or home. The list of the covered crimes is on page 12.

8) At what age does an arrest go on my criminal history record?

Any arrest or fingerprintable offense committed after the age of 18 will show up on a CRC, unless the arrest record is expunged or sealed by the court. In some instances, arrests for persons under the age of 18 will appear on the CRC if the person was charged as an adult.

9) How long do an arrest and conviction stay on my criminal history?

An arrest and/or conviction can stay on your criminal history indefinitely. You will have to contact the law enforcement agencies/courts in the areas that the charge was made to request removal.

10) What should I look for if I am reading a criminal history record?

The following chart list common words/acronyms you may see on a CRC:

Common Abbreviations	MISD-Misdemeanor FEL-Felony TXT-Theft by Taking VGCSA-Violation of Georgia’s Controlled Substance Act SID-State Identification Number
Common Definitions	ACQUITTAL-A verdict of not guilty ADJUDICATE-To give judgment; to render or award judgment CONVICTIONS-An adjudication that a person is guilty of a crime based upon a verdict. DISMISSAL-To discontinue; to order a cause, motion, or prosecution to be discontinued, quashed, or dismissed as finally adjudicated against the plaintiff. FELONY-A serious offense, which, in Georgia, carries a sentence of 1 year or more. MULTI-SOURCE OFFENDER- The person may have been arrested for a crime in another state.
Common Dispositions You May See On A Criminal History	DISM-Dismissed/Dismissal NPGJ-Not Presented to the Grand Jury-Treat as a dismissal NFAA-No Further Action Anticipated-Treat as a dismissal NO BILL-Treat as a dismissal NOLO CONTENDERE-Treat as a conviction NOLLE PROSEQUI/NOLLE PROSSED-Treat as a dismissal NOT GUILTY FIRST OFFENDER-Treat as a conviction unless it shows that there was a successful completion of the program.

11) Who do I call if I have a questions concerning reading a criminal history record?

You should call the Criminal Record Check Unit at Bright from the Start or your local Child Care Services Consultant at (404) 657-5562 or (888) 442-7735. Ask for the consultant on intake and he or she will be able to provide you with your area’s consultant and contact information or the necessary guidance or information you will need to get your questions answered.

12) If an applicant has a covered crime and the local CRC does not show that the charge was dismissed but the applicant tells me it was, what must I do?

To be sure that the crime has been dismissed, the applicant must get a copy of the court record showing the charge was dismissed. If the charge was dismissed, then you are free to hire the applicant. Make sure you attach the court information to the criminal history record and keep it on file. If you are submitting the record to Bright from the Start for review, the court records must be certified copies, i.e. the copies must be official copies obtained from the court and have the clerk of court’s stamp on the records certifying them to be true and correct copies.

13) If I have submitted court information concerning an arrest and have previously received a clearance to work in a licensed center or home, do I have to resubmit that information each time I apply to work in a licensed facility?

Yes, each time you submit a criminal records check application to Bright from the Start you should attach a signed affidavit as outlined on the criminal records check application or certified copies of any and all arrests and dismissals that you know of. This will aid in speeding up the process of your criminal records check application.

14) Can Bright from the Start remove information from my criminal history record once I have shown that the charge was dismissed?

No, Bright from the Start cannot take anything off your criminal history record. Bright from the Start can only access the information that is on your criminal history record. Only the GBI under certain circumstances with information received from the courts can take any of the information off the GCIC criminal history record where good cause is shown. You must contact the arresting law enforcement agency to obtain an application for Local Record Expungement.

15) How can I get information updated on my criminal history record?

If you want to get your criminal history record updated, you should go back to the court where you were originally charged and ask them to assist you in getting your GCIC record updated to reflect the current status of your case.

16) Where do I get a criminal record check application?

You will find the criminal record check application on the Bright from the Start web site at <http://www.decal.ga.gov/ChildCareServices/CriminalRecordsCheck.aspx>

15

17) How long does it currently take Bright from the Start to process a fingerprint CRC for a director or provider?

You should allow 7 to 10 business days for the routine satisfactory fingerprint CRC to be processed and the letter to be issued. It may take longer if there are unique circumstances associated with the application, e.g. there is a covered crime listed but it is only an arrest and we are trying to determine whether the charge was dismissed, fingerprint cards are required.

18) What is an affidavit, where do I get one, and does it have to be notarized?

An affidavit is a signed statement in writing that is made under oath or affirmation before a person legally authorized to administer an oath or affirmation, for example a notary. A potential employee must submit the CRC application with an affidavit explaining any convictions for crimes, etc. In lieu of an affidavit, certified copies of court records can be accepted.

FINGERPRINTS

19) Can I use fingerprint results from a former employer, such as the military or a school?

No. Fingerprints are run using different codes for different types of employment. Applicant's fingerprints must be submitted through the Cogent Live Scan process using the required routing numbers and verification codes for Bright from the Start.

20) As a director coming from another center or home do I have to submit fingerprints again?

If it has been less than a year since you received a satisfactory fingerprint check determination from Bright from the Start, you do not have to submit your fingerprints again as long as you can show proof of the satisfactory determination. If it has been more than a year since your last fingerprint check and you change jobs, you will have to submit your fingerprints again, using the Cogent Livescan process described in #1.

APPEAL/HEARING PROCESS

21) If I get an unsatisfactory determination what do I do? Or whom do I call?

If you receive an unsatisfactory determination, you will receive a letter from Bright from the Start, which lists the covered crimes that are causing you to receive an unsatisfactory criminal record check. You can appeal the unsatisfactory determination either because you were not convicted of the crimes that we show or because you believe that despite having been convicted of the crimes, you should still be allowed to work in a licensed child care facility or home. The letter explains how to request a hearing if you desire. General questions should be directed to Child Care Services at (404) 657-5562.

22) If I appeal the unsatisfactory determination, can I continue to work while waiting for the hearing?

