

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. Please submit 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;
 - o Technical College Diploma (TCC) in Early Childhood Education;
 - o Associate Degree in Early Childhood Education;
 - o Paraprofessional Certificate issued by the Georgia Professional Standards Commission;
 - o Bachelor's Degree in Early Childhood Education;
 - o 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
 - o 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>
 - o Current CPR (Infant and Child) & First Aid cards/certificates. Current verification must be provided to include the training source and contact telephone number.
 - o Additional approved training courses. Online courses are acceptable. (10 hours credit).
 - o Early Learning Standards (2 hours)
 - o Communications (2 hours)
 - o Leadership & Professional Development (2 hours)
 - o Business Management (2 hours)
 - o 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, <http://www.decal.ga.gov/CCS/CriminalRecordsCheck.aspx>. 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.

Postal mail and/or walk-in applications are no longer accepted. Applications should be sent in PDF format via email to CCSASUAdmin@dec.al.ga.gov or fax to 678-302-3043, only.



BRIGHT FROM THE START

Georgia Department of Early Care and Learning
2 Martin Luther King Jr. Drive, SE
Suite 670, East Tower
Atlanta, Georgia 30334
www.dec.al.ga.gov

Family Child Care Learning Home Licensing Application

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

Applicant Information:

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

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

Yes No

Social Security Number

If No, please list home mailing address.

Date of Birth

Are you a Military Applicant Provider?

Yes No

Street Address of Family Child Care Home

Are you a foster parent?

Yes No

City Zip Code County

Are you an unregulated 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 _____ to _____. Yes No

Email address (required)

Location Change? Yes No If yes, this is a change in location, please provide the former address:

Former Address: _____

Have you moved to the new address? _____

Former 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:

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? Yes No

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:

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

The following items must be submitted with this application. Please check that all are attached. (Note: Items marked with an asterisk (*) are required for location changes.):

- ___ *One set readable Floor Plans (must be 8 ½ x 11) of the entire residence. Template attached (please use a separate template for each floor of the residence).
- ___ *If applicable, a copy of the signed lease agreement approving a Family Child Care business at the residential address 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**

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

Name:	DOB:	Relationship:

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

Name:	SS#:	Relationship:

!

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

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

Date

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 1st each year to owners who were previously submitted the documents as a legal permanent resident, qualified alien or non-immigrant.

3. What is an Affirmation for Lawful Presence Verification?

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

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

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

5. What qualifies as a "secure and verifiable document"?

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

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

An entire list of acceptable documents can be found below.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

O.C.G.A. § 50-36-1(e)(2) Affidavit For Lawful Presence Verification

License Number _____

Facility Name _____

Facility Address _____

Facility Owner _____

By completing this affidavit under oath, as an applicant for the license listed below, as referenced in O.C.G.A. Sec. 50-36-1, I

[printed name of person]

verify one of the following with respect to my application for a public benefit from Bright from the Start: Georgia Department of Early Care and Learning, as referenced in O.C.G.A. Sec. 50-36-1:

- 1) _____ I am a United States citizen 18 years of age or older. **Submit a legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.**
- 2) _____ I am a legal permanent resident of the United States, 18 years of age or older. **Submit a legible front and back copy of your current secure and verifiable document(s) such as a driver's license, passport, military ID or other document as listed below.**
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act, 18 years of age or older, with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Submit a legible front and back copy of secure and verifiable document from the list below that includes your alien number.**

My alien number issued by the Department of Homeland Security or other federal immigration agency is:
_____. (Required)

I also verify I have provided at least one secure and verifiable document, as required by O.C.G.A. Sec. 50-36-1(e)(1), with this affidavit. **The secure and verifiable document I have provided with this affidavit is:** _____ (Identify the document, such as driver's license, Temporary Resident Card, passport, etc).

In providing the above information under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Georgia law, O.C.G.A. Sec. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Completed in _____ (city), _____ (state).

