



Bright from the Start: Georgia Department of Early Care and Learning
10 Park Place South Suite 600 Atlanta, Georgia 30303-2905
www.decal.state.ga.us

LICENSE APPLICATION FOR CHANGE OF OWNERSHIP

Application for: (Check one)

Child Care Learning Center: _____ License _____ Commission

Group Day Care Home: _____ License _____ Commission

A license/commission to operate a Child Care Learning Center/Group Day Care Home is issued to the governing body of the center, meaning the person or entity (corporation, LLC, partnership, board) that owns the center.

Applicant Information:

Name of Owner/Corp.LLC/Board

Name of Center

Mailing Address

Site Address

City/Zip/County

City/State/Zip

Name of Contact Person

County

Title

Facility Telephone No.

Daytime Telephone Number

Facility Fax No.

Email Address

Type of Ownership (Check one)

_____ Individual _____ Corporation
_____ Partnership _____ Board-Sponsored

Tax Status (Check one)

_____ Profit
_____ Nonprofit

SSN (individual owner) or EIN # (corporation) _____

Corporation: Submit a copy of corporation papers, i.e. Certificate of Inc., Articles, & By-Laws

Board-Sponsored: Submit a list of board members & minutes from most recent meeting.

Complete the following:

Is facility currently operating? Yes No

Provide former license #, if applicable, and former program name.

Former License # _____ Former Name _____

If no, list date facility stopped operating: _____

Person Legally Responsible and Official Address for all Communications:

Name

Street or P.O. Box

City/State/Zip

Telephone No.

Email Address

Name and Address of Agent for Service (for corporations & LLCs registered with the Secretary of State) for Facility:

Name

Street or P.O. Box

City/State/Zip

Email Address

Exemptions

Do you own any exempted childcare facilities in the State of Georgia? Yes No

If yes, list the official name and address of the exempted program.

Name

Site Address

Building Owner

Do you own the building in which the program is housed? Yes No

If no, list the landlord's name and address:

Landlord's Name

Landlord's Mailing Address

Schedule:

Months of Operation: _____

Days of Operation: _____

Hours of Operation: _____

Age Range of Children to be Served:

From _____

To _____

Check all services that apply:

___ Infants & Toddlers (Ages 0-2)

___ Transportation

___ Other, please specify

___ Preschoolers (ages 3-4)

___ Evening Care

___ School Age (Ages 5+)

___ Night Care

___ School Age Only

___ Mildly Ill Care

Director:

Name

Preliminary criminal records check results are attached? Yes No

Criminal Records Check Application/Fingerprint cards submitted _____ (Date)

Upon receipt and review of a completed application, a Child Care Consultant will conduct an inspection of the center. This inspection includes an assessment of compliance with Rules and Regulations for Child Care Learning Centers/Group Day Care Homes to include an evaluation of the physical plant, staffing, records, and services. I/We understand that the issuance of a new license may be denied for failure to comply with licensing requirements.

- A. I/We will ensure that the center adheres to all licensing requirements.
- B. I/We understand that the center is subject to unannounced inspections by Bright from the Start: Georgia Department of Early Care and Learning at any time during operating hours.
- C. I/We assume responsibility for conducting the affairs of the center herein described and for meeting all applicable regulations.
- D. I/We understand that a license to operate a center is not transferable to another individual or location.
- E. I/We understand that remodeling or modification to the center requires a plan review by Bright from the Start: Georgia Department of Early Care and Learning before new construction, alterations, or additions can begin.
- F. I/We understand that rule violations, which are determined by Bright from the Start: Georgia Department of Early Care and Learning to endanger the health and/or safety of children in care may result in adverse actions by Bright from the Start.
- G. I am/We are responsible for compliance with the rules and regulations as set forth in the rules and regulations for Child Care Learning Centers, Chapter 591-1-1, or Group Day Care Homes, Chapter 290-2-1. I/We understand that rule violations which are determined by Bright From the Start: Georgia Department of Early Care and Learning to endanger the health and/or safety of children in care may subject me/us to civil penalties of up to \$500 per violation for each day for each
- H. I/We understand that failure to comply with the regulations may result in denial or revocation of the license to operate the facility.
- I. I/We declare there have been no license/registration revocation proceedings initiated against me/us within one year of the date of this application.

False or misleading statements made on any part of the application may void this application and lead to the denial or revocation of a license issued on the basis thereof.

I/We hereby apply for a license. I/We understand and agree to the above statements:

 Owner(s) of Center
 (If Private owner or Partnership)

 Director of Center (if different)

 Board Chairman /President/CEO

 Title

 Date