No. Bright from the Start has no authority under the law to allow you to continue working while you are waiting for your hearing. It is a misdemeanor for a child care center or home to allow an employee with a “covered crime” to continue working and having any contact with the children while waiting for the hearing. Continuing to employ a person with an unsatisfactory criminal record check may result in the imposition of a sanction (for example, An enforcement fine) by Bright from the Start against the licensed child care center or home.

23) How long does it take to get a hearing and a decision? Is there any way to speed the process up?

The length of time varies considerably. You should plan on at least 4 months and possibly longer. You can speed up the process by getting certified copies of the court records on the crimes you were charged with and that are the subject of the hearing. If you get certified copies yourself and submit them to Bright from the Start, we can make the request to get the hearing scheduled sooner. If Bright from the Start requests the certified court records in writing, it can take a long time to get the court records back. Bright from the Start does not process your request for a hearing until the certified court records are received. Bright from the Start will notify you in writing when your hearing request has been sent to the Office of State Administrative Hearings.

24) Who actually schedules the hearings and how do I know when it has been scheduled? The hearing is actually scheduled by the Office of State Administrative Hearings once they receive all the required records from us. The Office of State Administrative Hearings is a separate state agency. We have no control over when they schedule hearings. After you receive a copy of the letter from Bright from the Start stating the hearing request has been processed, the Office of State Administrative Hearings will schedule the hearing and send you notice of the hearing date in writing. Questions concerning the scheduling of the hearing may be directed to the Office of State Administrative Hearings at (404) 657-2800.

COVERED CRIMES

This is a listing of crimes and convictions that could result in unsatisfactory criminal record check results *(child care facilities only)

This extract from O.C.G.A. Sec. 20-1A-30 defines crimes:

20-1A-30. As used in this article, the term:

(1) „Center“ means a day-care center, family childcare home, or child care learning center, which is required to be licensed under Article 1 of this chapter.

(2) „Conviction“ means a finding or verdict of guilty or a plea of guilty regardless of whether an appeal of the conviction has been sought.

(3) „Crime“ means any felony; a violation of Code Section 16-5-23, relating to simple battery, when the victim is a minor; a violation of Code Section 16-12-1, relating to contributing to the delinquency of a minor; a violation of Chapter 6 of Title 16, relating to sexual offenses; a violation of Code Section 16-4-1, relating to criminal attempt when the crime attempted is any of the crimes specified by this paragraph; or any other offenses committed in another jurisdiction which, if committed in this state, would be one of the enumerated crimes listed in this paragraph.

(4) „Criminal record“ means:

(A) Conviction of a crime;

(B) Arrest, charge, and sentencing for a crime where:

(i) A plea of nolo contendere was entered to the charge;

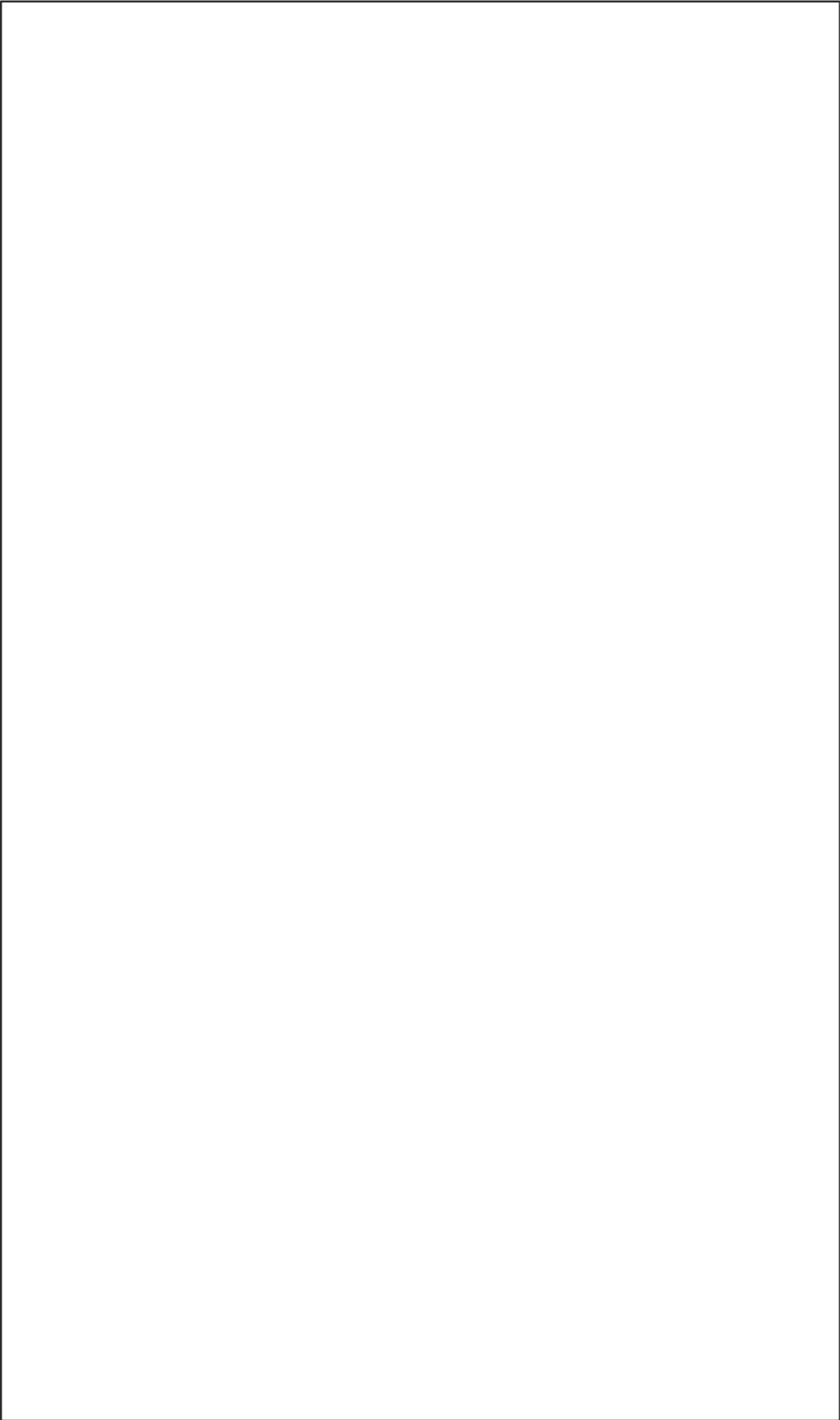
(ii) First offender treatment without adjudication of guilt pursuant to the charge was granted; provided, however, that this division shall not apply to a violation of Chapter 13 of Title 16, relating to controlled substances, or any other offense committed in another jurisdiction which, if it were committed in this state, would be a violation of Chapter 13 of Title 16 if such violation or offense constituted only simple possession; or