Signature of Applicant _____ Printed Name of Applicant _____

Mailing Address: _____
Street or P.O. Box City State Zip

Contact Phone Number _____ E-mail Address _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20 _____

NOTARY PUBLIC My Commission Expires: _____

- 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.	290-2-3-.03(g)
		I have completed all required criminal record checks for myself.	290-2-3-.04(2)(e)
		I have completed all required criminal record checks for any individual who resides in my home or who assists in the duties of the Family Child Care Learning Home, who is 17 years of age or older.	290-2-3-.04(2)(e)
		At no time will I allow any person who has an unsatisfactory criminal record determination reside at the home or have contact with the children.	290-2-3-.04(2)(e)
		I understand that my application for as a Family Child Care Learning Home Provider must include the following:	290-2-3-.04(1)(a)
		(1) Completion of a Family Child Care Learning Home - Licensure Orientation Meeting	290-2-3-.04(1)(a)1
		(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.	290-2-3-.04(1)(a)2
		(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.	290-2-3-.04(1)(a)3
		I understand that after receipt of my completed application package, the department will schedule a pre-licensing visit to assess compliance of the Family Child Care rules and regulations. I further understand that the department may deny my application if conditions exist at the pre-registration visit that poses health and/or safety risks to children.	290-2-3-.04(1)(a)3(d)
YES	NO	INSPECTIONS AND INVESTIGATIONS	RULE NUMBER
		I understand that the department is authorized to conduct on-site inspections and/or investigations during the operating hours of the Home.	290-2-3-.05
		I understand that the agency representative must be allowed access to all areas of the Family Child Care	290-2-3-.05(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.	290-2-3-.05(b)
		I will not make or condone any employee making false or misleading statements to the department in connection with any inspection/investigation.	290-2-3-.05(c)
YES	NO	PARENTAL ACCESS	RULE NUMBER
		I understand that parents/guardians shall have access to all child care areas of the home when children are present.	290-2-3-.06
YES	NO	STAFFING AND SUPERVISION	RULE NUMBER
		I am at least 21 years of age.	290-2-3-.07(1)
		If I am a new Family Child Care Learning Home applicant, I must have a current CDA or other approved credential.	290-2-3-.07(2)(a-g)
		I have current CPR certification, which includes infant/child and adult.	290-2-3-.07(4)
		I have current First Aid certification.	290-2-3-.07(4)
		I understand that each license year, I must obtain a minimum of 10 clock hours of training from the following areas: child development; health; child abuse and neglect; business related topics.	290-2-3-.07(4)(a-d)
		I, nor any of my assistants or household members, have been shown by credible evidence to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.	290-2-3-.07(5)(a)
		I am able to perform adequately the job duties of providing for the care and supervision of the children in the Home in accordance with these rules.	290-2-3-.07(5)(b)
		I have not made any false statements to the department regarding my qualifications as a family day care home provider.	290-2-3-.07(5)(c)
		I understand that upon departmental approval, I may care for 2 additional children, for pay or not for pay, who are 3 years and older for two designated one-hour periods daily.	290-2-3-.07(6)
		I understand that an adult is always present with the child care children, and the children are not left with anyone under 18 years of age.	290-2-3-.07(7) 290-2-3-.03(a)
		I understand that there will not be more than 12 children under the age of 13 years present, including my own children and/or other related children, children for pay or for no compensation, when my family child care is open. I understand that I must also	290-2-3-.07(8)

