# Applicant's Guide to Licensing

for Family Child Care Learning Homes



Bright from the Start Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Drive SE, 670 East Tower Atlanta, Georgia 30334 (404) 657-5562 www.decal.ga.gov

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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 meet those 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 the 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 the 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 the 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.
- 6. 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. If you decide to apply, please move to step 7.
- 7. Applicants must register through Bright from the Start, for the fingerprint processing. For more information on obtaining a finger print clearance, please visit <u>http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx</u>. 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 Bright from the Start. These record checks must be maintained in the home.
- 8. 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 <a href="http://www.decalkoala.com">www.decalkoala.com</a> 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. 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** "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.
- 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 licenses.
- 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 1<sup>st</sup> each year on your user account at <u>www.decalkoala.com</u> 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 the 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 license. If you move locations, you will need to resubmit a new application for licensing.
- 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).

# 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. <u>www.allgakids.org</u>
- Child Development Training: Training is available for child care providers, administrators, and parents.
- Technical Assistance: 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 <a href="http://www.decal.ga.gov/ChildCareServices/CCRRSystem.aspx">http://www.decal.ga.gov/ChildCareServices/CCRRSystem.aspx</a>

# **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 will 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
   Income/Expense records
- Attendance 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 day care providers:

- Bright from the Start: GA Department of Early Care and Learning Licensing and Consultation

   <u>http://www.decal.ga.gov/ChildCareServices/ChildCareServicesMain.aspx</u>
- Child Care Resource and Referral Agencies training and technical assistance for child care providers and parents
  - $\circ \quad \underline{http://www.decal.ga.gov/ChildCareServices/CCRRSystem.aspx}$
- U.S. Department of Agriculture Nutrition service through a local food umbrella agency
  - o <u>http://www.decal.ga.gov/Nutrition/NutritionServicesMain.aspx</u>
  - o <u>http://www.fns.usda.gov/fns/</u>
- County Extension Service menus, recipes, low-cost equipment

   <u>http://www.caes.uga.edu/extension/</u>
- Library books, records, program materials, story hour

   <u>http://www.georgialibraries.org/directories/publiclibdir.php</u>
- Public Health Center assessments, immunizations
  - o <u>http://health.state.ga.us/regional/index.asp</u>
- Small Business Association (SBA)
  - o <u>http://www.sba.gov/</u>
  - o <u>http://www.georgiasbdc.org/index.aspx?page\_name=sba\_link</u>

#### 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 for a license as a Family Child Care Learning Home.

- □ Family Child Care Learning Home Licensing Application 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. <u>Please submit</u> documentation of one of the following:
  - o Child Development Associate credential (CDA) issued by the Council for Professional Recognition;
  - o Technical Certificate of Credit (TCC) in Early Childhood Education;
  - Technical College Diploma (TCC) in Early Childhood Education;
  - Associate Degree in Early Childhood Education;
  - o Paraprofessional Certificate issued by the Georgia Professional Standards Commission;
  - Bachelor's Degree in Early Childhood Education;
  - Master's Degree in Early Childhood Education.
- 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 (10 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).
- o FCCLH LOM registration, go to http://www.decal.ga.gov/CCS/FamilyChildCareLearningHome.aspx
- Current CPR (Infant, Child, and Adult) & First Aid cards/certificates. Current verification must be provided to include the training source and contact telephone number.
- Additional approved training courses. Online courses are acceptable. (10 hours credit).
  - 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.
- 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. If you do own the residence, please submit proof of ownership such as a tax bill or tax assessment.
- 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.

A satisfactory comprehensive 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. Results of satisfactory comprehensive criminal record checks for all staff completed through Bright from the Start, <u>http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx</u>. A legible copy for each adult must kept for your records.

**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.decal.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?		
Social Security Number			
	If No, please list home mailing address.		
Date of Birth	Are you a Military Applicant Provider?		
Street Address of Family Child Care Home	Are you a foster parent? □ Yes □ No		
City Zip Code County	Are you an unregulated DFCS vendor? □ Yes □ No		
Telephone # (including area code)	I care for two additional children who are three- years and older for two (2) hours a day from		
Email address (required)	to □ Yes □ No		

<b>Location Change?</b> 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 Registration Number:
Company Name of Child Care Food Program:

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 day care in the residence. If you own the residence in which the program will operate, please submit proof of ownership such as a tax bill or tax assessment. Landlord's Name, Mailing Address and Contact Number:

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Have you been involved in the operation of (owner/director) of another child care center, family child care learning home, or have an exempt program?
License or Exemption Number: Name of Facility:
Address of Facility (include city, state, zip):
Have any programs owned by you or a person involved in your corporation had a license revocation occur? If so, what state and what year?

#### Proposed Schedule:

Proposed Months of Operation: \_\_\_\_\_

Proposed Days of Operation: \_\_\_\_\_\_ Proposed Hours of Operation:

**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:

Infants & Toddlers (Ages 0-2)	Transportation/Field Trips
Preschoolers (ages 3-4)	Evening Care (7:00 pm – 12 midnight)
School Age (Ages 5+)	Night Care (12 midnight – 6:00 am)
School Age Only	Mildly III Care
Subsidized Care	Swimming
	-

The following items <u>must</u> be submitted with this application. Please check that <u>all</u> 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 or proof of ownership of the residence such as a tax bill or tax assessment.
- \*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 day care home is a permitted use.
- \_\_\_\_\_\*Copy of water/sewer/well/septic documentation on home (a recent bill is acceptable to submit)
- \_\_\_\_\_\*Copy of fire inspection/Certificate of Occupancy if applicable
- Copy of your Certificate of Family Child Care Learning Home Licensure Orientation Training (FCCLH - LOM)
- \_\_\_\_ \*Notarized Criminal Record Check Application for Applicant
- \_\_\_\_ \*Copy of current Business license or letter stating no business license is required
- \_\_\_\_ Copy of education credentials for Applicant
- \_\_\_\_ Copies of 10 hours of pre-service training

# \_\_\_\_ Copy of current CPR and First Aid Cards

\_\_\_\_ Copy of signed Criminal Record Check Acknowledgement Form

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#### \*INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

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List the names, date of birth	n, and relationship to provider for all children und	er age 13 residing in the residence:
Name:	DOB:	Relationship:
List the Names, Social Second present when children ar	urity numbers, and relationship to applicant of all e in care:	Adults, 17 and older, residing in the residence
Name:	SS#:	Relationship:
Name:	SS#:	Relationship:
Name:	SS#:	Relationship:

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 <a href="http://www.decalkoala.com">www.decalkoala.com</a>.

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.

12. NOTE: For facilities serving CAPS recipients, please note that scholarships are not transferrable to the new facility. In the case of ownership changes, new scholarships must be issued for the new owner to claim reimbursement. Please reference CAPS policy 10.4.1.2. Contact CAPS Support at 1-833-4GA-CAPS or 1-833-442-2277 for questions. Providers serving CAPS families must be Quality Rated by 2020.

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 AND AGREE TO THE ABOVE STATEMENTS. 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

### **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

#### 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 1<sup>st</sup> 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 <u>www.decalkoala.com</u> 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 1<sup>st.</sup> Those owners who are U.S. citizens will complete an Affirmation at <u>www.decalkoala.com</u>. 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 <u>or</u> scanned and e-mailed to <u>ccsaffidavit@decal.ga.gov</u>. 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 <u>ccsaffidavit@decal.ga.gov</u> 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 <u>one</u> 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.

Signature of Applicant	Printe	d Name of Applicant		
Mailing Address:	Dov	City	State	Zip
		2	State	۲ıр
Contact Phone Number		E-mail Address		
SUBSCRIBED AND SWORN I	BEFORE ME ON THIS THE	DAY OF		_, 20
	My Commissi	on Expires:		_

# **CRIMINAL RECORDS CHECK GUIDELINES**

Georgia law (O.C.G.A. Title 20-1A-30 et.seq.) requires comprehensive satisfactory criminal records checks on directors and employees of all child care facilities as a condition of licensure. No person with unsatisfactory results may become an employee or director of a child care facility.

<u>Provider</u> is defined as the Licensure Holder or applicant of a Family Child Care Learning Home who has submitted a Records Check Application and has received a satisfactory Comprehensive Records Check Determination and who is also the person that primarily provides care in the home.

Georgia law requires that a criminal records check clearance for an employee or director be on file <u>before</u> the person begins employment. This clearance must be on file for the director before the center can be initially licensed.

FINGERPRINT PROCESSING: The provider and all employees are required to complete the<br/>criminal records check through Bright from the Start:<br/>http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx

# Who must be fingerprinted?

- a) Provider of licensed facilities.
- b) All employees in a licensed facility

Please note that in order to obtain a valid license the director and all employees must have had a satisfactory comprehensive fingerprint criminal record check clearance from Bright from the Start within the preceding twelve months.

<u>Employee</u> is defined as any person other than a director, employed by a facility to perform at any of the facilities any duties which involve personal contact between that person and any child being cared for at the facility and also includes any adult person who resides at the facility or who, with or without compensation, performs duties for the facility which involves personal contact between that person and any child being cared for by the facility.

# Who must have a criminal records check determination? All Employees must have them.

An Employee is defined as anyone who:

A. Performs duties for the facility with or

without compensation AND

B. Involves personal contact

with child(ren) in care OR

FCCLH Applicant Guide

# **Items Needed for Inspection**

The pages found in this section are forms that Bright from the Start requires you to post or have available during your Family Child Care Learning Home hours of operation. The first form, the Family Child Care Learning Home (FCCLH) Rules Checklist is for your own personal review. Use it as a tool to see where you stand regarding the Bright from the Start Family Child Care Learning Home Rules and Regulations, Chapter 290-2-3, before and after you apply to become a provider. Please remember that the FCCLH Checklist does not cover all of the rules and regulations. You are responsible for reading the Family Child Care Learning Home Rules & Regulations and maintaining compliance with each rule and regulation. The rules and regulations can be found at

http://www.decal.ga.gov/ChildCareServices/RulesAndRegulations.aspx.

Following the FCCLH Checklist are forms that Bright from the Start consultants will view when visiting your Family Child Care Learning Home. The consultants will be looking to see that these items are accurate, current, and posted so that they are easily seen by you, the children's parents, and your helper/assistant:

- Bright from the Start License (You will receive your license once your application has been received, the initial licensing study has been completed, you have been given permission to operate, and you have paid the annual licensing fee.)
- Emergency Numbers (Posted near phone)
- Written Emergency Plans
- "No Smoking" Sign
- Fire Drill Record
- Statement of No Liability Insurance
- Parent/Guardian Acknowledgement of No Liability (Place a signed copy in each child's file/Do not post)
- Parents You Have the Right poster

Each provider is required to have copies of the following items completed and available for the consultant to review:

- Criminal Record Checks
- Helper Orientation Form
- Enrollment Form (for each child in care)

• Immunization Records (for each child in care that is not enrolled in a school-age program) Current CPR (Infant/Child/Adult) Card & First Aid Certificate

• Training Certificates (a total of 10 hours for each license year)

- Infant Feeding Plan (for any child enrolled under the age of 1 year, with parent/guardian signature)
- Incident/Accident Reports
- Medical Authorization Forms
- Pet Vaccination Records
- Driver's License (If providing transportation)
- Notarized No Compensation Forms (for any child in care that you are not receiving any

pay for services rendered in kind or cash)

- Documentation for Related Children
- Lifeguard Certificate for any pool activity (where water is more than 2 feet deep)

### 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.	290-2-303(g)
		I have completed all required criminal record checks for myself.	290-2-304(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.	290-2-304(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.	290-2-304(2)(e)
		I understand that my application for as a Family Child Care Learning Home Provider must include the following:	290-2-304(1)(a)
		(1) Completion of a Family Child Care Learning Home - Licensure Orientation Meeting	290-2-304(1)(a)1
		<ul> <li>(2) 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.</li> </ul>	290-2-304(1)(a)2
		<ul> <li>(3) 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.</li> </ul>	290-2-304(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.	290-2-304(1)(a)3(d)
YES	NO	INSPECTIONS AND INVESTIGATIONS	
		I understand that the department is authorized to conduct on-site inspections and/or investigations during the operating hours of the Home.	290-2-305
		I understand that the agency representative must be allowed access to all areas of the Family Child Care	290-2-305(a)