(iii) Adjudication or sentence was otherwise withheld or not entered on the charge; provided, however, that this division shall not apply to a violation of Chapter 13 of Title 16, relating to controlled substances, or any other offense committed in another jurisdiction which, if it were committed in this state, would be a violation of Chapter 13 of Title 16 if such violation or offense constituted only simple possession; or

(C) Arrest and being charged for a crime if the charge is pending, unless the time for prosecuting such crime has expired pursuant to Chapter 3 of Title 17.

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)



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

Family Child Care Learning Home Rules and Regulations Checklist

This list is provided to assist you in evaluating and preparing you for your Pre-Licensing Visit. This checklist has been developed from the *Rules & Regulations for Family Child Care Learning Homes* (amended March 1, 1994). This is NOT an all-inclusive list, but covers many of the major areas in the Family Child Care Learning Home Rules and Regulations. As a Family Child Care Learning Home provider you are required to understand and comply with all family child care rules and regulations. You are required to complete this checklist, sign the affidavit on page 31 and send this checklist as a part of your Family Child Care application for license.

YES	NO	LICENSE REQUIREMENTS AND APPLICATION	RULE NUMBER
		I understand that by definition, a Family Child Care Learning Home provides care for three but no more than six children for pay.	290-2-3-.03(g)
		I have completed all required criminal record checks for myself.	290-2-3-.04(2)(e)
		I have completed all required criminal record checks for any individual who resides in my home or who assists in the duties of the Family Child Care Learning Home, who is 17 years of age or older.	290-2-3-.04(2)(e)
		At no time will I allow any person who has an unsatisfactory criminal record determination reside at the home or have contact with the children.	290-2-3-.04(2)(e)
		I understand that my application for as a Family Child Care Learning Home Provider must include the following:	290-2-3-.04(1)(a)
		Completion of a Family Child Care Learning Home - Licensure Orientation Meeting	290-2-3-.04(1)(a)1
		Pre-Service training that includes but is not limited to: early learning standards, communication, business management, and advocacy for the family day care home, parents, children and staff.	290-2-3-.04(1)(a)2
		Cardiopulmonary resuscitation (CPR) and first aid training programs offered by certified or licensed health care professionals and approved by the department, which includes emergency care for infants, children, and adults.	290-2-3-.04(1)(a)3
		I understand that after receipt of my completed application package, the department will schedule a pre-licensing visit to assess compliance of the Family Child Care rules and regulations. I further understand that the department may deny my application if conditions exist at the pre-registration visit that poses health and/or safety risks to children.	290-2-3-.04(1)(a)3(d)
YES	NO	INSPECTIONS AND INVESTIGATIONS	RULE NUMBER
		I understand that the department is authorized to conduct on-site inspections and/or investigations during the operating hours of the Home.	290-2-3-.05
		I understand that the agency representative must be allowed access to all areas of the Family Child Care Learning Home when children are present.	290-2-3-.05(a)
YES	NO	INSPECTIONS AND INVESTIGATIONS, Cont.	RULE NUMBER
		I understand that failure to allow departmental access to the Family Child Care Learning Home, the staff, the enrolled children, and applicable records and/or failure to cooperate with a departmental	290-2-3-.05(b)

		inspection/investigation may result in the denial, restriction, revocation or suspension of a license.	
		I will not make or condone any employee making false or misleading statements to the department in connection with any inspection/investigation.	290-2-3-.05(c)
YES	NO	PARENTAL ACCESS	RULE NUMBER
		I understand that parents/guardians shall have access to all child care areas of the home when children are present.	290-2-3-.06
YES	NO	STAFFING AND SUPERVISION	RULE NUMBER
		I am at least 21 years of age.	290-2-3-.07(1)
		If I am a new Family Child Care Learning Home applicant, I must have a current CDA or other approved credential.	290-2-3-.07(2)(a-g)
		I have current CPR certification, which includes infant/child and adult.	290-2-3-.07(4)
		I have current First Aid certification.	290-2-3-.07(4)
		I understand that each license year, I must obtain a minimum of 10 clock hours of training from the following areas: child development; health; child abuse and neglect; business related topics.	290-2-3-.07(4)(a-d)
		I, nor any of my assistants or household members, have been shown by credible evidence to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.	290-2-3-.07(5)(a)
		I am able to perform adequately the job duties of providing for the care and supervision of the children in the Home in accordance with these rules.	290-2-3-.07(5)(b)
		I have not made any false statements to the department regarding my qualifications as a family day care home provider.	290-2-3-.07(5)(c)
		I understand that upon departmental approval, I may care for 2 additional children, for pay or not for pay, who are 3 years and older for two designated one-hour periods daily.	290-2-3-.07(6)
		I understand that an adult is always present with the child care children, and the children are not left with anyone under 18 years of age.	290-2-3-.07(7) 290-2-3-.03(a)
		I understand that there will not be more than 12 children under the age of 13 years present, including my own children and/or other related children, children for pay or for no compensation, when my family child care is open. I understand that I must also meet the requirement of 35 square feet per child.	290-2-3-.07(8)
YES	NO	STAFFING AND SUPERVISION (Cont)	RULE NUMBER
		I understand that a helper, at least 16 years of age must be present to assist me whenever (1) more than 3 children under 12 months old are present; (2) whenever: more than 6 children under 3 years old are present; or (3) whenever more than 8 children under 5 years of age are present. These ratios apply to ALL children on site.	290-2-3-.07(8)(a)1-3
		I understand that I must have an adult present who is certified by the American Red Cross or YMCA in life	290-2-3-.07(9)

