What You Need to Know:

Rule Changes and Clean Up
Child Care Learning Centers & Family Child Care Learning Homes
Understanding the Why

- Requirement changes for CCDF
- Clean up for grammatical errors with Secretary of State
- Removal of duplicative rules
- Clean up of wording for clarification in FCCLH book
Scheduled Timeline

- **July 10th** – Post to web and email blast
- **July 25th** – Webinars for Providers
  - 12:00 noon
  - 5:00 pm
- **August 15th** – Public hearing & Board vote
- **October 1st** - Effective
Chapters Affected

• CCLC
  • 591-1-1-.09 Criminal Records and Comprehensive Background Checks
  • 591-1-1-.16 Governing Body and Licenses
  • 591-1-1-.31 Staff
  • 591-1-1-.33 Staff Training

• FCCLH
  • 290-2-3-.03 Definitions
  • 290-2-3-.04 Requirements for Applications and Licenses
  • 290-2-3-.07 Staffing and Supervision
  • 290-2-3-.21 Criminal Records and Comprehensive Background Checks
Minor changes

• **591-1-1-.09(1)(f)** – **Records Checks** - satisfactory Fingerprint Records Check Determination must be maintained at the Child Care Learning Center for

• **591-1-1-.16(1)(h)3.** – **Permits** - grammatical correction (removed extra word “the”)

• **591-1-1-.31(1)(b)2.(vii)** - **Staff** - removed reference to Group Day Care Home

• **591-1-1-.31(2)(b)2.(iv)** – **Staff** - Certificate of Credit (TCC) in Program Administration

• **591-1-1-.31(5)(h)** - **Staff** - provisional employees must be supervised by a person with a valid and current satisfactory Comprehensive Records Check Determination

• **591-1-1-.33(2)** – **Staff Training** – program orientation must include program’s emergency preparedness plan, and blood borne pathogens

• **591-1-1-.33(4)** - **Food Preparation & Nutrition Training** - grammatical changes and renumbering of this rule
Health & Safety Orientation

• 591-1-1-.33(3) - updates content to match CCDF requirements for orientation training
  • Must be completed within the first 90 days of employment
  • Ten (10) state-approved training hours obtained will count for the required first year training hours
  • Additional topics that were added to the existing training:
    o prevention and control of infectious diseases (including immunization)
    o prevention of shaken baby syndrome, abusive head trauma and child maltreatment
    o recognition and reporting of child abuse and neglect
    o child development

591-1-1-.33(4) First Year Training - Removed
Annual training

• **591-1-1-.33(5)** Annual Training. – more robust language used from the FCCLH rule book
  
  • Every calendar year after the first year of employment
  • All supervisory and caregiver Personnel
  • Offered by an accredited college, university, vocational program, or other Department-approved source
  • Ten (10) clock hours of *diverse* training which is task-focused in on-going health, safety, and early childhood or child development related topics
  • Up to 2 hours of credit is given for business related training
FCCLH Rule Book
Minor changes

- **290-2-3-.03(y) - Definitions** - added terms “staff” and “personnel” for consistency with CCLC rules
- **290-2-3-.04(1)(d) - Applications** - correction to rule number referenced within this portion
- **290-2-3-.21(1)(k) – Records Checks** - grammatical corrections
- **290-2-3-.07(2) - Staffing** - clarifications specifying current, and valid credentials to meet rule requirements; error in reference
Minor changes

- **290-2-3-.07(3)** - Staffing - grammatical correction
- **290-2-3-.07(8)** - First Aid and CPR - person with current CPR & First Aid always present when children are present
- **290-2-3-.07(9)** - Annual Training –
  - every calendar year after the first year of employment;
  - task-focused in ongoing health & safety, early childhood or child development related topics
- **290-2-3-.07(15)** - removed
- **290-2-3-.07(17)** - Staffing - wording change
- **290-2-3-.07(18)** - Staffing - wording change
New rules

• **290-2-3-.07(4) Staff File** - requires a staff file be maintained for all personnel with required components
• **290-2-3-.07(5) Program Orientation** – prior to working with children
• **290-2-3-.07(6) Initial Program Orientation topics**
New rules

• **290-2-3-.07(7) Health and Safety Orientation**
  • Updates content to match CCDF requirements for orientation training
  • Must be completed within the first 90 days of employment
  • Ten (10) state-approved training hours obtained will count for the required first year training hours
  • Additional topics that were added to the existing training:
    o prevention and control of infectious diseases *(including immunization)*
    o prevention of shaken baby syndrome, abusive head trauma and child maltreatment
    o recognition and reporting of child abuse and neglect
    o child development

• **290-2-3-.07(20) Employees** - defines and mirrors CCLC language for consistency across rule books

• **290-2-3-.07(21) Provisional Employees** - defines and mirrors CCLC language for consistency across rule books
APPLICATION FOR EMPLOYMENT

NAME (FIRST) (MIDDLE) (LAST) SPouse's NAME

HOME ADDRESS PHONE NUMBER

SOCIAL SECURITY NUMBER

BIRTH DATE

If you are under age 18, can you submit a work permit if hired? YES NO
If you are not a US citizen, do you have a Visa to work in the US? YES NO
If yes, what kind of Visa classification do you have?
Visa Registration Number: Expiration Date

Has bond or security clearance ever been denied and/or canceled? YES NO
If yes, please explain:

EDUCATION (Attach documentation of qualifying education)

ELEMENTARY
SECONDARY
COLLEGE
OTHER

Experience with groups of children
(Indicate ages of children, your duties, dates of time you worked in this position, reasons for leaving)

DOCUMENTATION OF ORIENTATION
(Conducted prior to assignment to children or task and to be placed in each staff person's file)

Staff Name ___________________________ Date of Employment _____________

Staff received orientation in the following:

Program's Policies and Procedures

Review of State's Health and Safety Requirements regarding:

1. Operations, health, safety, activities
2. Physical environment and equipment
3. Emergency situations
4. Food service and nutrition

Assigned Dates and Responsibilities

Reporting Requirements for:

1. Suspected Child Abuse, Neglect or Deprivation
2. Communicable Disease
3. Serious Injuries
4. Missing children

Emergency Weather Plans
Program's Emergency Preparedness Plan
Childhood Injury Control
Administration of Medication
Reducing the Risk of Sudden Infant Death Syndrome (SIDS)
Hand Washing
Fire Safety
Water Safety
Prevention of HIV/AIDS and blood borne pathogens

Approved Child Care Training Requirements

Other (list)

Signature of Person Providing Orientation ___________________________ Signature of Person Receiving Orientation ___________________________

Date _____________ Date _____________
The proposed amendments and adoptions have been posted to Bright from the Start’s website at:

http://decal.ga.gov/ChildCareServices/ProposedRevisions.aspx

Questions:
childcareservices@decal.ga.gov