		Learning Home when children are present.	
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 inspection/investigation may result in the denial, restriction, revocation or suspension of a license.	290-2-305(b)
		I will not make or condone any employee making false or misleading statements to the department in connection with any inspection/investigation.	290-2-305(c)
YES	NO	PARENTAL ACCESS	
		I understand that parents/guardians shall have access to all child care areas of the home when children are present.	290-2-306
YES	NO	STAFFING AND SUPERVISION	RULE NUMBER
		I am at least 21 years of age.	290-2-307(1)
		If I am a new Family Child Care Learning Home applicant, I must have a current CDA or other approved credential.	290-2-307(2)(a-g)
		I have current CPR certification, which includes infant/child and adult.	290-2-307(4)
		I have current First Aid certification.	290-2-307(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.	290-2-307(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.	290-2-307(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.	290-2-307(5)(b)
		I have not made any false statements to the department regarding my qualifications as a family day care home provider.	290-2-307(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.	290-2-307(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.	290-2-307(7) 290-2-303(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	290-2-307(8)

		meet the requirement of 35 square feet per child.	
YES	NO	STAFFING AND SUPERVISION (Cont)	
		I understand that a helper, at least 16 years of age	290-2-307(8)(a)1-3
		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.	
		I understand that I must have an adult present who is	290-2-307(9)
		certified by the American Red Cross or YMCA in life	
		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	290-2-307(9)(a)
		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.	
		2202220	
YES	NO	RECORDS	<b>RULE NUMBER</b> 290-2-308(1)
		record on each child in care and to keep that record	230-2-500(1)
		for one year after the child is no longer in care. I	
		understand that the enrollment record must include:	
		(a) The child's name, date of birth, parent's or	290-2-308(1)(a)
		guardian's name, complete home and	
		business addresses, personal and business phone numbers;	
		(b) The name, address and telephone number of	290-2-308(1)(b)
		the child's physician and emergency contact	
		person;	
		(c) Evidence of age-appropriate immunizations,	290-2-308(1)(c)
		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;	
		(d) Written authorization for the child to receive	290-2-308(1)(d)
		emergency medical treatment when the	
		parent is not available;	
		(e) Documentation of any medications given,	290-2-308(1)(e)
		which includes the child's name, name of the medication, date and time given, and the	290-2-311(1)(e)
		name of the person giving the medication;	
		(f) Record of any allergies and other known	290-2-308(1)(f)
		medical conditions;	
		(g) Description of accidents or serious illnesses	290-2-308(1)(g)
		occurring while the child is in the Family Child	
		Care Learning Home, including date, time,	
		Care Learning Home, including date, time, and condition under which it occurred and the	
		Care Learning Home, including date, time, and condition under which it occurred and the action taken;	290-2-3- 08(1)(h)
		Care Learning Home, including date, time, and condition under which it occurred and the	290-2-308(1)(h)

		(i) The name of person(s) to whom the child may be released.	290-2-308(1)(i)
YES	NO	RECORDS (Cont)	RULE NUMBER
		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:	290-2-308(2)(a)and(b)
		(a) Ages of the children served;	290-2-308(2)(b)1
		(b) Months of operation;	290-2-308(2)(b)2
		(c) Days of operation;	290-2-308(2)(b)3
		(d) Hours of operation;	290-2-308(2)(b)4
		(e) Dates the Family Child Care Learning Home will be closed;	290-2-308(2)(b)5
		<ul> <li>(f) Admission requirements, including parental responsibilities for supplying and maintaining accurate required record information and escorting the child to and from the Family Child Care Learning Home;</li> </ul>	290-2-308(2)(b)6
		(g) Standard fees, payment of fees, fees related to absences, vacations and other charges;	290-2-308(2)(b)7
		(h) Transportation provided, if any;	290-2-308(2)(b)8
		(i) Guidance and discipline techniques;	290-2-308(2)(c)1
		<ul> <li>(j) Handling emergency medical care, including where children will be taken for emergency medical care;</li> </ul>	290-2-308(2)(c)2
		(k) Administering medication and recording noticeable adverse reactions to medication;	290-2-308(2)(c)3
		<ul> <li>(I) Notifying parents/guardians of their child's: (1) illness; (2) injury (3) exposure to a notifiable communicable disease;</li> </ul>	290-2-308(2)(c)4
		(m) Noticeable adverse reaction to medication;	290-2-308(2)(c)5
		(n) Exclusion of sick children;	290-2-308(2)(c)6
		<ul> <li>(o) 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;</li> </ul>	290-2-308(2)(c)7
		(p) 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;	290-2-308(2)(c)8
		(q) 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;	290-2-308(2)(c)9
		<ul> <li>(r) 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;</li> </ul>	290-2-308(2)(c)10
		(s) 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;	290-2-308(2)(c)11
		(t) Any information requested by the parent or guardian concerning the operation of the	290-2-308(2)(c)12

		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;	
YES	NO	RECORDS (Cont)	RULE NUMBER
		(u) Notification of the existence of a firearm in the	290-2-308(2)(c)13
		Family Child Care Learning Home;	200 2 0 .00(2)(0)10
		(v) Notification of any changes in the regular	290-2-308(2)(c)14
		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);	
		(w)Notification of the existence of any pets or	290-2-308(2)(c)15
		other animals residing in the home or on the	
		property;	
		(x) Notification of sleep position practices. The	290-2-308(2)(c)16
		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.	200.2.2.09/2)/5)47
		(y) Documentation the children's arrival and	290-2-308(2)(c)17
		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.	
		I understand that I must maintain notarized	290-2-308(3)
		documentation from the parents of all related children	
		in care who do not reside in my home.	
		I understand that I must maintain notarized	290-2-308(4)
		documentation from the parents of the non-	
		compensation status of any child in care.	
		I understand I must maintain copies of satisfactory	290-2-308(5)
		criminal record determinations for myself, all adult	
		household members and any helpers.	
		I understand that documentation of my required	290-2-308(6)
		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.	
		I understand that I must maintain documentation of	290-2-308(7)
		my approved water and sewage services if the	
		city/county does not provide these services.	
		I understand that I must maintain documentation of	290-2-308(8)
		monthly fire drills and the documentation must be	290-2-311(2)(c)
		maintained for at least one year.	
YES	NO	CHILDREN'S ACTIVITIES	RULE NUMBER
		I understand that the Family Child Care Learning	290-2-309(1)
		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:	

		(a) Indoor and outdoor play;	290-2-309(1)(a)
		(b) A balance of quiet and active periods;	290-2-309(1)(b)
		(c) A balance of supervised free choice and	290-2-309(1)(c)
		caregiver-directed activities;	290-2-309(1)(0)
		<ul> <li>(d) Individual, small group and large group activities;</li> </ul>	290-2-309(1)(d)
		<ul> <li>(e) Large muscle activities, such as, but not limited to, running, riding, climbing, balancing,</li> </ul>	290-2-309(1)(e)
		jumping, throwing, or digging; (f) Small muscle activities, such as, but not limited to, building with blocks or construction toys, use of puzzles, nesting or stacking toys,	290-2-309(1)(f)
		pegs, lacing, sorting beads, or clay; (g) Language experiences, such as, but not limited to, listening, talking, rhymes, finger plays, stories, recordings, or flannel boards;	290-2-309(1)(g)
		<ul> <li>(h) Arts and crafts, such as, but not limited to, painting, coloring, cutting, or pasting;</li> </ul>	290-2-309(1)(h)
		<ul> <li>(i) Dramatic play, such as, but not limited to, play in a home center, with dolls, puppets, or dress up;</li> </ul>	290-2-309(1)(i)
		(j) Rhythm and music, such as, but not limited to, listening, singing, dancing, or making music; and	290-2-309(1)(j)
		<ul> <li>(k) 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.</li> </ul>	290-2-309(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.	290-2-309(2)
		I understand that all children must spend some time each day outside, weather permitting.	290-2-309(3)
		I understand that each preschool child shall have a supervised nap period each day.	290-2-309(4)
		I understand that infants and toddlers will not be routinely left in cribs, or playpens except for rest and sleep.	290-2-309(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.	290-2-309(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.	290-2-309(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.	290-2-310(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	290-2-310(2)

		reason for prohibiting milk.	
		I understand that I cannot serve powdered nonfat milk. I can use this for cooking purposes only.	290-2-310(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,	290-2-310(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.	290-2-310(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.	290-2-310(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.	290-2-310(7)
		I understand that the refrigerator must maintain a temperature of 40 degrees or below.	290-2-310(8)
		I understand that all perishable foods must be refrigerated.	290-2-310(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.	290-2-310(8)
		I understand that foods stored in cans, jars, and boxes must be stored above the floor on clean surfaces.	290-2-310(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.	290-2-310(10)
		I understand that I cannot use chipped or cracked dishes for serving food.	290-2-310(11)
		I understand that the food preparation surface must be nonporous, have no cracks or unsealed seams.	290-2-310(12)
		I understand the food preparation areas and equipment must be kept clean, and free of buildup of dust, dirt, food particles, and grease deposits.	290-2-310(13)
		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.	290-2-310(14)
		I understand that non-deposable dishes and silverware must be cleaned by pre-rinsing, scraping, washing, sanitizing and air drying	290-2-310(15)
		I understand that children shall not share eating or drinking utensils.	290-2-310(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.	290-2-311(1)(a)
		I understand that an age appropriate immunization or	290-2-311(1)(b)

		affidavit or physician's statement must be obtained for each preschool age child within 30 days of admission.	
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	
		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.	290-2-311(1)(c)
		I understand that I will obtain emergency medical services when required by the child.	290-2-311(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.	290-2-311(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.	290-2-311(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.	290-2-311(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.	290-2-311(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.	290-2-311(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.	290-2-311(1)(g)
		I understand that all soiled diapers and linens will be disposed of in a closed container.	290-2-311(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.	290-2-311(1)(i)
		I understand that I will wash my hands with liquid soap and warm running water:	290-2-311(1)(j)
		<ol> <li>Immediately before and after each diaper change.</li> </ol>	290-2-311(1)(j)1
		<ol> <li>Immediately upon the first child's arrival for care and upon re-entering the home after outside play.</li> </ol>	290-2-311(1)(j)2
		3. Before and after dispensing oral medications, applying topical medications, ointments, etc., handling and preparing food, eating, drinking,	290-2-311(1)(j)3

		preparing bottles, feeding each child and assisting children with eating and drinking.	
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	
		4. 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.	290-2-311(1)(j)4
		I understand that children's hands shall be washed with liquid soap and warm running water	290-2-311(1)(k)
		1. Immediately upon arrival for the day and re- entering the child care area from outside play.	290-2-311(1)(k)1
		<ol> <li>Before and after eating meals and snacks, handling or touching food, and playing in water.</li> </ol>	290-2-311(1)(k)(2)
		3. 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.	290-2-311(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.	290-2-311(1)(k)4
		I understand that an individual washcloth shall be used only once for each child before laundering.	290-2-311(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.	290-2-311(1)(l)
		I understand that children in care must be kept clean, dry and comfortable.	290-2-311(1)(m)
		I understand that any pet in the home must be vaccinated according to the local Boards of Health.	290-2-311(1)(n)
		I understand that pets must be confined and inaccessible to when children are present.	290-2-311(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.	290-2-311(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.	290-2-311(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.	290-2-311(2)(a)
		I must have an operable phone at the Family Child Care Learning Home at all times.	290-2-311(2)(b)
		I understand I must post in a conspicuous area next to	290-2-311(2)(b)

		the telephone these emergency share surplayers	
		the telephone, these emergency phone numbers: a	
		physician or hospital; an ambulance or rescue squad	
		service; the local fire department; the local police or	
		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.	
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		Lunderstand that I must practice fire drille on a	200, 2, 2, 11(2)(a)
		I understand that I must practice fire drills on a monthly basis and document each fire drill. I must	290-2-311(2)(c)
		maintain this documentation for one year.	
		I understand that children must not have access to	290-2-311(2)(d)
		hanging cords or other hazardous items.	230-2-3-: 11(2)(u)
		I understand that clear glass doors must be marked to	290-2-311(2)(e)
		avoid accidental impact.	
		I understand that poisons, medicines, cleaning	290-2-311(2)(f)
		agents, razors, aerosol cans and other potential	
		hazardous materials shall be stored out of reach of	
		children or in locked cabinets.	
		I understand that firearms must be inaccessible to	290-2-311(2)(g)
		children. I must provide written notification to parents	
		that a firearm is located in the home.	
		I understand that I must maintain at least one UL	290-2-311(2)(h)
		Approved smoke detector. The smoke detector must	
		be in working order and be located on each level of	
		the home.	
		I understand that I must maintain at least one	290-2-311(2)(h)
		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) I understand that no flammable liquids can be stored	290-2-311(2)(i)
		in the home.	230-2-311(2)(1)
		I understand I must have a valid driver's license to	290-2-311(2)(j)
		transport children.	
		I understand that if I transport children, each child	290-2-311(2)(j)
		must be restrained by a seat belt or child passenger	200 2 0(2)()
		restraint appropriate for the child's height/weight and	
		in accordance with state law.	
		I understand that no child will be left unattended in a	290-2-311(2)(j)
		motor vehicle.	
		I understand that any disciplinary action used to	290-2-311(3)
		correct a child's behavior will not be detrimental to the	
		child's physical or mental health.	200.2.2.11/2\/c\
		I understand that I nor any other home employee or member may:	290-2-311(3)(a)
		1. Physically or sexually abuse a child, or engage	290-2-311(3)(a)1
		in or permit others to engage in sexually overt	
		conduct in the presence of any enrolled child	
		in the home;	
		<ol> <li>Inflict corporal/physical punishment upon a child;</li> </ol>	290-2-311(3)(a)2
		3. Shake, jerk, pinch or handle roughly a child; or	290-2-311(3)(a)3
		4. Verbally abuse or humiliate a child which	290-2-311(3)(a)3
		includes, but is not limited to, the use of	
		threats, profanity, or belittling remarks about a	
		child or his family; or	
		5. Isolate in a child in a dark room, closet, or	290-2-311(3)(a)5
		unsupervised area; or	