		guarding whenever children participate in water activities where the water is over two feet in depth.	
		For water-related activities where the water is over two feet in depth the following staff: child ratios must be maintained: under two years, six months of age-1:2; two years, six months to four years of age-1:5; four years and older, who cannot swim a distance of 15 yards unassisted-1:6; and four years and older who can swim a distance of 15 yards unassisted-1:8.	290-2-3-.07(9)(a)
YES	NO	RECORDS	RULE NUMBER
		I understand that I must maintain a current enrollment record on each child in care and to keep that record for one year after the child is no longer in care. I understand that the enrollment record must include:	290-2-3-.08(1)
		The child's name, date of birth, parent's or guardian's name, complete home and business addresses, personal and business phone numbers;	290-2-3-.08(1)(a)
		The name, address and telephone number of the child's physician and emergency contact person;	290-2-3-.08(1)(b)
		Evidence of age-appropriate immunizations, or a signed affidavit certifying that the required immunizations conflict with the religious beliefs of the parent/guardian or a physician statement that immunization is contradicted;	290-2-3-.08(1)(c)
		Written authorization for the child to receive emergency medical treatment when the parent is not available;	290-2-3-.08(1)(d)
		Documentation of any medications given, which includes the child's name, name of the medication, date and time given, and the name of the person giving the medication;	290-2-3-.08(1)(e) 290-2-3-.11(1)(e)
		Record of any allergies and other known medical conditions;	290-2-3-.08(1)(f)
		Description of accidents or serious illnesses occurring while the child is in the Family Child Care Learning Home, including date, time, and condition under which it occurred and the action taken;	290-2-3-.08(1)(g)
		Parental agreements for transportation to include field trips, swimming and/or other activities away from the home;	290-2-3-.08(1)(h)
		The name of person(s) to whom the child may be released.	290-2-3-.08(1)(i)
		I understand that I must have written policies and procedures that are kept current, made available to the parents and used to govern the operation of my Family Child Care Learning Home. These policies and procedures will be consistent with applicable laws, regulations and these rules and include a written description of the services provided which specifies the following:	290-2-3-.08(2)(a)and(b)
		Ages of the children served;	290-2-3-.08(2)(b)1
		Months of operation;	290-2-3-.08(2)(b)2
		Days of operation;	290-2-3-.08(2)(b)3
		Hours of operation;	290-2-3-.08(2)(b)4
		Dates the Family Child Care Learning Home will be closed;	290-2-3-.08(2)(b)5
		Admission requirements, including parental responsibilities for supplying and maintaining accurate required record information and escorting the child to	290-2-3-.08(2)(b)6

		and from the Family Child Care Learning Home;	
		Standard fees, payment of fees, fees related to absences, vacations and other charges;	290-2-3-.08(2)(b)7
		Transportation provided, if any;	290-2-3-.08(2)(b)8
		Guidance and discipline techniques;	290-2-3-.08(2)(c)1
		Handling emergency medical care, including where children will be taken for emergency medical care;	290-2-3-.08(2)(c)2
		Administering medication and recording noticeable adverse reactions to medication;	290-2-3-.08(2)(c)3
		Notifying parents/guardians of their child's: (1) illness; (2) injury (3) exposure to a notifiable communicable disease;	290-2-3-.08(2)(c)4
		Noticeable adverse reaction to medication;	290-2-3-.08(2)(c)5
		Exclusion of sick children;	290-2-3-.08(2)(c)6
		Exclusion of children with communicable diseases, as defined on the chart of communicable diseases which contains recommendations for the exclusion of sick children and their readmission;	290-2-3-.08(2)(c)7
		Protection of children in the event of: (i)severe weather; (ii)fire; (iii) physical plant problems, such as a power failure, that affects climate control, loss of water, or structural damages;	290-2-3-.08(2)(c)8
		The transportation of children to and from school, if provided, to include the procedure to be followed if no one is home to receive the transported child;	290-2-3-.08(2)(c)9
		Identification of others providing care. This includes the name of any caregiver, their responsibility and the name of who would be contacted in any emergency;	290-2-3-.08(2)(c)10
		Parent's or guardian's ability to visit the Family Child Care Learning Home unannounced and at any time that their child is in care;	290-2-3-.08(2)(c)11
		Any information requested by the parent or guardian concerning the operation of the Family Child Care Learning Home or the care of the child. Parents or guardian will be provided daily communication (written/verbal) regarding the care of the child, especially with infants, toddlers and nonverbal children;	290-2-3-.08(2)(c)12
		Notification of the existence of a firearm in the Family Child Care Learning Home;	290-2-3-.08(2)(c)13
		Notification of any changes in the regular composition of the household. The provider must notify the parent(s) or guardian of anyone regularly on the premises, including but not limited to spouse, friend(s), relative(s), or significant other(s);	290-2-3-.08(2)(c)14
		Notification of the existence of any pets or other animals residing in the home or on the property;	290-2-3-.08(2)(c)15
		Notification of sleep position practices. The provider must notify parent(s) or guardians of Sudden Infant Death (SIDS) risk reduction practices, sleeping positioning policies, and arrangements for placing all infants on their backs for sleep.	290-2-3-.08(2)(c)16
		Documentation the children's arrival and departure. The parent or authorized person will document each time the child is dropped off or picked up. The documentation shall include date, child's name, arrival and departure times, signature or initial of the parent, guardian or authorized person.	290-2-3-.08(2)(c)17
		I understand that I must maintain notarized documentation from the parents of all related children in care who do not reside in my home.	290-2-3-.08(3)
		I understand that I must maintain notarized	290-2-3-.08(4)