		meet the requirement of 35 square feet per child.	
YES	NO	STAFFING AND SUPERVISION (Cont)	RULE NUMBER
		I understand that a helper, at least 16 years of age must be present to assist me whenever (1) more than 3 children under 12 months old are present; (2) whenever: more than 6 children under 3 years old are present; or (3) whenever more than 8 children under 5 years of age are present. These ratios apply to ALL children on site.	290-2-3-.07(8)(a)1-3
		I understand that I must have an adult present who is certified by the American Red Cross or YMCA in life guarding whenever children participate in water activities where the water is over two feet in depth.	290-2-3-.07(9)
		For water-related activities where the water is over two feet in depth the following staff: child ratios must be maintained: under two years, six months of age-1:2; two years, six months to four years of age-1:5; four years and older, who cannot swim a distance of 15 yards unassisted-1:6; and four years and older who can swim a distance of 15 yards unassisted-1:8.	290-2-3-.07(9)(a)
YES	NO	RECORDS	RULE NUMBER
		I understand that I must maintain a current enrollment record on each child in care and to keep that record for one year after the child is no longer in care. I understand that the enrollment record must include:	290-2-3-.08(1)
		(a) The child's name, date of birth, parent's or guardian's name, complete home and business addresses, personal and business phone numbers;	290-2-3-.08(1)(a)
		(b) The name, address and telephone number of the child's physician and emergency contact person;	290-2-3-.08(1)(b)
		(c) Evidence of age-appropriate immunizations, or a signed affidavit certifying that the required immunizations conflict with the religious beliefs of the parent/guardian or a physician statement that immunization is contradicted;	290-2-3-.08(1)(c)
		(d) Written authorization for the child to receive emergency medical treatment when the parent is not available;	290-2-3-.08(1)(d)
		(e) Documentation of any medications given, which includes the child's name, name of the medication, date and time given, and the name of the person giving the medication;	290-2-3-.08(1)(e) 290-2-3-.11(1)(e)
		(f) Record of any allergies and other known medical conditions;	290-2-3-.08(1)(f)
		(g) Description of accidents or serious illnesses occurring while the child is in the Family Child Care Learning Home, including date, time, and condition under which it occurred and the action taken;	290-2-3-.08(1)(g)
		(h) Parental agreements for transportation to include field trips, swimming and/or other activities away from the home;	290-2-3-.08(1)(h)

		(i) The name of person(s) to whom the child may be released.	290-2-3-.08(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:	290-2-3-.08(2)(a)and(b)
		(a) Ages of the children served;	290-2-3-.08(2)(b)1
		(b) Months of operation;	290-2-3-.08(2)(b)2
		(c) Days of operation;	290-2-3-.08(2)(b)3
		(d) Hours of operation;	290-2-3-.08(2)(b)4
		(e) Dates the Family Child Care Learning Home will be closed;	290-2-3-.08(2)(b)5
		(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;	290-2-3-.08(2)(b)6
		(g) Standard fees, payment of fees, fees related to absences, vacations and other charges;	290-2-3-.08(2)(b)7
		(h) Transportation provided, if any;	290-2-3-.08(2)(b)8
		(i) Guidance and discipline techniques;	290-2-3-.08(2)(c)1
		(j) Handling emergency medical care, including where children will be taken for emergency medical care;	290-2-3-.08(2)(c)2
		(k) Administering medication and recording noticeable adverse reactions to medication;	290-2-3-.08(2)(c)3
		(l) Notifying parents/guardians of their child's: (1) illness; (2) injury (3) exposure to a notifiable communicable disease;	290-2-3-.08(2)(c)4
		(m) Noticeable adverse reaction to medication;	290-2-3-.08(2)(c)5
		(n) Exclusion of sick children;	290-2-3-.08(2)(c)6
		(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;	290-2-3-.08(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;	290-2-3-.08(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;	290-2-3-.08(2)(c)9
		(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;	290-2-3-.08(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;	290-2-3-.08(2)(c)11
		(t) Any information requested by the parent or guardian concerning the operation of the	290-2-3-.08(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 Family Child Care Learning Home;	290-2-3-.08(2)(c)13
		(v) Notification of any changes in the regular composition of the household. The provider must notify the parent(s) or guardian of anyone regularly on the premises, including but not limited to spouse, friend(s), relative(s), or significant other(s);	290-2-3-.08(2)(c)14
		(w) Notification of the existence of any pets or other animals residing in the home or on the property;	290-2-3-.08(2)(c)15
		(x) Notification of sleep position practices. The provider must notify parent(s) or guardians of Sudden Infant Death (SIDS) risk reduction practices, sleeping positioning policies, and arrangements for placing all infants on their backs for sleep.	290-2-3-.08(2)(c)16
		(y) Documentation the children's arrival and departure. The parent or authorized person will document each time the child is dropped off or picked up. The documentation shall include date, child's name, arrival and departure times, signature or initial of the parent, guardian or authorized person.	290-2-3-.08(2)(c)17
		I understand that I must maintain notarized documentation from the parents of all related children in care who do not reside in my home.	290-2-3-.08(3)
		I understand that I must maintain notarized documentation from the parents of the non-compensation status of any child in care.	290-2-3-.08(4)
		I understand I must maintain copies of satisfactory criminal record determinations for myself, all adult household members and any helpers.	290-2-3-.08(5)
		I understand that documentation of my required training must include the title of the training, the date of the training, the number of hours of the training and the name of the trainer.	290-2-3-.08(6)
		I understand that I must maintain documentation of my approved water and sewage services if the city/county does not provide these services.	290-2-3-.08(7)
		I understand that I must maintain documentation of monthly fire drills and the documentation must be maintained for at least one year.	290-2-3-.08(8) 290-2-3-.11(2)(c)
YES	NO	CHILDREN'S ACTIVITIES	RULE NUMBER
		I understand that the Family Child Care Learning Home must provide a variety of daily activities appropriate for the children's chronological and developmental levels. Children with special needs will be integrated into the activities unless contraindicated medically or by parental agreement. Activities will be planned for each group to allow for:	290-2-3-.09(1)