			1
		6. Use mechanical or physical restraints or	290-2-311(3)(a)6)
		devices to discipline children; or	
		7. Use medication to discipline a child, or to	290-2-311(3)(a)7
		control children's behavior without written	
		medical authorization issued by a licensed	
		professional and given with the parent's	
		written consent.	
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
			290-2-311(3)(a)8
		8. 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 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.	200.2.2.11(2)(a)0
		9. Commit any criminal act, as defined under	290-2-311(3)(a)9
		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.	
YES	NO	EQUIPMENT AND SUPPLIES	
		I understand that I must provide each child a variety of	290-2-312(1)
		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.	
		I understand that each child must have a clean and	290-2-312(2)
		comfortable place to nap.	
		I understand that a crib with a waterproof mattress is	290-2-312(2)
		I understand that a crib with a waterproof mattress is required for each child less than one year of age.	
		I understand that a crib with a waterproof mattress is required for each child less than one year of age.I understand that individual or disposable wash cloths	290-2-312(2) 290-2-312(3)
		<ul> <li>I understand that a crib with a waterproof mattress is required for each child less than one year of age.</li> <li>I understand that individual or disposable wash cloths and towels must be available for each child.</li> </ul>	290-2-312(3)
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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.	290-2-313(1)
YES	NO	BUILDING AND GROUNDS, cont.	RULE NUMBER
		I understand that the child care area must have a minimum of 35 square feet of usable floor space per child.	290-2-313(1)(a)
		I understand that basement areas that are more than 25 feet from a window will not be used for child care.	290-2-313(1)(b)
		I understand that furniture and equipment must not block or interfere with the exits from the home.	290-2-313(1)(c)
		I understand that the home must be kept free of fire hazards and unnecessary or excessive combustible material.	290-2-313(1)(d)
		I understand that when in use, radiators, open fire, oil or wood burning stoves, floor furnaces and similar hazards must have a barrier or screen to prevent children from being burned.	290-2-313(1)(e)
		I understand that unvented fuel fired heaters cannot be used in the home unless there is an oxygen depletion safety shut off system.	290-2-313(1)(f)
		I understand that multiple plugs and extension cords cannot be used in the home.	290-2-313(1)(g)
		I understand that electrical outlets within the children's reach must be covered.	290-2-313(1)(g)
		I understand that fans must be positioned or installed in a manner that is inaccessible to children.	290-2-313(1)(h)
		I understand that measures must be taken to prevent the presence of rodents, flies, roaches and other vermin in the home.	290-2-313(1)(i)
		I understand that windows or doors used for ventilation must be screened.	290-2-313(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.	290-2-313(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.	290-2-313(2)(a)
		I understand that non-portable climbing and swinging equipment must be anchored.	290-2-313(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.	290-2-313(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.	290-2-313(2)(c)
		I understand that a fence must be provided around swimming pools to make them inaccessible when not in use.	290-2-313(2)(c)
		I understand that fencing materials must not be hazardous to children.	290-2-313(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:	290-2-314(1)
		1. Any death of a child while in the care of the home	290-2-314(1)(a)
YES	NO	REPORTING, cont.	
		2. Any serious illness or injury to a child requiring hospitalization or professional medical attention;	290-2-314(1)(b)
		3.Any fire;	290-2-314(1)(c)
		4. Any structural disaster;	290-2-314(1)(d)
		5. The closing of the home.	290-2-314(1)(e)
		<ol> <li>Any situation when a child in care becomes missing.</li> </ol>	290-2-314(1)(f)
		I understand I must report any suspected incident of abuse or neglect to the local county Dept. of Family and Children Services	290-2-314(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.	290-2-314(3)
YES	NO	INFANT-SLEEPING SAFETY REQUIREMENTS	
		I understand that in order to reduce the risk of Sudden Infant Death Syndrome(SIDS), staff must comply with the following:	290-2-319
		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	290-2-319(1)(a)
		<ol> <li>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.</li> </ol>	290-2-319
		2. 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.	290-2-319
		3. 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.	290-2-319
		(b) 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	290-2-319

		age of two years who can climb out of a	
		crib or other equipment approved for	
		<ul> <li>crib or other equipment approved for infant sleep.</li> <li>1. 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.</li> <li>2. Individual Use. Cots and mats must be used by the same child daily and marked for individual use.</li> <li>3. 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.</li> <li>4. 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</li> </ul>	290-2-319
		daily. If individually marked, they must be laundered weekly or more frequently if needed.	
		<ul> <li>(a) Staff shall place infant to sleep on the infant's back unless the parent/guardian has provided a physician's written statement authorizing another sleep position for that particular infant that includes how the infant shall be placed to sleep and a time frame that the instructions are to be followed.</li> <li>(b) Staff shall not place objects or allow objects to be placed in or on the crib with an infant such as but not limited to toys, pillows, quilts, comforters, bumper pas, sheepskins, stuffed toys, or other soft items.</li> <li>(c) Staff shall not attached objects or allow objects to be attached to a crib with a sleeping infant</li> </ul>	290-2-319(2)(a-e)
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.	290-2-315(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 DAY 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 DAY 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

**Emergency Telephone Numbers** Family Child Care Learning Home Rule: 290-2-3-.11(2)(b) An operable telephone shall be readily available in the home with the following telephone numbers posted in a conspicuous place next to the telephone.

	Physician or Hospital				
	Ambulance or Rescue Squad Service	911 or			
	Local Fire Department	911 or			
	Police Department	911 or			
	County Health Department				
Local Department	Local Department of Family and Children Services (DFCS)				
	Georgia Poison Center Regional Poison Control Center	Metro Atlanta: 404-616-9000 or Toll Free: 1-800-222-1222			
	Consumer Product Safety Commission	Toll-free Consumer Hotline: 1- 800-638-2772 http://www.cpsc.gov/			

#### **Emergency Plans**

The following page is a form that you may use to assist you when stating the emergency procedures that you will follow in the case of an actual or practice emergency situation. Please create your own emergency procedures from the following below. The plan should include procedures for fire, severe weather, and loss of electrical power or water. The plan should also contain procedures for the serious injury, loss, or death of a child, and the procedure for the case of an active shooter. The plan must contain these components in the checklist below.

Post your completed Emergency Procedure form in an area that you, as well as, your enrolled children's parents, your family and assistants can easily view.

#### **Emergency Preparedness Plan Checklist**

Plans for:

□ Fire

□ Severe Weather

Loss of Electrical Power or Water

Death, Serious Injury, or Loss of a Child

- □ Threatening Event such as an intruder
- □ Natural Disaster

Procedures for:

- Evacuation
- □ Relocation
- □ Shelter-in-place

□ Lock-down

□ Communication & Reunification with Families

□ Continuity of Operations

Include Accommodations for:

□ Infants & Toddlers

□ Children with Disabilities

□ Children with Chronic Medical Conditions

There are examples of emergency plans on the DECAL website and many online resources, however, make sure to write a specific plan for your home's set up. Consider the evacuation routes from upper levels of homes or apartment buildings, if they apply to your home.

# No Smoking On Child Care Premises \*



\* It is a misdemeanor for a person to smoke on the child care premises.

#### **Fire Drill Documentation Form**

Family Child Care Learning Home Rules: 290-2-3.08(8) and .11(2)(c) This document must be kept for one year after completion.

for \_\_\_\_\_(Year)

FIRE DRILL

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE												
TIME												
NUMBER OF CHILDREN												
LENGTH OF DRILL*												

\*The GOAL is to have evacuation time complete in less than 2 minutes.

#### SMOKE DETECTOR

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE DETECTOR CHECKED												
DATE** BATTERIES CHECKED												

\*\*Batteries should be checked annually.

#### FIRE EXTINGUISHER

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DATE CHECKED												

What will the person discovering the fire do?\_\_\_\_\_

How will you sound an alarm?

What will you do before the fire department arrives?

How will you make sure all persons are evacuated and accounted for?

#### Family Child Care Learning Home Rule: 290-2-3-.11(1)(f)

The following first aid supplies, along with a manual of instructions, shall be maintained in a central location inaccessible to the children: scissors, tweezers, gauze pads, thermometer, adhesive tape, band-aids, insect-sting preparation, antiseptic cleaning solution, antibacterial ointment, bandages, disposable rubber gloves, face mask, protective eye, cold pack, procedures for handling blood and bodily fluids.



Your First Aid Kit should be located in an area that is not accessible to the day care children.

#### Your First Aid Kit should include:

Scissors
Tweezers
Gauze pads
Medical tape
Thermometer
Face Mask
Protective Eyewear
Band aids
Insect sting preparation (over the counter cream, spray, or ointment)
Antibacterial ointment (Bacitracin or Neosporin)
Antiseptic cleaning solution (Betadine, alcohol, alcohol wipes, hydrogen peroxide)
Rubber gloves
Cold pack (*This may need to be in the freezer instead of the kit.)
Triangular bandage (*This must be large enough to make into a sling.)
Procedures for handling blood and bodily fluids
First Aid Manual

Remember to check expiration dates!



#### **Injury/Illness Report**

Family Child Care Learning Home Rule: 290-2-3-.08(1)(g)

Description of accidents or serious illnesses that occur while child is in the Family Child Care Learning Home, including date, time and condition under which it occurred and the action taken.

Name of Injured/Ill Child:							
Date of Injury/Illness:		Time of Injury/Illness: a.m. or p.m.					
Place where Injury/Illness o	ccurred:						
Describe the activity the chi	ld was in	nvolved in at the	time of the Injury/Ill	ness:			
Was first aid given?	Yes No	If yes, please describe:					
Were emergency	Yes	If yes, please describe:					
services called?	No						
Was a doctor contacted?	Yes	If yes, give tim	ne of call:	a.m. or p	.m.		
	No	Name(s) of do	ctor(s):				
Parent/Guardian Notified?	Yes	If Yes, give tin	ne: a.m. or p.m.	Did child remain in child care facility?	Yes No		
	No	Method of Not	ification:	Time child picked up: a.m. or p.m.			
Corrective action taken to p	revent re	eoccurrence:					
Additional Comments:							
Signature of Provider:		Date:	Date:				
Signature of Parent/Guardia	n:		Date:	Date:			

Note: All accidents occurring in the Family Child Care Learning Home that require medical attention should be reported to Bright from the Start: Georgia Department of Early Care and Learning - Child Care Services within 24 hours.



#### **Authorization to Dispense Medication**

Family Child Care Learning Home Rule: 290-2-3.11(1)(e)

Except for first aid, personnel shall not hand out prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. All medications shall be stored in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a child shall be documented showing the child's name, name of medication, date and time given, and the name of the person giving the medication.

\*It is up to the provider to decide whether or not they dispense non-prescription medication.

Child's Full Name:						
Name of Medication:						
Prescription Number:						
Physician's Name:			Phone Nur	nber:		
Date(s) to give medication:						
Time of day medication is to be given:	a.m. or p.m.	a.m	ı. or p.m.	a.m.	or p.m.	a.m. or p.m.
Amount (Dosage) of medication to be given each time:						
How medication is to be stored:						

Parent/Guardian Signature

Date

#### Medication Record to be completed by Child Care Provider

Date	Time (a.m./p.m.)	Amount (Dosage)	Any Adverse Reaction	Signature of person giving medication

If adverse reaction to medication was noted, please describe action taken:

Note: This form must be used for all over-the-counter medications (e.g., Tylenol, cough syrup, Benadryl) <u>and all prescription medications including the use of a Nebulizer.</u>

#### **Authorization to Dispense External Preparations**

Family Child Care Learning Home Rule: 290-2-3.11(1)(e)

Except for first aid, personnel shall not hand out prescription or nonprescription medications to a child without specific written authorization from the child's physician or parent. All medications shall be stored in accordance with the prescription or label instructions and kept in places that are inaccessible to children. Each dose of medication given to a child shall be documented showing the child's name, name of medication, date and time given, and the name of the person giving the medication.