		documentation from the parents of the non-compensation status of any child in care.	
		I understand I must maintain copies of satisfactory criminal record determinations for myself, all adult household members and any helpers.	290-2-3-.08(5)
		I understand that documentation of my required training must include the title of the training, the date of the training, the number of hours of the training and the name of the trainer.	290-2-3-.08(6)
		I understand that I must maintain documentation of my approved water and sewage services if the city/county does not provide these services.	290-2-3-.08(7)
		I understand that I must maintain documentation of monthly fire drills and the documentation must be maintained for at least one year.	290-2-3-.08(8) 290-2-3-.11(2)(c)
YES	NO	CHILDREN'S ACTIVITIES	RULE NUMBER
		I understand that the Family Child Care Learning Home must provide a variety of daily activities appropriate for the children's chronological and developmental levels. Children with special needs will be integrated into the activities unless contraindicated medically or by parental agreement. Activities will be planned for each group to allow for:	290-2-3-.09(1)
		Indoor and outdoor play;	290-2-3-.09(1)(a)
		A balance of quiet and active periods;	290-2-3-.09(1)(b)
		A balance of supervised free choice and caregiver-directed activities;	290-2-3-.09(1)(c)
		Individual, small group and large group activities	290-2-3-.09(1)(d)
		Large muscle activities, such as, but not limited to, running, riding, climbing, balancing, jumping, throwing, or digging;	290-2-3-.09(1)(e)
		Small muscle activities, such as, but not limited to, building with blocks or construction toys, use of puzzles, nesting or stacking toys, pegs, lacing, sorting beads, or clay;	290-2-3-.09(1)(f)
		Language experiences, such as, but not limited to, listening, talking, rhymes, finger plays, stories, recordings, or flannel boards;	290-2-3-.09(1)(g)
		Arts and crafts, such as, but not limited to, painting, coloring, cutting, or pasting;	290-2-3-.09(1)(h)
		Dramatic play, such as, but not limited to, play in a home center, with dolls, puppets, or dress up;	290-2-3-.09(1)(i)
		Rhythm and music, such as, but not limited to, listening, singing, dancing, or making music; and	290-2-3-.09(1)(j)
		Nature and science experiences, such as, but not limited to, measuring, pouring, activities related to the "world around us" such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play.	290-2-3-.09(1)(k)
		I understand that I must help children develop skills in all areas (washing, dressing, toileting, etc.) that are appropriate to their age and ability.	290-2-3-.09(2)
		I understand that all children must spend some time each day outside, weather permitting.	290-2-3-.09(3)
		I understand that each preschool child shall have a supervised nap period each day.	290-2-3-.09(4)
		I understand that infants and toddlers will not be routinely left in cribs, or playpens except for rest and sleep.	290-2-3-.09(5)

		I understand that the use of entertainment media such as television programs, video tapes and games must be suitable for young audiences and is limited to no more than two (2) hours of use each day.	290-2-3-.09(6)
		I understand I shall not use or children or other adults to engage in activities that may be detrimental to a child's health or well-being such as, but not limited to horse play, rough play, wrestling, and picking up a child in a manner that could cause injury.	290-2-3-.09(7)
YES	NO	NUTRITION AND FOOD SERVICES	RULE NUMBER
		I understand that children must be served meals and snacks for the period of time they are present in the home.	290-2-3-.10(1)
		I understand that meals and snacks served are dependent on the age of the child and must be nutritious, well balanced and varied. Lunch and supper must consist of vegetables, fruit or both; meat, poultry, fish, cheese, eggs, or protein substitute; bread; and milk unless the child has a specific health reason for prohibiting milk.	290-2-3-.10(2)
		I understand that I cannot serve powdered nonfat milk. I can use this for cooking purposes only.	290-2-3-.10(3)
YES	NO	NUTRITION AND FOOD SERVICES, cont.	RULE NUMBER
		I will obtain from each parent, infant formula and a current feeding plan for any child less than 1 year of age,	290-2-3-.10(4)
		I understand that formula bottles must be labeled with the child's name and that any formula/milk not used must be discarded or returned to the parent at the end of the day.	290-2-3-.10(5)
		I understand that any child who cannot hold their bottle or sit independently must be held while being fed. I understand that bottles cannot be propped and that infant's heads must be elevated during feeding.	290-2-3-.10(6)
		I understand that all food in the Family Child Care Learning Home must be in sound condition, free from spoilage or contamination and safe for human consumption.	290-2-3-.10(7)
		I understand that the refrigerator must maintain a temperature of 40 degrees or below.	290-2-3-.10(8)
		I understand that all perishable foods must be refrigerated.	290-2-3-.10(8)
		I understand that foods must be served promptly after cooking. Hot foods will be maintained at 140 degrees or above, except while being served.	290-2-3-.10(8)
		I understand that foods stored in cans, jars, and boxes must be stored above the floor on clean surfaces.	290-2-3-.10(9)
		I understand that garbage must be stored in trash containers with lids. The trash containers must be emptied and cleaned as needed. All areas around outdoor trash containers must be kept clean.	290-2-3-.10(10)
		I understand that I cannot use chipped or cracked dishes for serving food.	290-2-3-.10(11)
		I understand that the food preparation surface must be nonporous, have no cracks or unsealed seams.	290-2-3-.10(12)
		I understand the food preparation areas and equipment must be kept clean, and free of buildup of	290-2-3-.10(13)