		(a) Indoor and outdoor play;	290-2-3-.09(1)(a)
		(b) A balance of quiet and active periods;	290-2-3-.09(1)(b)
		(c) A balance of supervised free choice and caregiver-directed activities;	290-2-3-.09(1)(c)
		(d) Individual, small group and large group activities;	290-2-3-.09(1)(d)
		(e) Large muscle activities, such as, but not limited to, running, riding, climbing, balancing, jumping, throwing, or digging;	290-2-3-.09(1)(e)
		(f) Small muscle activities, such as, but not limited to, building with blocks or construction toys, use of puzzles, nesting or stacking toys, pegs, lacing, sorting beads, or clay;	290-2-3-.09(1)(f)
		(g) Language experiences, such as, but not limited to, listening, talking, rhymes, finger plays, stories, recordings, or flannel boards;	290-2-3-.09(1)(g)
		(h) Arts and crafts, such as, but not limited to, painting, coloring, cutting, or pasting;	290-2-3-.09(1)(h)
		(i) Dramatic play, such as, but not limited to, play in a home center, with dolls, puppets, or dress up;	290-2-3-.09(1)(i)
		(j) Rhythm and music, such as, but not limited to, listening, singing, dancing, or making music; and	290-2-3-.09(1)(j)
		(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.	290-2-3-.09(1)(k)
		I understand that I must help children develop skills in all areas (washing, dressing, toileting, etc.) that are appropriate to their age and ability.	290-2-3-.09(2)
		I understand that all children must spend some time each day outside, weather permitting.	290-2-3-.09(3)
		I understand that each preschool child shall have a supervised nap period each day.	290-2-3-.09(4)
		I understand that infants and toddlers will not be routinely left in cribs, or playpens except for rest and sleep.	290-2-3-.09(5)
		I understand that the use of entertainment media such as television programs, video tapes and games must be suitable for young audiences and is limited to no more than two (2) hours of use each day.	290-2-3-.09(6)
		I understand I shall not use or children or other adults to engage in activities that may be detrimental to a child's health or well-being such as, but not limited to horse play, rough play, wrestling, and picking up a child in a manner that could cause injury.	290-2-3-.09(7)
YES	NO	NUTRITION AND FOOD SERVICES	RULE NUMBER
		I understand that children must be served meals and snacks for the period of time they are present in the home.	290-2-3-.10(1)
		I understand that meals and snacks served are dependent on the age of the child and must be nutritious, well balanced and varied. Lunch and supper must consist of vegetables, fruit or both; meat, poultry, fish, cheese, eggs, or protein substitute; bread; and milk unless the child has a specific health	290-2-3-.10(2)