Child's Name

Date

I hereby give

(Provider's Name) permission to apply one or more of

the following products, in accordance with directions on the container (Check all that apply):

Baby Wipes
Band-aids
Neosporin, Bacitracin or similar ointment
Bactine or similar first aid spray
Sunscreen
Insect Repellent
Non-prescription ointment (A&D, Desitin, Vaseline, etc.)
Other (please specify):
Other (please specify):

I hereby request that \_\_\_\_\_

(Provider's Name)

products in accordance with the directions on the container.

Parent/Guardian Signature

Parent/Guardian Signature

Date

\_\_\_\_\_ administer the checked

Date

#### Medical Care and Emergency Contact Information

Child's Name:	Bin	h Date
Address		
Mother's Name	Phone (H)	Phone (W)
Father's Name		
Alternate Emergency Contact 1)		
Alternate Emergency Contact 2)		
Child's Physician		
Family Physician		
Known Allergies of Child (medicine, food, etc.)		
Describe past serious illnesses or hospitalization, with dates		
Medicines taken by child		
Date of last tetanus injection		
Describe all physical conditions or illnesses, which could affect t		
(diabetes, epilepsy, poor blood clotting, etc.)		
Health Insurance: Company	Po	blicy Number
Notarized Emergency M	edical Treatme	nt Consent
Notarized Emergency M	edical Treatme	ent Consent
I hereby give In the event I	permission to pr cannot be reached, I h	ovide first aid care for my child, ereby authorize
I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it	permission to pr cannot be reached, I h o the emergency room s medical staff to provi	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency
I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it medical treatment which a physician deems necessa	permission to pr cannot be reached, I h o the emergency room s medical staff to provi ny (including anesthes	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency a). If I have not specified any
I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it	permission to pr cannot be reached, I h o the emergency room s medical staff to provi ny (including anesthes	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency a). If I have not specified any
I hereby give to transport my child to And I hereby grant my consent for the hospital and it medical treatment which a physician deems necessa hospital(s) below, my child may be taken to and care	permission to pr cannot be reached, I h o the emergency room s medical staff to provi ry (including anesthes d for at the nearest ho	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency ia). If I have not specified any spital. I agree to accept financial
I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it medical treatment which a physician deems necessa hospital(s) below, my child may be taken to and care responsibility for all medical expenses incurred.	permission to pr cannot be reached, I h o the emergency room s medical staff to provi ry (including anesthes d for at the nearest ho	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency ia). If I have not specified any spital. I agree to accept financial
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I hereby give	permission to pr cannot be reached, I h o the emergency room s medical staff to provi my (including anesthes d for at the nearest ho Hospital	ovide first aid care for my child, hereby authorize of the hospital(s) listed below, de my child with emergency (a). If I have not specified any spital. I agree to accept financial
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I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it medical treatment which a physician deems necessa hospital(s) below, my child may be taken to and care responsibility for all medical expenses incurred. Hospital Nearest Hospital Parent/Guardian Date State of: County of:	permission to pr cannot be reached, I h o the emergency room s medical staff to provi my (including anesthes d for at the nearest ho Hospital Parent/Guardian	Date
I hereby give In the event I to transport my child to And I hereby grant my consent for the hospital and it medical treatment which a physician deems necessa hospital(s) below, my child may be taken to and care responsibility for all medical expenses incurred. Hospital Nearest Hospital Parent/Guardian State of: County of: The foregoing Consent was acknowledged before me this	permission to pr cannot be reached, I h o the emergency room s medical staff to provi my (including anesthes d for at the nearest ho Hospital Parent/Guardian	Date

(Notary Seal) Notary Public My Commission Expires:

#### **INFANT FEEDING PLAN**

Family Child Care Learning Home Rule: 290-2-3.10(4) The provider shall obtain from the parents an infant feeding plan for children less than 1 year of age.

		Date of Birth
Date Form Completed		
ne bottle labeled? (with ch ne bottle warmed?	ottle?Image: Yes Image: Nohild's name)Image: Yes Image: NoImage: Yes Image: No	Does your child eat: (check all that apply)Strained foodsFormulaBaby foodsBreast milkTable foodsWhole MilkOther:
What type of formula is a	used?	
Amount of formula /brea	ast milk to be given:	
Updated amounts of form		Date: Date: Date: Date:
Instructions for the int	roduction of solid foods:	
Does child take a paci	ifier? 🗆 Yes 🗖 No If yes,	, when?
Does your child have Al	lergies/Known Medical Cond	, when? ditions (Include any premixed formula)? □ Yes □ No 
Does your child have Al If yes, please list:	lergies/Known Medical Conc	ditions (Include any premixed formula)? 🗖 Yes 🗖 No
Does your child have Al If yes, please list: Your child will be place	lergies/Known Medical Conc d on back to sleep per SIDS rul	ditions (Include any premixed formula)?   Yes  No
Does your child have Al If yes, please list:	lergies/Known Medical Conc d on back to sleep per SIDS rul	ditions (Include any premixed formula)?  Yes  No Hos unless written doctor's statement is provided.
Does your child have Al If yes, please list: Your child will be place	lergies/Known Medical Conc d on back to sleep per SIDS rul CHILE	ditions (Include any premixed formula)?  Yes No No No Nes unless written doctor's statement is provided. D'S SCHEDULE
Does your child have Al If yes, please list: Your child will be place Breakfast	lergies/Known Medical Conc d on back to sleep per SIDS rul CHILE	ditions (Include any premixed formula)?  Yes No No No Nes unless written doctor's statement is provided. D'S SCHEDULE
Does your child have Al If yes, please list: Your child will be place Breakfast Lunch	lergies/Known Medical Cond d on back to sleep per SIDS rul CHILE	ditions (Include any premixed formula)?  Yes No No Nes unless written doctor's statement is provided. D'S SCHEDULE Type and approximate amount of food
Does your child have Al If yes, please list: Your child will be place Breakfast Lunch	lergies/Known Medical Cond d on back to sleep per SIDS rul CHILE (approximate time) (approximate time) (approximate time)	ditions (Include any premixed formula)?  Yes No No Nes unless written doctor's statement is provided. D'S SCHEDULE Type and approximate amount of food Type and approximate amount of food

**Liability Notice to Parents and Guardians:** 

# This Facility Does Not Carry Liability Insurance Coverage Sufficient to Protect Your Children in the Event of an Injury, etc.

**Posted** per SB 24 (2004) requiring child care facility owners to post in a conspicuous place if the child care facility is not covered by liability insurance and to provide and retain written notice regarding no coverage to the parents and guardians.

#### PARENT/GUARDIAN NOTICE OF NO LIABILITY INSURANCE AND ACKNOWLEDGMENT

(Only Complete this Form if Instructed by your Child Care Provider)

I understand I am being informed in writing by signing this acknowledgment that this child care facility does not carry liability insurance sufficient to protect my children in the event of an injury, etc.

Parents'/Guardians' Signature(s):

	Date:	
	Date:	
Printed Name(s):		

Per SB 24 (2004) requiring child care facility owners who are not covered by liability insurance to **provide and retain written notice** regarding no coverage to the parents and guardians.

# Parents

## You have the right:

• To access this facility anytime your child is in care.

However, you need to immediately make your presence known to the person in charge of the facility.

• To review a copy of the facility's latest licensure evaluation report.

The facility director has the report.



A copy of the rules and regulations which apply to this facility is available. Please ask your provider to share them with you. You may also review the rules and regulations by visiting the Bright from the Start website at www.decal.ga.gov. These rules establish minimum requirements for the health, safety and well-being of all children in care.



Bright from the Start: Georgia Department of Early Care and Learning, is required by law to investigate complaints regarding rule violations. If you have any complaints or concerns about your child's care, you may call (404) 657-5562. Inspections of facilities can be viewed on our website at <u>http://www.decal.ga.us</u>



At least one adult shall supervise children at all times. Such adult, if not the provider, shall receive orientation regarding these rules; the provider's policies regarding discipline, injuries and illnesses, and release of children; the provider's written plan for handling emergencies; and appropriate information about any child's specific health needs. Plans shall be made to obtain additional adult help in cases of emergencies.

- Helper received orientation to the Family Child Care Learning Home Rules and Regulations.
- Helper received orientation to my family child care policies.
- Helper received training about my written emergency plans.
- Helper received training regarding specific health needs, including allergies, for all children in care.

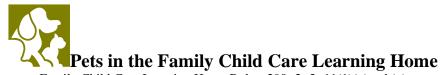
Helper's Signature	Date
Provider's Signature	Date

Date(s) of Orientation/Training

Place this form in the helper's file with other information including the helper's Criminal Record Check, any training received, etc. Please note: Under the Family Child Care Learning Home Rules and Regulations, annual training is not required for helpers. The provider may decide to require annual training for their helper/assistant under their policies and procedures for their family child care learning home.

FCCLH Applicant Guide

Section 4: Important Information and Requirements



Family Child Care Learning Home Rules: 290- 2- 3-.11(1)(n)and (o)

Pets in the Home shall be vaccinated in accordance with the requirements of your local county Board of Health. Unconfined pets shall not be permitted in child care areas when children are present, except for supervised learning experiences.

#### Pets are found in many homes in Georgia. It is important to remember as a licensed Family Child Care Provider:

- You must have documentation that all your pets have been vaccinated according to local county Boards of Health.
- All pets must be restricted from the child care area, unless a pet is part of specific child activity.
  - You must be able to control pets and all other animals to keep the premises sanitary
  - Animals with a vicious propensity (such as, pit bull dogs, ferrets, poisonous snakes) are not allowed on the premises when children are present.
- Remember adequate supervision is a must!

A number of children are killed each year by an animal attack and many other children have required medical treatment such as stitches, tetanus shots or rabies prevention shots. Animal bites, scratches, and especially puncture type wounds, carry a significant risk of infection. Severe injuries such as multiple bites, deep or gaping lacerations, wounds with excessive or continuous bleeding, wounds which are painful or puncture-type, should receive immediate medical attention. Injuries that appear minor at first may become severe due to infection. This usually happens within 24 hours. Signs of infection include increasing pain, swelling, redness, drainage of pus, chills, fever, and red streaks.

#### If a child is bitten by an animal what do I do?

- Don't panic!
- Remove the child from any further danger. If safe to do so, restrain the animal. Do not attempt to restrain any unknown animal.
- Perform appropriate first aid measures (apply pressure to stop the bleeding, call 911 or your local emergency number if medical assistance is needed.)
- Follow up by contacting the parent/guardian of the injured child, a veterinarian, the local Animal Control Department and Bright from the Start.



#### Keeping your Family Child Care Area Clean

Family Child Care Learning Home Rules: 290-2-3-.13(1)

The Home's building shall be kept clean and free from obvious hazards to the children's health and safety.

#### The following are suggestions on how to help you keep your Family Child Care Learning Home area clean and free from contamination.

#### General cleaning and sanitizing procedures:

- 1. Wash surface or article vigorously with warm water and detergent.
- 2. Rinse with clean water.

3. Submerge, wipe, or spray with a solution of <sup>1</sup>/<sub>4</sub> cup of chlorine bleach in 1 gallon of water or 1 tablespoon of chlorine bleach to 1 quart of water. Chlorine bleach is recommended since it is readily available, inexpensive, effective, and safe when diluted as instructed.

4. Wait 2 minutes and wipe dry or let surface air dry.

When properly mixed, bleach solution is efficient of twenty-four (24) hours. Bleach solution must be made fresh daily. We recommended that you make your bleach solution at the same time each day to establish an effective routine.

#### For hard, nonabsorbent surfaces:

1. Homes and centers caring for infants and toddlers should wash, rinse, and sanitize with safe sanitizing solution those articles and surfaces that have been or are likely to be placed in children's mouths or in contact with the mouth.

2. Wash, rinse, and sanitize all other toys and surfaces when visibly dirty or contaminated with vomit, feces, urine, nasal discharge, etc. Develop a cleaning schedule for these items to ensure they are cleaned regularly.

#### For absorbent items (e.g. stuffed toys, bedding, clothes, etc.)

1. Use only washable stuffed toys, and dress up clothes.

2. Launder stuffed toys, sheets, and blankets regularly or when visibly dirty or contaminated with vomit, feces, urine, or other bodily discharges. Items should be washed in HOT water.