		dust, dirt, food particles, and grease deposits.	
		I understand that the person preparing the meal must wash their hands thoroughly with soap and water before starting food service work and as often as necessary during food preparation and serving to remove soil and contamination.	290-2-3-.10(14)
		I understand that non-deposable dishes and silverware must be cleaned by pre-rinsing, scraping, washing, sanitizing and air drying	290-2-3-.10(15)
		I understand that children shall not share eating or drinking utensils.	290-2-3-.10(16)
YES	NO	HEATH, SAFETY AND DISCIPLINE	RULE NUMBER
		I understand that I must maintain the department's Communicable Disease chart and follow the recommendations for exclusion of sick children.	290-2-3-.11(1)(a)
		I understand that an age appropriate immunization or affidavit or physician's statement must be obtained for each preschool age child within 30 days of admission.	290-2-3-.11(1)(b)
		I understand that the parent or guardian of any child in care must be notified immediately when: the child becomes ill or is injured and required medical attention; or any illness which may not require medical attention but is causing the child moderate discomfort, such as an elevated temperature, vomiting or diarrhea.	290-2-3-.11(1)(c)
		I understand that I will obtain emergency medical services when required by the child.	290-2-3-.11(1)(d)
		I understand that with the exception of first aid, I cannot handout any medications without the specific written consent of the parent, guardian or child's physician.	290-2-3-.11(1)(e)
		I understand that all medications must be stored according to the prescription or label instructions. Medications must be kept in places that are inaccessible to children.	290-2-3-.11(1)(e)
		I understand that each dose of medication given must be documented with: the child's name, name of the medication, date and time given, and the name of the person giving the medication.	290-2-3-.11(1)(e)
		I will maintain the following supplies in the first aid kit: a first aid manual, written directions on the use of universal precautions for handling blood and bodily fluids, protective eyewear and facemask, scissors, tweezers, gauze pads, thermometer, adhesive tape, band-aids, insect sting preparation, antiseptic cleansing solution, antibacterial ointment, bandages, disposable rubber gloves and a cold pack.	290-2-3-.11(1)(f)
		I understand that all first aid supplies must be maintained in a kit. There must be a kit for the family day care home and in any vehicle used for transportation. The first aid kit must be stored in a central location that is inaccessible to children.	290-2-3-.11(1)(f)
		I understand that diapers will 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.	290-2-3-.11(1)(g)
		I understand that all soiled diapers and linens will be disposed of in a closed container.	290-2-3-.11(1)(h)
		I understand that if used, potty chairs shall be emptied into a flush toilet, cleaned with a disinfectant, and stored in the bathroom.	290-2-3-.11(1)(i)

	I understand that I will wash my hands with liquid soap and warm running water:	290-2-3-.11(1)(j)
	Immediately before and after each diaper change.	290-2-3-.11(1)(j)1
	Immediately upon the first child's arrival for care and upon re-entering the home after outside play.	290-2-3-.11(1)(j)2
	Before and after dispensing oral medications, applying topical medications, ointments, etc., handling and preparing food, eating, drinking, preparing bottles, feeding each child and assisting children with eating and drinking.	290-2-3-.11(1)(j)3
	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 or contamination by any other means.	290-2-3-.11(1)(j)4
	I understand that children's hands shall be washed with liquid soap and warm running water	290-2-3-.11(1)(k)
	Immediately upon arrival for the day and re-entering the child care area from outside play.	290-2-3-.11(1)(k)1
	Before and after eating meals and snacks, handling or touching food, and playing in water.	290-2-3-.11(1)(k)(2)
	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.	290-2-3-.11(1)(k)3
	I understand that washcloth handwashing is permitted for infants when the infant is too heavy to hold for handwashing or cannot stand safely to wash hands at a sink and for children with special needs who are not capable of washing their own hands.	290-2-3-.11(1)(k)4
	I understand that an individual washcloth shall be used only once for each child before laundering.	290-2-3-.11(1)(k)4
	I understand that when children are present there will be no smoking in the Family Child Care Learning Home or on the property of the Family Child Care Learning Home.	290-2-3-.11(1)(l)
	I understand that children in care must be kept clean, dry and comfortable.	290-2-3-.11(1)(m)
	I understand that any pet in the home must be vaccinated according to the local Boards of Health.	290-2-3-.11(1)(n)
	I understand that pets must be confined and inaccessible to when children are present.	290-2-3-.11(1)(n)
	I understand that no animal, such as, but not limited to pit bull dogs, ferrets, and poisonous snakes, which may have a vicious propensity are permitted on the premises when there are children on the premises.	290-2-3-.11(1)(o)
	I understand that I must have a written plan for handling emergencies that include: fire; severe weather; loss of electrical power or water; the serious injury of a child; children who are lost; and the death of a child.	290-2-3-.11(2)(a)
	I understand that no persons at the Family Child Care Learning Home can impede or hinder the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.	290-2-3-.11(2)(a)
	I must have an operable phone at the Family Child Care Learning Home at all times.	290-2-3-.11(2)(b)
	I understand I must post in a conspicuous area next to the telephone, these emergency phone numbers: a physician or hospital; an ambulance or rescue squad service; the local fire department; the local police or	290-2-3-.11(2)(b)