		reason for prohibiting milk.	
		I understand that I cannot serve powdered nonfat milk. I can use this for cooking purposes only.	290-2-3-.10(3)
YES	NO	NUTRITION AND FOOD SERVICES, cont.	RULE NUMBER
		I will obtain from each parent, infant formula and a current feeding plan for any child less than 1 year of age,	290-2-3-.10(4)
		I understand that formula bottles must be labeled with the child's name and that any formula/milk not used must be discarded or returned to the parent at the end of the day.	290-2-3-.10(5)
		I understand that any child who cannot hold their bottle or sit independently must be held while being fed. I understand that bottles cannot be propped and that infant's heads must be elevated during feeding.	290-2-3-.10(6)
		I understand that all food in the Family Child Care Learning Home must be in sound condition, free from spoilage or contamination and safe for human consumption.	290-2-3-.10(7)
		I understand that the refrigerator must maintain a temperature of 40 degrees or below.	290-2-3-.10(8)
		I understand that all perishable foods must be refrigerated.	290-2-3-.10(8)
		I understand that foods must be served promptly after cooking. Hot foods will be maintained at 140 degrees or above, except while being served.	290-2-3-.10(8)
		I understand that foods stored in cans, jars, and boxes must be stored above the floor on clean surfaces.	290-2-3-.10(9)
		I understand that garbage must be stored in trash containers with lids. The trash containers must be emptied and cleaned as needed. All areas around outdoor trash containers must be kept clean.	290-2-3-.10(10)
		I understand that I cannot use chipped or cracked dishes for serving food.	290-2-3-.10(11)
		I understand that the food preparation surface must be nonporous, have no cracks or unsealed seams.	290-2-3-.10(12)
		I understand the food preparation areas and equipment must be kept clean, and free of buildup of dust, dirt, food particles, and grease deposits.	290-2-3-.10(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.	290-2-3-.10(14)
		I understand that non-deposable dishes and silverware must be cleaned by pre-rinsing, scraping, washing, sanitizing and air drying	290-2-3-.10(15)
		I understand that children shall not share eating or drinking utensils.	290-2-3-.10(16)
YES	NO	HEATH, SAFETY AND DISCIPLINE	RULE NUMBER
		I understand that I must maintain the department's Communicable Disease chart and follow the recommendations for exclusion of sick children.	290-2-3-.11(1)(a)
		I understand that an age appropriate immunization or	290-2-3-.11(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)	RULE NUMBER
		I understand that the parent or guardian of any child in care must be notified immediately when: the child becomes ill or is injured and required medical attention; or any illness which may not require medical attention but is causing the child moderate discomfort, such as an elevated temperature, vomiting or diarrhea.	290-2-3-.11(1)(c)
		I understand that I will obtain emergency medical services when required by the child.	290-2-3-.11(1)(d)
		I understand that with the exception of first aid, I cannot handout any medications without the specific written consent of the parent, guardian or child's physician.	290-2-3-.11(1)(e)
		I understand that all medications must be stored according to the prescription or label instructions. Medications must be kept in places that are inaccessible to children.	290-2-3-.11(1)(e)
		I understand that each dose of medication given must be documented with: the child's name, name of the medication, date and time given, and the name of the person giving the medication.	290-2-3-.11(1)(e)
		I will maintain the following supplies in the first aid kit: a first aid manual, written directions on the use of universal precautions for handling blood and bodily fluids, protective eyewear and facemask, scissors, tweezers, gauze pads, thermometer, adhesive tape, band-aids, insect sting preparation, antiseptic cleansing solution, antibacterial ointment, bandages, disposable rubber gloves and a cold pack.	290-2-3-.11(1)(f)
		I understand that all first aid supplies must be maintained in a kit. There must be a kit for the family day care home and in any vehicle used for transportation. The first aid kit must be stored in a central location that is inaccessible to children.	290-2-3-.11(1)(f)
		I understand that diapers will be changed in the child's own crib or on a nonporous surface which is cleaned with a disinfectant and dried with a single use disposable towel after each diaper change.	290-2-3-.11(1)(g)
		I understand that all soiled diapers and linens will be disposed of in a closed container.	290-2-3-.11(1)(h)
		I understand that if used, potty chairs shall be emptied into a flush toilet, cleaned with a disinfectant, and stored in the bathroom.	290-2-3-.11(1)(i)
		I understand that I will wash my hands with liquid soap and warm running water:	290-2-3-.11(1)(j)
		1. Immediately before and after each diaper change.	290-2-3-.11(1)(j)1
		2. Immediately upon the first child's arrival for care and upon re-entering the home after outside play.	290-2-3-.11(1)(j)2
		3. Before and after dispensing oral medications, applying topical medications, ointments, etc., handling and preparing food, eating, drinking,	290-2-3-.11(1)(j)3