3. Laundered bedding items should be protected from contamination through proper storage, such as a closet, a shelf or in a drawer.

4. Do NOT store unsanitary or items that are not clean on the floor.

#### For carpeting: In those cased where infants and toddlers are allowed to play/rest on carpeted floors extra precautions need to be taken:

- Vacuum the carpet daily
- Shampoo the carpet regularly

• Spot clean the carpet immediately when an area is visibly dirty or contaminated with vomit, feces, or urine. Spot clean the carpet with commercially available products.





#### **Crib with Waterproof Mattress for Infants**

Family Child Care Learning Home Rule: 290-2-3-.12(2)

Provision shall be made for each child to haves comfortable, clean place to nap. A crib with a waterproof mattress shall be provided for each child less than one year of age.

Many providers ask.... Is a used crib safe?

Here are several safety tips for cribs:

A safe crib has:

- A firm, tight-fitting mattress
- No loose, missing or broken hardware or slats
- No more than 2 3/8 inches between the slats/bars (about the width of a soda can)
- No corner posts over 1/16 inches high
- No cutout designs in the headboard or footboard.

For mesh-sided sleeping equipment look for:

- Mesh less than <sup>1</sup>/<sub>4</sub> inch in size, smaller than the tiny buttons on baby's clothing.
- Mess with no tears, holes or loose threads that could entangle the baby.
- Mesh securely attached to top rail and floor plate.
- Top rail cover with no tears or holes

If you plan to use a used crib, please ensure:

• The crib has not been recalled by: U.S. Consumer Product Safety Commission Washington, D.C. 20207 Hotline 1-800-638-2772 Website: <u>www.cpsc.gov</u>

• The crib has been approved by the manufacturer for sleeping and is appropriate in size for the child according to the manufacturer's specifications.

Do not use an unsafe crib or piece of sleeping equipment for children in your care.



# WWW.cpsc.gov Your Guide to New Crib Standards

drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing. Beginning December 28, 2012, any crib provided by child care facilities and family child care homes must importers and distributors on June 28, 2011, addressing deadly hazards previously seen with traditional meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers

# What you should know...

- This is more than a drop side issue. Immobilizing your current crib will not make it compliant.
- You cannot determine compliance by looking at the product.
- The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs
- If you purchase a crib prior to the June 28, 2011 effective standard by asking for proof. date and you are unsure it meets the new federal standard. CPSC recommends that you verify the crib meets the
- o Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must
- Give name, full mailing address and telephone number for importer or domestic manufactures Describe the product
- Identify the rule for which it complies
- telephone number for the records keeper and location Give name, full mailing address, email address and 16 CFR 1219 or 1220)
- Give date and location of manufacture and testing of testing lab
- o The crib must also have a label attached with the late of manufacture

# What you should do...

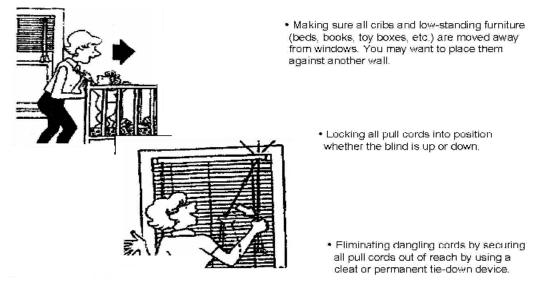
- All child care facilities, family child care homes, and places of public accommodation:
- o Must prepare to replace their current cribs with new, o Should not resell, donate or give away a crib that does compliant cribs before December 28, 2012 not meet the new crib standards
- Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used
- Noncompliant cribs should not be resold through stores. CPSC recommends disassembling online auction sites or donated to local thrift the crib before discarding it.



#### Hanging Cords and Other Hazards

Family Child Care Learning Home Rule: 290-2-3-.11(2)(d) Children shall not have access to hanging cords or other hazardous objects.

- Window cords and young children don't mix. From infants to preschoolers, young children are unaware and unsuspecting of the many dangers of cords.
- When cribs are placed near a window, infants may be able to pull up to nearby window cords and pull them into the cribs and around their neck and/or head.
- Toddlers and older children can become tangled in window cords.



The key to window cord safety is to reduce the child's access to the cords by:

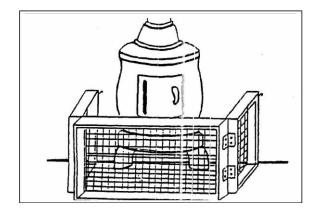
- Baby bibs with string ties cannot be used. Bibs are now available with Velcro and snap fastenings. Plastic and paper disposable bibs may be used with **short** ties for fastening.
- Cable and electrical cords must be inaccessible to the children in care.
- Television and radio cords also pose a significant risk and must be secured and inaccessible to the children in care.

For more information on cord safety or to get a free cord safety kit, call the Window Covering Safety Council at 1-800-506-4636 or <u>http://www.windowcoverings.org/</u>

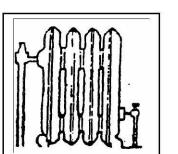
#### **Screens and Barriers for Heating Devices**

Family Child Care Learning Home Rule: 290-2-3-.13(1)(e) When in use, radiators, open fire, oil or wood burning stoves, floor furnaces and similar hazards shall have barriers or screens to prevent children from being burned.

#### Barricades/Barriers prevent children from being accidentally burned or injured when falling towards a stove, furnace or heating device.

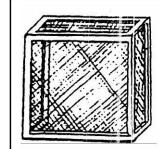


An example of a child-safe enclosure for a wood burning stove

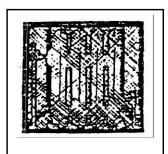


**Uncovered heater** 

**Exposed Radiator Properly Covered** 



An example of a radiator cover



A covered radiator

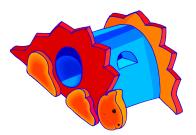
#### **Outdoor Areas Free from Hazards**

Family Child Care Learning Home Rule: 290-2-3-.13(2)(a) & (b) Outside grounds and play areas shall be kept clean and free of obvious hazards to the children's health and safety. Climbing and swinging equipment shall be securely anchored to eliminate accidents or injuries.

The outdoor play area shall be clear of hazards by checking and removing or making the following items inaccessible:

,	Lawn and garden tools	,	Broken Toys
,	Construction materials	,	Barbecue equipment/Grills
,	Un-stacked wood	,	Trash that is not in closed containers
,	Old Cars	,	Tree roots
,	Lighter Fluid/Cleaning Agents	,	Mop Buckets/Pails

- Check and empty buckets, wading pools and any object that retains water every time it rains.
- Check and cover any protruding bolts and screws on play equipment. (Covers for protruding bolts may be plastic cups/covers available at your local hardware store)
- Check for sharp or jagged edges and rusted equipment. If the equipment is seriously rusted or has broken parts, it should be repaired or removed from the play area.
- Check storage areas such as sheds, barns or garages for poisons and other hazards.
- The best solution is to keep the outbuildings locked and inaccessible to the children.
- Check all swing S hooks to be sure they are completely closed. (Closed hooks should look like the number 8)
- Always supervise children closely when children are allowed access to swing sets.
- Do not allow children to play near the swing set when other children are swinging.
- Talk to the children about staying out of prohibited areas.





#### Family Child Care Learning Home Rule: 290-2-3-13(c)

Such outside play areas shall be protected from traffic or other hazards by fencing or other barriers at least four feet in height and approved by the department. Fencing material shall not present a hazard to children. A fence shall be provided around swimming pools to make them inaccessible when not in use.

• Fencing is a protection for children from hazards such as swimming pools and traffic.

• Fencing around pools must be at least four feet high and meet local ordinances for swimming pools.

• If the hazard is not a pool then other barriers can be used. Such barriers may be natural or man-made. Some examples include a wall, a building, a hedge or other protective enclosure.

• You must have a fenced/approved barrier outside space for your children to play. Fencing or other approved barriers must be at least four feet high, secure, and prevent children from leaving the area.

• Fencing or any other barrier does not take the place of supervision. Providers should be with children at all times when they play outdoors. Have an answering machine or voice mail inside to answer calls when you are outdoors. You may have a wireless phone or cell phone outside with you to make calls in case of an emergency.

• Fencing should be free from openings a child can get through and from entrapment hazards (gaps less than 3 ½ inches wide).

- Fencing should be free of ready footing for climbing.
- Fencing should be free from hazards such as sharp exposed edges.

Other pool safety tips:

- Gates into the protected pool area, when the area is not in use, must be secured with a lock that a child cannot operate.
- If the pool is above ground, be sure exterior steps or ladders have been removed to make the pool inaccessible.
- Make sure the pump mechanism and other exposed pool equipment is enclosed and cannot be used as a climbing apparatus for the children to access the pool area.

#### FENCING

#### • Provide at least a 4-foot-high fence around the play area.

#### • Material must be non-hazardous without any protruding metal or wires.

The following are approved fencing materials if they are at least 4 feet tall:

Chain Link (with closed, bent wire- no sharp points exposed along the top) Wooden (no gaps between boards, no splinters) PVC/plastic picket fence (if gaps between pickets, must be less than 3 ½ inches) Wrought Iron (if gaps between rails, must be less than 3 ½ inches)

Materials <u>not</u> approved: Barbed wire, chicken wire, farm wire (rectangular openings), lattice (plastic or wood)

- A fence must be installed to prevent a child from becoming injured or from leaving the play area by any other means than through an approved access route. The fence must be secured at the top and meet the ground and be secured at its base. Securing the base would prevent the entrance of rodents, etc.
- Any bolt used for installation should be turned toward the outside of the fence. If pointing inside, the bolts must be cut down to no more than two threads, then filed smooth or capped.
- All screws around the entrance gate can present a problem on either side.
- Any barrier other than fencing must be approved by the Department.
- Gas meters and/or heating and cooling equipment must have a secure fence or barrier around them to prevent children from having access to them. This fence or barrier must also be at least 4 feet tall.

\*\*If barriers (i.e. landscape timbers, PVC perimeters) are added to the outdoor area to contain loose fill materials like sand/mulch, be sure that these barriers are not installed close to the fence line. The height of the barrier would reduce the overall fence height possibly causing it to be less than the minimum height of 4 feet.

#### PLAY EQUIPMENT AND SURFACES

- Provide enough outdoor play equipment that is age appropriate to offer a variety of activities.
- Equipment must be in safe operating condition with no rusted, broken or missing parts and no protruding nails or screws.
- Tires used for play must have holes bored in them so water drains out.
- Specific requirements for swings and climbing equipment include:
  - Must be anchored securely in the ground.
  - Chain hooks on swings must be clamped tight.
  - Slides should be installed in shaded areas.
  - Require a resilient or bouncy surface such as wood chips, sand, mulch, or pea gravel underneath and in the fall zone.
  - Height of the equipment determines the depth of the resilient surface.
  - Six inches of resilient surface is required underneath and within the fall zone of equipment five feet or higher.
  - If less than five feet, the required depth of the resilient surface is three inches.
  - Borders may be needed to maintain loose fill materials at the proper depth.
  - Any border, such as timbers or PVC pipes, built to contain the resilient surface must be installed outside of the fall zone.
- If synthetic material is used, contact the Applicant Services Unit for approval of the material prior to installation. You will be required to provide testing specifications on the product you plan to install.
- It is important to develop a system to check the playground equipment and measure resilient surface regularly to assure that both are maintained adequately.
- Safety or encroachment zones of at least 6 feet should also be created between pieces of equipment as well as between the equipment and fencing.

#### FALL ZONE

Use zones (also called "fall zones") should surround equipment by six feet on all sides in general. For swings, measure the height to the top of the swing bar; the use zone in front and behind swings will be two times that height (a seven (7) foot tall swing would have fourteen (14) foot use zone in front AND behind the swings). Use zones of stationary equipment may overlap if the equipment is six (6) feet apart and 30 inches high or less. If more than 30 inches high, overlap is allowed only if equipment is nine (9) feet apart. Slides great than six (6) feet high require an exit use zone equal to their height up to eight (8) feet.

For more information please see the U.S. Consumer Product Safety Commission Public Playground Safety Handbook (Publication #325, November 2010) available at <u>www.cpsc.gov</u>

#### **Supervision of Children**

Family Child Care Learning Home Rules: 290-2-3-.07(7) At least one adult shall supervise children at all times.

When you provide care for other people's children, you have a responsibility to assure their safety and well-being. The most important way to do this is to provide appropriate care and supervision of all children and maintain the required adult/child ratio.

#### As the Child Care Provider, you are:

• Accountable for everything that happens in your home, including those times when you leave the children in the care of your assistant or substitute.