		law enforcement; the county health department; and the regional poison control. If I have 911 service, I do not have to have separate telephone numbers for an ambulance, the fire or police departments.	
		I understand that I must practice fire drills on a monthly basis and document each fire drill. I must maintain this documentation for one year.	290-2-3-.11(2)(c)
		I understand that children must not have access to hanging cords or other hazardous items.	290-2-3-.11(2)(d)
		I understand that clear glass doors must be marked to avoid accidental impact.	290-2-3-.11(2)(e)
		I understand that poisons, medicines, cleaning agents, razors, aerosol cans and other potential hazardous materials shall be stored out of reach of children or in locked cabinets.	290-2-3-.11(2)(f)
		I understand that firearms must be inaccessible to children. I must provide written notification to parents that a firearm is located in the home.	290-2-3-.11(2)(g)
		I understand that I must maintain at least one UL Approved smoke detector. The smoke detector must be in working order and be located on each level of the home.	290-2-3-.11(2)(h)
		I understand that I must maintain at least one 2-A-5-B:C fire extinguisher in the child care area and no more than 30 feet from the kitchen. It must be maintained in working condition and inaccessible to children. (State fire marshal requires 2-A-10-B:C)	290-2-3-.11(2)(h)
		I understand that no flammable liquids can be stored in the home.	290-2-3-.11(2)(i)
		I understand I must have a valid driver's license to transport children.	290-2-3-.11(2)(j)
		I understand that if I transport children, each child must be restrained by a seat belt or child passenger restraint appropriate for the child's height/weight and in accordance with state law.	290-2-3-.11(2)(j)
		I understand that no child will be left unattended in a motor vehicle.	290-2-3-.11(2)(j)
		I understand that any disciplinary action used to correct a child's behavior will not be detrimental to the child's physical or mental health.	290-2-3-.11(3)
		I understand that I nor any other home employee or member may:	290-2-3-.11(3)(a)
		Physically or sexually abuse a child, or engage in or permit others to engage in sexually overt conduct in the presence of any enrolled child in the home;	290-2-3-.11(3)(a)1
		Inflict corporal/physical punishment upon a child;	290-2-3-.11(3)(a)2
		Shake, jerk, pinch or handle roughly a child; or	290-2-3-.11(3)(a)3
		Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity, or belittling remarks about a child or his family; or	290-2-3-.11(3)(a)4
		Isolate in a child in a dark room, closet, or unsupervised area; or	290-2-3-.11(3)(a)5
		Use mechanical or physical restraints or devices to discipline children; or	290-2-3-.11(3)(a)6
		Use medication to discipline a child, or to control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent.	290-2-3-.11(3)(a)7
		Discipline a child by restricting unreasonably a child from going to the bathroom; by punishing toileting accidents; by force feeding a child; or by not feeding a	290-2-3-.11(3)(a)8

		child regularly scheduled meals/snacks; by forcing or withholding naps; by allowing children to discipline or humiliate other children; or by confining a child for disciplinary purposes to a swing, high chair, infant carrier, walker or jump seat.	
		Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the home.	290-2-3-.11(3)(a)9
YES	NO	EQUIPMENT AND SUPPLIES	RULE NUMBER
		I understand that I must provide each child a variety of age-appropriate toys, books and play equipment and material to insure that each child has the opportunity to experience and participate in a variety of activities.	290-2-3-.12(1)
		I understand that each child must have a clean and comfortable place to nap.	290-2-3-.12(2)
		I understand that a crib with a waterproof mattress is required for each child less than one year of age.	290-2-3-.12(2)
		I understand that individual or disposable wash cloths and towels must be available for each child.	290-2-3-.12(3)
		I understand that furnishings and equipment must be maintained in a clean and safe usable condition.	290-2-3-.12(4)
		I understand that all indoor and outdoor furniture, materials, and equipment shall be: (a) Used in a safe and appropriate manner; (b) Used as the manufacturer intended.; (c) Free from hazardous conditions (d) Kept clean; (e) Placed to permit freedom of movement and minimize danger of accident; (f) Secured if it is of a weight or mass that could cause injury by tipping, falling, or being pulled or pushed over.	290-2-3-.12(5)(a) – (f)
		I understand that toys must be stored on low, open shelves accessible to the children.	290-2-3-.12(6)
		I understand that toys for children under three must be age appropriate and:	290-2-3-.12(7)
		Non-toxic and lead-free;	290-2-3-.12(7)(a)
		Too large to be swallowed by a child and not capable of causing choking or strangulation;	290-2-3-.12(7)(b)
		Free of sharp edges or small parts children could pry off;	290-2-3-.12(7)(c)
		Free of rust;	290-2-3-.12(7)(d)
		Easily cleaned with a disinfectant daily.	290-2-3-.12(7)(e)
YES	NO	BUILDING AND GROUNDS	RULE NUMBER
		I understand that the home must be kept clean and free from obvious hazards to the children's health and safety.	290-2-3-.13(1)
		I understand that the child care area must have a minimum of 35 square feet of usable floor space per child.	290-2-3-.13(1)(a)
		I understand that basement areas that are more than 25 feet from a window will not be used for child care.	290-2-3-.13(1)(b)
		I understand that furniture and equipment must not block or interfere with the exits from the home.	290-2-3-.13(1)(c)
		I understand that the home must be kept free of fire hazards and unnecessary or excessive combustible material.	290-2-3-.13(1)(d)
		I understand that when in use, radiators, open fire, oil	290-2-3-.13(1)(e)

		or wood burning stoves, floor furnaces and similar hazards must have a barrier or screen to prevent children from being burned.	
		I understand that unvented fuel fired heaters cannot be used in the home unless there is an oxygen depletion safety shut off system.	290-2-3-.13(1)(f)
		I understand that multiple plugs and extension cords cannot be used in the home.	290-2-3-.13(1)(g)
		I understand that electrical outlets within the children's reach must be covered.	290-2-3-.13(1)(g)
		I understand that fans must be positioned or installed in a manner that is inaccessible to children.	290-2-3-.13(1)(h)
		I understand that measures must be taken to prevent the presence of rodents, flies, roaches and other vermin in the home.	290-2-3-.13(1)(i)
		I understand that windows or doors used for ventilation must be screened.	290-2-3-.13(1)(i)
		I understand that if I do not have a water/sewage system provided by the county or city systems, I must have documentation that my system is approved by the proper authority having jurisdiction.	290-2-3-.13(1)(j)
		I understand that outside grounds and play areas must be kept clean and free of hazards. Hazards may include but are not limited to: exposed sharp edges of concrete or equipment, broken glass, debris, open drainage ditches, holes and stagnant water.	290-2-3-.13(2)(a)
		I understand that non-portable climbing and swinging equipment must be anchored.	290-2-3-.13(2)(b)
		I understand that a resilient surface must be provided beneath the climbing and swinging equipment and the fall zone from such equipment. The resilient surface must be maintained to assure continuing resiliency.	290-2-3-.13(2)(b)
		I understand that outside play areas must be protected from traffic or other hazards by fencing or other barriers at least four feet in height.	290-2-3-.13(2)(c)
		I understand that a fence must be provided around swimming pools to make them inaccessible when not in use.	290-2-3-.13(2)(c)
		I understand that fencing materials must not be hazardous to children.	290-2-3-.13(2)(c)
YES	NO	REPORTING	RULE NUMBER
		I understand that within 24 hours or the next workday, I must report the following to Bright from the Start:	290-2-3-.14(1)
		Any death of a child while in the care of the home	290-2-3-.14(1)(a)
		Any serious illness or injury to a child requiring hospitalization or professional medical attention;	290-2-3-.14(1)(b)
		Any fire;	290-2-3-.14(1)(c)
		Any structural disaster;	290-2-3-.14(1)(d)
		The closing of the home.	290-2-3-.14(1)(e)
		Any situation when a child in care becomes missing.	290-2-3-.14(1)(f)
		I understand I must report any suspected incident of abuse or neglect to the local county Dept. of Family and Children Services	290-2-3-.14(2)
		I understand that any cases or suspected cases of notifiable communicable diseases must be reported to the local county health department and to Bright from the Start.	290-2-3-.14(3)

