

# SUMMARY OF REQUIREMENTS FOR EXEMPT PROGRAMS

- Submit and maintain a valid and current e-mail address by activating and using your DECAL KOALA account.
- Post for viewing in a conspicuous location a copy of the exemption certificate and approval letter indicating that the program is not licensed and is not required to be licensed by the state. The posting must include the Georgia Department of Early Care and Learning's (DECAL) phone number and website address. (DECAL will include the notice with approval letters).
- Have families or guardian(s) sign a form confirming they have been informed and understand that the program is not licensed. Maintain the signed form on file at your program.
- Maintain attendance records for all children.
- Maintain family acknowledgement forms and attendance records on-site while a child is enrolled and for one year after a child is no longer enrolled.
- Make all records available to DECAL upon request.
- Notify DECAL in writing within five business days if your program stops operating, closes or loses accreditation.
- Comply with zoning, certificate of occupancy, fire inspection, and health department requirements.
- Submit a new exemption application if material changes in the operation of your program occurs, such as a change of location, changes in operating months, days and/or hours, change in ages served. The exemption approved for your program is specific to the location address and to the conditions as stated in the approval letter.
- You must notify families or guardian(s) of enrolled children if you do not carry liability insurance for your program. Certain types of exemptions must notify families or guardian(s) of enrolled children if you do not carry liability insurance for your program.

Bright from the Start may rescind an approved exemption under the conditions listed in Rule 591-1-1-.46(1)(a)7.

**Exemption Rules and the Exemption Application are available at**

<http://dec.al.ga.gov/ChildCareServices/Exemptions.aspx>.

**Questions?** Send questions to [CCSExemptions@dec.al.ga.gov](mailto:CCSExemptions@dec.al.ga.gov) or call 770-293-5977.

Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, Georgia 30334  
[www.dec.al.ga.gov](http://www.dec.al.ga.gov)