• Responsible for providing a program that meets the developmental needs of the children in care.

• Responsible for assuring that there is appropriate supervision.

#### **Supervision means:**

- You are in the same general area as the children and immediately available to them at all times.
- You are directly overseeing the children and their activities at all times.
- You are monitoring all the children's activities by sight.
- You are outdoors with the children during outdoor play.

#### What is appropriate naptime supervision?

- You are awake and alert while the children nap.
- You stay on the same level of your house where children are napping.
- You keep all doors open if children nap in different rooms or areas.
- You visually check on each child several times during naptime.

You must be accessible to the children during naptime in case they have an emergency, i.e., asthma attack, breathing stops, or any other traumatic experience or in case of an emergency situation that requires evacuation, such as a fire.

# GOOD HEA **IN YOUR HANDS!** S



- and diarrhea. you can do to reduce the spread of colds, flu, skin infections Washing your hands is the simplest and most effective thing
- sick. Every time you touch your hands to your mouth you can get
- touching toys are all ways germs can spread Eating, nail biting, thumb sucking, handling food, and
- Even shaking a hand or opening a door can transfer germs to your hands

# Always wash your hands . .

## Before

- preparing or eating food treating a cut or wound tending to someone who is sick
- inserting or removing contact lenses

## After

- using the bathroom changing a diaper or helping a .
- forget the child's hands!) child use the bathroom (don't
- handling raw meats, poultry or tending to someone who is sick or handling garbage
- eggs

injured

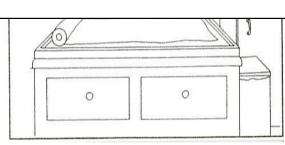


• Enough wipes for the diaper change (including cleaning the child's bottom and the child's and

sneezing or blowing your nose, or

touching pets, especially reptiles

helping a child blow his/her nose

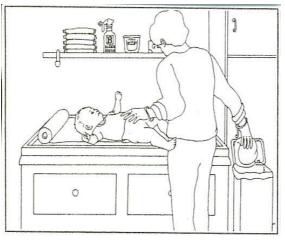


teacher's hands after taking the soiled diaper away from the child's skin)

- A clean diaper, plastic bag for soiled clothes and clean clothes (if soiled clothing is anticipated)
- Non-porous gloves (if they will be used), and a dab of diaper cream on a disposable paper towel if cream is being used

Supplies should be removed from their containers and placed near, but not directly on, the diapering surface before starting the diaper change.





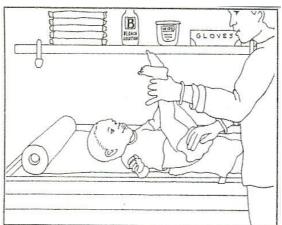
#### Avoid Contact with Soiled Items and Always Keep a Hand on the Child

- Wash hands with warm water and liquid soap
- Place the child on diapering table. Remove clothing to access diaper.

If soiled, place clothes into a plastic bag.

• Remove soiled diaper and place into a lined, handsfree trash container. (To limit odor, seal in a plastic bag before placing into trash container.)

STEP 3



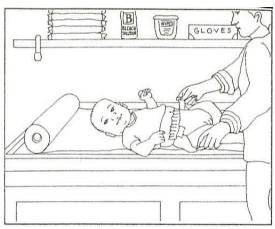
#### **Clean the Child's Diaper Area**

- Use wipes to clean child's bottom from front to back.
- Use a wipe to remove soil from adult's hands.
- Use another wipe to remove soil from child's hands.

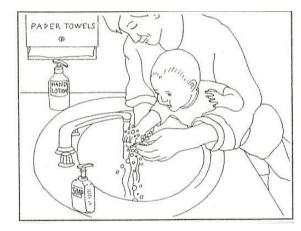
• Throw soiled wipes into lined, hands-free trash container.

#### **STEP 4**

#### Put on a Clean Diaper and Wash Child's Hands



• Put on a clean diaper and redress child



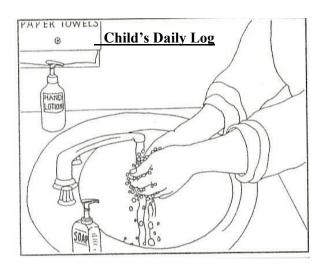
Place the child at the sink and wash hands following the proper hand washing procedure.



#### **Clean and Disinfect the Diapering Area**

- Clean any visible soil from the diapering table. Spray the diapering surface with bleach-water solution and wait more than 10 seconds before wiping with a disposable towel or allow to air dry.
- The recommended practice is to wait for 2 minutes to allow the solution to kill germs. However, if there is a delay of more than 10 seconds before the solution is wiped from the surface, this is considered adequate. The surface cannot be sprayed and immediately wiped.
- The diapering surface must be sanitized after each diaper change with a bleach-water or other approved sanitizing solution

#### **STEP 6**



#### Wash Your Hands and Record in the

• Adult washes hands using the proper hand washing procedure without contaminating any other surfaces.

#### Additional precautions

All surfaces must be able to be sanitized- e.g., no quilted pads or

safety straps, no containers that are stored on the diapering surface.

Toys that are played with or objects that are touched while children's

diapers are changed must be put aside to be sanitized.

### Toileting and the Toddler

Toilet learning can be a challenging subject for the child, parent or guardian, and caregiver alike - or it can be a rewarding experience for all. Knowing what to expect can help lessen some of the anxieties and make the learning fun. The following information discusses some developmental background on toilet learning,

the importance of home/child care communication when toileting, and some helpful hints.

#### These behaviors indicate a child may be ready for toilet learning:

- 1. The child will have a bowel movement at a regular time.
- 2. The child is dry most nights.
- 3. The child wakes up dry from nap.
- 4. The child can hold urine for longer periods of time.
- 5. The child is around the age of 2.

If a child exhibits these indicators, then parents or guardians and caregivers should discuss starting with toilet learning. It also helps if a child shows an interest in toileting. A child must physically be capable of recognizing the internal signals that she or he is about to have a bowel movement or urinate, as well as perform the actions of holding on and expelling. Toilet learning is very individualized.

#### A positive relaxed approach is best, so remember:

- 1. Praise accomplishments and expect frequent "accidents"; mistakes will and do happen until the child is around five years old. Take these accidents in stride.
- 2. Waking control comes before sleeping control (plastic undies or diaper at night and nap)
- 3. Expect lapses, especially when a child is sick, tired, or really involved in an activity.

#### Helpful tips...

- 1. Have specific times when the child will try to eliminate.
- 2. Figure out if there is a pattern of elimination (always 'goes' about 9:00 and 11:30).
- 3. Always pre-warn the child of the upcoming event. "After you put that piece in the puzzle, it will be your bathroom turn."
- 4. Decorate the bathroom, making the bathroom look inviting to the children. This could include adding: colorful pictures, posters of songs, wind chimes or mobiles.
- 5. Acknowledge Children's Fears. Some children might be afraid of the flushing action of the toilet. Let the child practice flushing pieces of toilet paper. This is an easy way for the child to get used to the noise and the sight of things disappearing in the toilet.
- 6. Some children may be afraid of falling in: Have a potty chair, toilet seat adapter, or step stool available for the child to use. This will help them to feel more secure.
- 7. Recognize Successes (a success may be "trying" as well as "going"). Praise, Praise, Praise: When a child gets a positive reaction to something he/she has done, the child will be more likely to repeat that action. This holds true for toilet training, too. Praise the child when she has successfully used the toilet. But don't reprimand the child if they were not successful. Treat temporary setbacks as unfortunate happenings, NOT big mistakes!



Manual Dishwashing - Chemical Method

If you do not use a dishwasher or disposable dishes the following manual dishwashing procedure must be used. If you prepare food for the children in your care, you should follow these guidelines when cleansing your cooking materials.

Approved Procedure – Pre-rinse or scrape, Washing, & Sanitizing

Pre-rinse	Scrape Dishes First, Removing All Food Items.
Wash	Wash Dishes In Water At About 100°F With A Good Detergent.
Rinse	Rinse Dishes Thoroughly In Clean Hot Water After Washing.
Sanitize	Dip Each Dish In Warm Water With 1 Tablespoon of Bleach to Each Gallon of Water. Let Dishes Soak for 2 Minutes.
Air Dry	Place Dishes in Drying Rack to Air Dry.

If you have to use your kitchen sink to wash your hands after diapering and you prepare food in your home please note:

You must sanitize the sink between each diaper change and before you begin food preparation.

#### **Encouraging Good Food Habits**

Rule 290-2-3-.10(1): Children shall be served all meals and snacks as scheduled for the period of time in which they are present. Rule 290-2-2-10(2): Meals and snacks with serving sizes dependent upon the age of the children shall be nutritious, well-balanced, and varied.

#### Did you know?

• For healthy growth and development, children need snacks and fluids between meals.

Generally, 20% of a child's food calorie intake comes from snacks.

• Snacks can provide additional energy that children need to avoid late-morning and mid-afternoon slump

• These snacks should be carefully planned to be nutritious and age appropriate.

#### Why do children need snacks?

• Children's bodies have a constant need for energy replacement.

• Children's stomachs are not large enough for them to eat enough at each meal to last all the way to the next meal.

• Snacks between meals allow children to meet their basic level of calories necessary to grow, think, and play.

• Ample fluid intake throughout the day can help avoid dehydration of the child's body.

#### Guides for Planning Safe and Healthy Snacks...

• Mid-morning and mid-afternoon snacks should be considered an extension of breakfast and lunch. Nutrients missed during meal time can be added to a child's diet at snack time. This is why it is important to carefully plan nutritious snacks.

• Potential choking hazards exist for children under age 4 for hot dogs rounds, carrot pieces, popcorn, nuts, grapes, peanut butter, hard candy and marshmallow. Use close supervision when young children are eating.

• Infants should never be given chocolate, citrus fruit, egg whites, honey or shellfish. Healthy snacks served approximately 2 hours before the next meal usually will not affect an active child's appetite.

• Nuts can pose a choking hazard for children less than 4 years of age.

#### Snack and Mealtime can be a Learning Experience

In addition to providing a significant part of the child's daily food intake, snack time offers many interesting and important learning opportunities.

- Try new foods, and explore how they look, feel, sound, and smell.
- Develop ideas about different shapes, colors, textures, weights, amounts, etc.
- Develop social skills by talking and being with others.
- Discuss the science of food how it is produced, how it is prepared, its importance to growth,
- Develop a willingness to try different things through eating new foods.
- Encourage age appropriate table manners.
- Share special events (birthdays, holidays, etc)

• Share with one another food that they have prepared themselves, e.g. age appropriate food preparation activities.

• Enjoy a variety of foods.

Please refer to <u>http://www.decal.ga.gov/Nutrition/Default.aspx</u> for additional information.



#### Georgia Child Restraint Information Sheet

Rule: 290-2-3-.11(2)(j) If children are transported in an automobile by the Provider or a Home's Employee, the driver should have a current driver's license and children shall be restrained by either individual seat belts or appropriate child restraints in accordance with state laws. No child shall be left unattended in a motor vehicle.

#### Who must buckle up?

Ga. L. 2000, pg. 763, Code 40-8-76, item B (b)(1) Every driver who transports a child under six years of age in a passenger automobile, van, or pickup truck, other than a taxicab as defined by Code Section 33-34-5.1 or a public transit vehicle as defined by Code Section 16-5-20, shall, while such motor vehicle is in motion and operated on a public road, street, or highway of this state, provide for the proper restraint of such child in a child passenger restraining system appropriate for such child's height and weight and approved by the United States Department of Transportation under provisions of Federal Motor Vehicle Safety Standard 213 in effect on January 1, 1983 with a few exemptions.

#### Changes to child restraint law (40.8.76) and seat belt law (40.8.76.1) as a result of HB 217 went into effect on July 1, 2004.

Child Restraint Law - 40.8.76

Requires appropriate restraint use for all children under 8 in a passenger automobile, van or pick-up truck.

Vehicles exempted:

- taxi cabs;
- public transportation;

• until July 1, 2007 vans that are used for the transportation of children over 4 years of age that are operated by licensed or commissioned child care facility, with a current annual transportation safety inspection certificate and evidence of being inspected for use by a child care facility. However, children age 5 must be properly restrained by a safety belt, and;

• multifunction school activities buses, as defined in the Federal Register, for children age 5.

Exceptions:

• a lap belt may be used for children weighing at least 40 pounds when the vehicle is not equipped with both lap and shoulder belts, or;

- lap and shoulder belts are being used to properly restrain other children;
- if a parent can show that the child's height is over 4'9", the child must be in a safety belt.