YES	NO	INFANT-SLEEPING SAFETY REQUIREMENTS	RULE NUMBER
		I understand that in order to reduce the risk of Sudden Infant Death Syndrome(SIDS), staff must comply with the following:	290-2-3-.19
		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. All equipment must be in compliance with current ASTM Standard Consumer Safety Specifications for Non-Full-Size Baby Cribs/Play Yards	290-2-3-.19(1)(a)
		Cribs and other equipment approved for infant sleep shall be in good repair and free of hazards. Stack cribs and cribs with drop sides shall not be used.	290-2-3-.19
		Crib Mattress. A mattress shall be provided for each crib and other equipment approved for infant sleep and shall be firm, tight-fitting at least two inches (2") thick and covered with waterproof, washable material. Before a change of occupant, each mattress shall be cleaned with a disinfectant.	290-2-3-.19
		Crib Sheet. Each crib and other equipment approved for infant sleep shall have only an individual, tight-fitting sheet which is changed daily or more often as needed and prior to a change of occupant.	290-2-3-.19
		Cots and Mats. Cots and mats shall be provided for each child who is two (2) years of age or older and who is required to take a nap and for each child under the age of two years who can climb out of a crib or other equipment approved for infant sleep.	290-2-3-.19
		<p>Cot and Mat Construction. Cots and mats shall be of sound construction and of sufficient size to accommodate comfortably the size and weight of the child. Mats must be in good repair, washable, covered with waterproof material and at least two inches (2") thick.</p> <p>Individual Use. Cots and mats must be used by the same child daily and marked for individual use.</p> <p>Sheets. Sheets or similar coverings for cots or mats shall either be marked for individual use or laundered daily. If individually marked, they must be laundered weekly or more frequently if needed.</p> <p>Covers. A light cover shall be available for each child's use on a cot or mat and shall be marked for individual use or laundered daily. If individually marked, they must be laundered weekly or more frequently if needed.</p>	290-2-3-.19
YES	NO	ENFORCEMENT AND PENALTIES	RULE NUMBER
		I understand that if the department finds that I have violated any provisions of these rules, or other laws, rules, regulations, it may, subject to notice and opportunity for hearing, take the following actions against me: administer a public reprimand; limit or restrict a registration; suspend a license; impose a fine; refuse to renew a license, or revoke a license.	290-2-3-.15(a)

- I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR FAMILY CHILD CARE LEARNING HOMES.
- I HEREBY CERTIFY THAT I HAVE ASSESSED MY FAMILY CHILD CARE HOME AGAINST THE RULES AND REGULATIONS CHECKLIST AND FOUND IT TO BE IN COMPLIANCE WITH ALL FAMILY CHILD CARE RULES AND REGULATIONS.
- I UNDERSTAND THAT THIS SIGNED AND COMPLETED FAMILY CHILD CARE HOME RULES AND REGULATIONS CHECKLIST MUST BE INCLUDED IN MY APPLICATION TO BECOME A LICENSED FAMILY CHILD CARE LEARNING HOME PROVIDER.
- I HEREBY CERTIFY THAT THIS INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
- I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION OF ANY OF THE ABOVE FACTS IS CAUSE FOR IMMEDIATE DENIAL OR REVOCATION OF MY LICENSE.

SIGNATURE

DATE



Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE
Suite 670, East Tower
Atlanta, Georgia 30334
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Mission:

Bright from the Start: Georgia Department of Early Care and Learning delivers exemplary early care and education programs that improve the quality of early learning experiences, increase school readiness, and improve overall school performance.

Vision:

Bright from the Start: Georgia Department of Early Care and Learning will increase the number of Georgia's children and families who have access to quality early care and learning programs. More of Georgia's early care and learning programs will achieve and maintain higher, measurable, research-based standards.

Contact Information:

Programs:

Child Care Licensing.....	404-657-5562
Complaints/Concerns.....	404-657-5562
Criminal Records.....	404-656-5957
Exemptions.....	404-657-5562
Head Start Collaboration.....	404-651-7425
Pre-K.....	404-656-5957
Nutrition Services.....	404-656-5957
Quality Initiatives.....	404-656-5957
Training.....	404-656-5957



Applicant Services Unit (Licensing/Registration)

Lisa Chandler.....ASU Manager

Chrissy Clayton.....Coordinator

Shaheedah El Admin.....Administrative Assistant

Shaketia Robinson-Hymon.....Variance/Waivers

ASU Consultants

Iko Blackmon

Wakisha Carswell

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Brianne Walters

Office Hours: 8:00AM-5:00 PM Monday-Friday (closed on State Holidays)