Children under 6 must be in the rear seat unless:

- there is no rear seating position, or;
- all appropriate rear seating positions are occupied by other children;

• children in the front seat must be properly restrained in an appropriate seat used according to the manufacturer's instruction.

#### Safety Belt Law 40.8.76.1(e)(3)

Each minor eight years of age or older who is an occupant of a "passenger vehicle" must be restrained by a safety belt.

"Passenger vehicles" are defined as every motor vehicle designed to carry 10 or less and includes pickup trucks for occupants less than 18 years.

#### **Guidelines for Positive Discipline**

290-2-3-.11(3) Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which children participate or observe at the home shall not be detrimental to the physical or mental health of any child.

#### Positive discipline is a guidance process that helps children:

- Learn to make positive choices. Learn problem-solving skills.
- Learn basic human values of respect, trust, responsibility, honesty and care for others.
- Learn to self-regulate.

#### To help obtain these goals you can:

• Focus on the child's immediate environment. • Understand children's differences.

• Anticipate and prevent potential problem/situations.

• Create rules and routines based on the children's needs. Familiar routines and a clear set of rules fairly and consistently enforced, let children know what you expect and that enables them to experience a greater sense of independence and competence. By anticipating problems and setting rules (if necessary) to avoid them, you cut down on the need for "behavior management."

#### When rules are no longer needed, change or eliminate them:

• Be consistent in using positive communications. Offer encouragement, not empty praise.

For example, "You remembered to clean up your place at the table today." Rather than,

"What a good girl you were today!"

• Provide information rather than just stating rule, but make it short and specific. For example, "Hang up your coat, so people won't walk on it and get it all dirty." Rather than: "Hang your coat up!"

• Focus on children's feelings and the actions that result, not on the children themselves. For example, "What made you feel so angry with Patrick that you felt like hitting him?" Rather than, "Don't hit! Bad boy!"

• Focus children's attention on a positive event to come rather than the present disagreeable task. For example, "As soon as you pick up the blocks you were playing with, you can join us outside". Rather than, "Hurry up and pick up those blocks!"

• Focus on positive behavior in the group rather than negative ones. For example, "Almost everyone remembered to push in chairs today!" Rather than, "Some people are still forgetting to push in chairs!"

• When there is damage to materials or equipment, focus on how it affects the group rather than look for the "culprit".

• Tell children exactly what you expect and express confidence that children will follow.

• When children are upset, respond to the feelings underlying their threats and not the threats themselves. However, do not assume that you know what each child is feeling and be aware that the child may not 'know' why he/she is upset.

• Give children choices when there are genuine choices. Part of respecting children is giving them choices whenever possible. Example, "Do you want to sit in a chair to put on your shoes, or on the floor?"

#### Redirect the child's attention. Sometimes this involves telling the child what behaviors are acceptable.

• Settle problems quickly and follow through completely. If a child refuses to choose among options available to them, you need to choose for them. For example, "It looks like you can't decide whether you're going to put your shoe on or not. I can't spend any more time waiting for you to decide. You may sit over here out of the way while you're deciding what to do".

#### Logical and Natural Consequences: A logical consequence should match the unacceptable behavior.

- Explain limits and consequences ahead of time.
- Establish consequences based on appropriate expectations for that child.
- Respect the child.
- Make statements in a calm non-threatening way.

Example: "Yes, I know that you enjoy art time. I'm sorry you are missing it, but you scatter these toys all over the classroom and it takes a long time to put them back where they belong."

#### Use of time out:

• Time out can be useful if it is a cooling-off period rather than a punishment. Children sometimes need a quiet place they can go to for a few moments to calm down. They can rejoin the group when they are ready.

• A structured time out is used to help children calm down when they cannot do it without help. The time out should be a specific place, where there are no activities to do.

• Time out should always be short giving the child one minute per year in age to think about their actions, e.g. 2 years old no more than two minutes away from the group and under proper supervision.

#### Positive steps in conflict resolution:

- Anticipate and eliminate potential problems.
- Have a well-planned daily schedule.
- Redirect the children.
- Model appropriate behavior for the children.
- Provide individualized attention to help the children deal with particular situations.

• Focus on behavior and not on the child. If you are angry with a behavior, let the child know that you like them, but you did not like his/her behavior.

Inappropriate forms of discipline:

- Never punish children.
- Never shame child.
- Corporal punishment is forbidden. This means no:
- 1. Striking, kicking or popping a child.
- 2. Shaking, pulling or pushing a child.
- 3. Grabbing a child by the hair or ears.
- 4. Pinning the child to the floor or against the wall.
- 5. Sitting on a child.

6. Squeezing a child across the throat or lower abdomen, which may make it difficult for the child to breathe.

- 7. Forcing the child to eat an unpleasant substance like soap.
- 8. Giving a child permission to do any of the above to another child.

# Please....Don't Shake The Baby

## What is Shaken Baby Syndrome?

It is a condition caused by shaking a baby so hard that the baby's head flops back and forth. This is not an injury that happens when you are casually playing with a child.

## What happens to children who are shaken violently?

They may go blind or have brain damage leading to a number of severe, lifelong disabilities. They may even die.

# When and why does it happen?

Crying seems to be what most often pushed caregivers over the edge into hurting children. Babies cry for many reasons. Most of the time, you can calm them by feeding them, rocking them or changing their diapers. But, when babies cry for a long time and cannot be quieted, you can get frustrated. You may feel like shaking the baby hard trying to make them be quiet, which upsets the child more; the crying continues and injuries result from the baby being shaken.

## What can you do when a baby cries?

- Feed the baby slowly, and burp him by patting gently on his back.
- Hold the baby against your chest and walk or rock him.
- Offer the baby a pacifier.
- Put on soft music and sing.
- Place the baby into a baby swing for a short time.
- Take the baby's temperature. If he/she has a fever, call the parent.

# When nothing works...

- Lay the baby on his/her back, in the crib, away from the other children.
- Take a break, calm yourself and get control.

• Check the child's body for a physical injury that may have occurred when you were looking away from the child.



# BITING

#### What Can I Do To Stop It? There is no quick cure. Your most valuable assets as a caregiver are a calm approach and patience.

The following scenarios are from the Division of Child Day Care Licensing, Michigan Department of Consumer and Industry Services:

Angela is a year and a half old and is getting ready to go outside. This is her favorite part of the day. As the children gather by the door, Angela is squealing with delight. She looks over at two year old Kevin and bites his shoulder. He screams, which surprises Angela, and she begins to cry.

Three-year-old Adam is playing with the Lego's. As he bends down to pick up one of the pieces that just fell on the floor, Tamika (2 <sup>1</sup>/<sub>2</sub> years) walks up and takes two of the Lego's off the table. When Adam sees this, he begins shrieking at the top of his lungs. Tamika is frozen in shock; a split second later Adam is lunging forward and sinking his teeth into Tamika's arm. She drops the Lego's and runs crying to her caregiver.

Do these young children really want to hurt the children they play with? Are these mean, cruel, intentional acts of aggression? Chances are, no. Biting happens in almost every day care center and home that cares for young children.

To be successful child care providers, we must

- recognize children's reasons for biting,
- react appropriately, and.
- take proper measures to prevent further incidents.
- working with parents is essential.

#### Why Do Young Children Bite?

Biting is a natural part of children's development.

Infants and toddlers put everything in their mouths. It feels good to bite and chew while you're teething. Toddlers and young preschoolers don't have the verbal skills to fully express themselves. Biting brings about a quick and dramatic response. Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control. These emotions can be caused by numerous things, such as: over excitement, frustration, fatigue, and fear of being separated from people they love.

#### How Can I Prevent Biting?

A good program that meets the needs of children and has a lot of equipment is the key to minimizing biting!

#### Look around your home or center.

Is there enough space for children to move around without bumping into each other? Are there enough toys for each child to have several to choose from at any one time? Do you have enough activities planned to keep the children involved and interested? A conflict over a toy or personal space can be enough to cause a child to bite.

# Know the temperaments of the children you care for.

Children may be more likely to bite if:

They are more aggressive and physical or

They have difficultly expressing their feelings in words

#### Look for pattern in a frequent biter.

Are there particular times of the day in which the biter has difficulty? Be there ahead of those times. Does the biter focus on one child? You may want to keep them separated as much as possible. Do toys seem to be the cause of many biting incidences? You may need more (or duplicate) toys so every child has several to choose from at any one time.

## Encourage the use of words to express feelings and emotions.

Help children understand that words can be used to express feelings. You may need to teach the children words that are appropriate. Children who can verbally express themselves will be less likely to lash out physically.

### Recognize good behavior when it happens.

Most children look for attention. If they get it during positive behaviors, they will be more likely to continue those behaviors.

#### **How Should I React?**

Remember, biters are usually looking for help and/or attention. Expect that biting may occur at some time with every infant or toddler. Your task is to carefully and thoughtfully handle the situation, and move on, so not to reward the child with your attention.

#### STOP the action. Say, "NO"!

Quickly assess the situation to determine the cause of the biting.

- Is the infant hungry or teething? Do I have something appropriate for the infant to chew?

- Attend to the victim. Wash area with soap and water, apply cold compress if swollen, comfort child.

- Talk to the biter: Tell the biter, "Biting hurts! Teeth are not for biting children. Teeth are for eating food." If you think the child bit for emotional reasons, you can say, "It's o.k. to be upset (mad, frustrated, excited, etc.). "It's not o.k. to bite." Tell the child what he/she can do next time they experiences this emotion (i.e., you can say 'My toy!!' or 'You can call my name and I will come help you").

- If it is an older child, you can ask them what a better solution might have been.

- Redirect the child to another area. This might mean feeding the child, putting her down for a nap, or involving them in another toy or activity. Stay with that child until he/she becomes involved in the new activity.

- Finish the interaction on a positive note. Reassure the biter that he/she is still important to you and that you still care about them.

### As A Caregiver, NEVER - Bite the child back -Encourage the victim to bite the child - Humiliate the child

#### How Should I Inform The Parents?

Let the parents know that biting is a normal part of children's development. Inform them of your policy before any incidents occur.

#### **Biter's Parents:**

- Inform parents that their child bit someone.
- Stress the severity or mildness of the incident.
- Assure parents that you have taken care of the situation, and further reprimands are not necessary.

- If this is a recurring problem, work with the parents or a plan of action that will be reinforced in the home.

#### Victim's parents:

- Inform parents that their child was bitten.

- Assure parents that you have taken care of the situation and that you are taking measures to prevent further incidents.

- Explain to them what your plan of action is if they ask.

#### What If I've Tried It All And Nothing Is Working?

It is your job as a caregiver to insure the safety of all children in your care. If one child is jeopardizing the safety of others by frequently biting, action must be taken. Sometimes no matter how hard you try to fix the situation and no matter how patient you are, a child may just not be a good match with your program. After talking to the parents, the best thing for the child may be to move him/her to a new child care setting. As this can be very upsetting for the child and his/her parents, it is important to be helpful and compassionate. Remember, this should be your last resort, after exhausting all other possibilities.

#### Successful Coping And Prevention Will Depend On:

- A well rounded and equipped program
- Appropriate supervision
- Your knowledge of and experience with children's development
- Your reaction to the incident(s)
- Your follow though
- Parental reinforcement of the techniques used.



# **Suggestions for Fire Drills**

• Check you child care area and locate two possible exit routes for each room.

• Plan a meeting place outside the house that is away from the both the house and the area where fire engines would park.

• Practice the fire drill escape every month with the children - even the little ones who are too young to really understand.

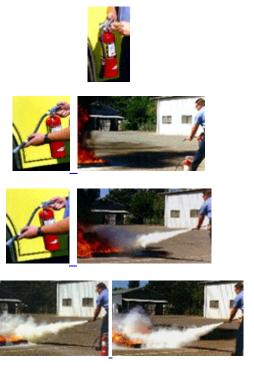
• You can make the practice into a game (like, Join the Train, Hop on Board, Follow the Leader, etc.). Games make the fire drills practices fun and less scary for the children.

- Teach older children how to crawl low where the cleanest air is and to feel the door before they open it.
- For children who cannot walk:
- a. Place the infants in a crib with rollers.
- b. If the children can sit alone, place the children in the "fire wagon."
- c. Use an "emergency quilt" (a large blanket, sheet," etc.).

Place quilt on the floor, put babies into center, and pull up comers to carry out.

• Let parents know what you are doing so they can work with the children at home.

# **P** A S S -- Pull, Aim, Squeeze, and Sweep



**<u>Pull</u>** the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

**Aim** the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.



**Sweep** the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!



Congratulations -- you did it!!!

# CHILD CARE RESOURCE AND REFERRAL DIRECTORY

## GEORGIA'S PARENT CHILD CARE REFERRAL SYSTEM Statewide Number: 1-877-ALL-GA-KIDS (1-877-722-2445 or 404-479-4240) Website: www.allgakids.org

# Child Care Resource and Referral Agencies in the State of Georgia

# **Region 1: Child Care Resource and Referral Agency of North Georgia-Quality Care for Children, Inc.**

913 N. Tennessee Street, Suite 202 Cartersville, GA 30120

Contact Gloria Calhoun (770) 387-0828 Toll Free 1-800-308-1825 Fax (678) 721-6676 gloria.calhoun@qualitycareforchildrennwga.org http://www.qualitycareforchildren.org

# **Region 2: Child Care Resource and Referral Agency of Metro Atlanta-Quality Care for Children, Inc.**

Druid Point- 2751 Buford Hwy, Suite 500 Atlanta, GA 30324

## Contact Pam Runkle (404) 479-4233 Toll Free 1-877-722-2445 Fax (404) 479-4166 pam.runkle@qualitycareforchildren.org http://www.qualitycareforchildren.org

# **Region 3: Leap Early Learning Partners: A Child Care Resource and Referral Agency of GRU**

277 Martin Luther King Jr. Blvd, Suite 104 Macon, GA 31201

# **Contact Julie Phillips**

(478) 751-3000 Toll Free 1-877-228-3566 Fax (478) 751-3010 jphillips@gru.edu http://www.leapccrr.org

## **Region 4: Child Care Resource and Referral of Southwest Georgia at Albany-Darton College**

2429 Gillionville Rd. Albany, GA 31701

**Contact Soraya Kimbrel-Miller** (229) 317-6834 Toll Free 1-866-833-3552 Fax (229) 317-6968

soraya.kimbrel@darton.edu
http://ccrr.darton.edu/

# **Region 5: Child Care Resource and Referral Agency of Southeast-Georgia at Savannah -Savannah Technical College**

190 Crossroads Parkway Savannah, GA 31407

**Contact Sherry Costa** (912) 443-3011 Toll Free 1-877-935-7575 Fax (912) 966-6735

scosta@savannahtech.edu

http://www.ccrrofsoutheastga.org/

# **Region 6: Child Care Resource and Referral Agency of East Georgia-Quality Care for Children, Inc.**

3706 Atlanta Hwy, Suite 1 Athens, GA 30606

**Contact Vicki Hawkins** Toll Free 1-877-722-2445

Fax (404) 479-4166

vicki.hawkins@qualitycareforchildren.org http://www.qualitycareforchildren.org

# Family Child Care Learning Home Food Sponsors

http://www.decal.ga.gov/Nutrition/Search.aspx?source=green

Care & Share (04366)

Contact Person: Rev. James Lawson 197 McNutts Creek Place Athens, GA 30606 <u>inzozo@bellsouth.net</u> (706) 548-5197 (706) 548-8924 FAX **Regions Served: Northwest and Central Georgia** 

**Community Child Care Food Supplement, Inc.** (04299) Contact Person: Ms. Barbara Williams

& Ms. Theresa Brack 5859 Abercorn Street, Suite 8 Savannah, GA 31405 <u>inccommunity@bellsouth.net</u> (912) 443-9995,exts. 107 (Brack), 13 (F. Williams), 14 (Hamilton), 15 (B. Williams) (912) 354-6752 FAX

Regions Served: Central and Southwest Georgia

Jeff Davis County Medical Center dba Family Day Care Network (04266)

Contact Person: Mrs. Lynn Spell & Ms. Saralyn Overstreet 92 South Williams Street, Ste. 1 Post Office Box 395 Hazelhurst, GA 31539 (912) 375-4895 (912) 375-4895 FAX Regions Served: Southwest and Southeast Georgia

**Georgia Child Care Resources, Inc** (03812-B)

Contact Person: Dr. Brenda Weitman 203 South Laurel St., Suite 202 P.O. Box 1026 Springfield, GA 31329 <u>bcweitman@aol.com</u> (912) 657-4806 (912) 754-9936 Fax *Regions Served: Southwest/Coastal GA* 

#### Community Family Day Care, Inc. (04296)

Contact Person: Mrs. Wilbertine Benton-Calhoun 215 Lakewood Way, Suite 104-D, SE Post Office Box 6925 Atlanta, GA 30315 <u>cfdcfoodprogram@bellsouth.net</u> (404) 627-7565 (404) 627-2530 FAX **Regions Served: Northwest and Central Georgia** 

# Community Improvement Coalition

of Monroe County (04241) Contact Person: Ms. Annette Lucear 143 Powerhouse Road P.O. Box 1241 Forsyth, GA 31029 <u>AnnetteLucear@hotmail.com</u> (478) 994-9278 (478) 994-4592 FAX Regions Served: Central Georgia

## Georgia Resources for Children, Inc. (DCH) (04960-B) Contact Person: Ms. Brenda Chambers& Jill P.O. Box 1405 Chatsworth, GA 30705 georgiaresourcesforchildren@yahoo.com (706) 695-4206 (706) 695-4216 FAX

Regions Served: Northwest, Northeast and Central Georgia

#### **Gwinnett Children's Food Umbrella, Inc. (04342)** Contact Person: Ms. Linda Bazemore

315 Highway 124
Lawrenceville, GA 30045
<u>gcfu1@bellsouth.net</u>
(770) 339-4414
(770) 339-4406 FAX
Regions Served: Northeast and Central Georgia

### Georgia Nutritional Services, Inc. (04661) Contact Person: Ms. Deborah Gillison-Wilson P.O. Box 88567 Atlanta, GA 30356 <u>cacfp@ganutrition.comcastbiz.net</u> (770) 860-0509 (770) 986-7865 FAX Regions Served: Northeast and Central Georgia

Georgia Premier Providers (04590) Contact Person: Mr. Humphrey Mbadugha & Allison 974 Klondike Court, SW, Suite 102 Conyers, GA 30094 <u>hmbadugha@yahoo.com</u> (770) 760-1911 (770) 760-7909 FAX Regions Served: Central Georgia

### Quality Care for Children (04867) Contact Person: Ms. Judy Pittman & Ms. Jean Stephenson 50 Executive Park South, Suite 5015 Atlanta, GA 30329-2214 jean.stephenson@qualitycareforchildren.org (404) 479-4251 Judy direct (404) 479-4253 Jean direct (404) 479-4200 Main (404) 479-4166 FAX Regions Served: Entire State of Georgia

Supportive Nutritional Aid (DBA) SNAP, Inc. (04317) Contact Person: Ms. Bertressia Patterson P.O. Box 796 Jonesboro, GA 30237 <u>Homes@snapcacfp.com</u> (770) 477-4844 (770) 477-4875 FAX Regions Served: Central Georgia

### Healthy Choice Nutritional Program, Inc. (04987)

Contact Person: Mrs. Brenda Mott-Morris & Nicole 3554 Hilton Avenue Columbus, GA 31904 <u>bmmb98@aol.com</u> (706) 653-5420 (706) 653-5423 FAX **Regions Served: Central, Southwest and Southeast** 

Regions Served: Central, Southwest and Southeast Georgia

#### Home Care Associates, Inc. (04309)

Contact Person: Ms. Barbara Drummond 477 Windsor Street, Room 308 Atlanta, GA 30312 <u>SBargedrum@aol.com</u> (404) 523-2692 (404) 635-0641 FAX **Regions Served: Northwest, Northeast, and Central** <u>Georgia</u>

#### The Childcare & Nutritional Association (04275)

Contact Person: Ms. Dorothy Shorter Post Office Box 90399 East Point, GA 30364-0399 <u>can\_a@bellsouth.net</u> (404) 559-1911 (706) 456-3066 Alternate (404) 765-9178 FAX **Regions Served: Entire State of Georgia** 

#### TKT Family Resources, Inc. (04843)

Contact Person: Mr. Terry Foxx P.O. Box 490096 Lawrenceville, GA 30049 <u>tfoxx1435@wmconnect.com</u> (770) 338-5068 (770) 338-2602 FAX **Regions Served: Northwest, Southwest, Southeast** and Central Georgia

# FAMILY CHILD CARE LEARNING HOME CHILDREN'S ENROLLMENT RECORD

CHILD'S INFORMATIO	N				
Child's Full Name:				Ch	ild Resides with:
Nickname:					
Date of Birth:				Ch	ild's Age:
Child's Home Address: (Include Number and Street Name)					
City/State/Zip:					
person(s) you have spe be made in writing.	r, I only a	allow children to leave	my Home with ld be listed that	you (the	<b>ING HOME</b> person enrolling the child) and the parent/guardian). Changes to this list must
Name:			Name:		
Address:			Address:		
City/State/Zip:			City/State/Zip:		
Telephone:	ephone:		Telephone:		
Relationship to Child	Relationship to Child		Relationship to Child		
Relationship to Parent(s)			Relationship to Parent(s)		
PARENT(S)/GUARDIAN	(S) INFOR	RMATION	• •		
		Mother/Gu	ardian		Father/Guardian
Name:					
Home Address:					
City/State/Zip:					
Home Telephone:					
Cell Telephone:					
Pager Number:					
PARENT(S)/GUARDIAN	(S) WORK	INFORMATION			
Mother/ Guardia	n				
Employer: Work Telephone:					
Work Address:					
City/State/Zip:					
Father/ Guardian	<u> </u>				
Employer:					
Work Telephone:					
Work Address:					
City/State/Zip:					

#### SPECIAL INSTRUCTIONS TO CONTACT PARENTS:

# **OTHER EMERGENCY CONTACT INFORMATION**

In case of illness or other emergency, give the name, address and telephone number of nearest relative or friend who can be contacted if the parents cannot be reached.

Name:				
<b>Relationship to Child:</b>	□Grandparent	□Aunt/Uncle	□Sister/Brother	□Friend
Address: (Include Number and Street Name)				
City/State/Zip:				
Telephone:				
CHILD'S PEDIATR	ICIAN OR SOU	URCE OF HE	ALTH CARE	
Name of Physician:				
Telephone:				
Address: (Include Number and Street Name)				
City/State/Zip:				

# MEDICAL EMERGENCY STATEMENT

I hereby give \_\_\_\_\_\_(Name of Family Child Care Provider) permission to

take my child, \_\_\_\_\_\_, to a hospital for medical treatment when I cannot be

reached.

Parent Signature

Date Signed

Note: Many emergency services personnel often require notarized authorization in order to proceed with care. Please request from your provider and complete a **MEDICAL CARE AND EMERGENCY CONTACT INFORMATION** form in order to provide this detailed information.

(The provider should fill in the above list with activities that she might provide away from home. Examples might include trips to the store, riding in the car, swimming, etc.)	PERMISSION TO TAKE THE CHILD OFF THE PRI	EMISES
Provider) permission to take my child,	I hereby give	(Name of Family Child Care
of activities:          (The provider should fill in the above list with activities that she might provide away from home. Examples might include trips to the store, riding in the car, swimming, etc.)         Parent/Guardian       Date         Parent/Guardian       Date         Date       Date         CHILD'S SCHEDULE AND INTERESTS       The following information will assist the provider to understand and care for your child.         Please describe your child's cating habits, i.e. food likes and dislikes, etc.       NOTE: Complete INFANT FEEDING PLAN for children who are under 1 year of age.         Describe the play activities that your child likes, both indoors and out-of-doors.	Provider) permission to take my chil	d,, on
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Describe your child's naptime habits.		
Describe your child's naptime habits.	Describe the play activities th	nat your child likes, both indoors and out-of-doors.
Describe your child's toilet and hygiene habits.	Describe	e your child's naptime habits.
Describe your child's toilet and hygiene habits.		
Describe your child's toilet and hygiene habits.		
Describe your child's toilet and hygiene habits.		
	Describe you	r child's toilet and hygiene habits.
		¥ U

Please add any other	special information that	at is important to	your child's care here:
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Does your child have any known allergies?  $\Box$  Yes  $\Box$  No If yes, please explain:

Does your child have any known medical problems? 
□ Yes □ No If yes, please explain:

Please read the statement below and initial the box to the left if you have provided this information.

My child has known allergies and/or other medical problems. I have requested

from my provider and completed a MEDICAL CARE AND EMERGENCY CONTACT

**INFORMATION** form in order to provide this detailed information.

Parent/Guardian

Date

Provider Signature:	Level toileting areas)	FDCH Provider
Date	(i.e. Main, Upper, Lower-Please	Ac
Consultant Signature:	.(i.e. Main, Upper, Lower-Please complete plan for each level of home used for child care including cooking and	Address:
Date:	d for child care including cooking	

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Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE Suite 670, East Tower Atlanta, Georgia 30334 http://www.decal.ga.gov/

# **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