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

		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
		I understand that I must practice fire drills on a monthly basis and document each fire drill. I must maintain this documentation for one year.	290-2-3-.11(2)(c)
		I understand that children must not have access to hanging cords or other hazardous items.	290-2-3-.11(2)(d)
		I understand that clear glass doors must be marked to avoid accidental impact.	290-2-3-.11(2)(e)
		I understand that poisons, medicines, cleaning agents, razors, aerosol cans and other potential hazardous materials shall be stored out of reach of children or in locked cabinets.	290-2-3-.11(2)(f)
		I understand that firearms must be inaccessible to children. I must provide written notification to parents that a firearm is located in the home.	290-2-3-.11(2)(g)
		I understand that I must maintain at least one UL Approved smoke detector. The smoke detector must be in working order and be located on each level of the home.	290-2-3-.11(2)(h)
		I understand that I must maintain at least one 2-A-5-B:C fire extinguisher in the child care area and no more than 30 feet from the kitchen. It must be maintained in working condition and inaccessible to children. (State fire marshal requires 2-A-10-B:C)	290-2-3-.11(2)(h)
		I understand that no flammable liquids can be stored in the home.	290-2-3-.11(2)(i)
		I understand I must have a valid driver's license to transport children.	290-2-3-.11(2)(j)
		I understand that if I transport children, each child must be restrained by a seat belt or child passenger restraint appropriate for the child's height/weight and in accordance with state law.	290-2-3-.11(2)(j)
		I understand that no child will be left unattended in a motor vehicle.	290-2-3-.11(2)(j)
		I understand that any disciplinary action used to correct a child's behavior will not be detrimental to the child's physical or mental health.	290-2-3-.11(3)
		I understand that I nor any other home employee or member may:	290-2-3-.11(3)(a)
		1. Physically or sexually abuse a child, or engage in or permit others to engage in sexually overt conduct in the presence of any enrolled child in the home;	290-2-3-.11(3)(a)1
		2. Inflict corporal/physical punishment upon a child;	290-2-3-.11(3)(a)2
		3. Shake, jerk, pinch or handle roughly a child; or	290-2-3-.11(3)(a)3
		4. Verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity, or belittling remarks about a child or his family; or	290-2-3-.11(3)(a)4
		5. Isolate in a child in a dark room, closet, or unsupervised area; or	290-2-3-.11(3)(a)5

		6. Use mechanical or physical restraints or devices to discipline children; or	290-2-3-.11(3)(a)6
		7. Use medication to discipline a child, or to control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent.	290-2-3-.11(3)(a)7
YES	NO	HEATH, SAFETY AND DISCIPLINE (Cont)	RULE NUMBER
		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.	290-2-3-.11(3)(a)8
		9. Commit any criminal act, as defined under Georgia law which is set forth in O.C.G.A. Sec. 16-1-1 et seq., in the presence of any child enrolled in the home.	290-2-3-.11(3)(a)9
YES	NO	EQUIPMENT AND SUPPLIES	RULE NUMBER
		I understand that I must provide each child a variety of age-appropriate toys, books and play equipment and material to insure that each child has the opportunity to experience and participate in a variety of activities.	290-2-3-.12(1)
		I understand that each child must have a clean and comfortable place to nap.	290-2-3-.12(2)
		I understand that a crib with a waterproof mattress is required for each child less than one year of age.	290-2-3-.12(2)
		I understand that individual or disposable wash cloths and towels must be available for each child.	290-2-3-.12(3)
		I understand that furnishings and equipment must be maintained in a clean and safe usable condition.	290-2-3-.12(4)
		I understand that all indoor and outdoor furniture, materials, and equipment shall be: (a) Used in a safe and appropriate manner; (b) Used as the manufacturer intended.; (c) Free from hazardous conditions (d) Kept clean; (e) Placed to permit freedom of movement and minimize danger of accident; (f) Secured if it is of a weight or mass that could cause injury by tipping, falling, or being pulled or pushed over.	290-2-3-.12(5)(a) – (f)
		I understand that toys must be stored on low, open shelves accessible to the children.	290-2-3-.12(6)
		I understand that toys for children under three must be age appropriate and:	290-2-3-.12(7)
		(a) Non-toxic and lead-free;	290-2-3-.12(7)(a)
		(b) Too large to be swallowed by a child and not capable of causing choking or strangulation;	290-2-3-.12(7)(b)
		(c) Free of sharp edges or small parts children could pry off;	290-2-3-.12(7)(c)
		(d) Free of rust;	290-2-3-.12(7)(d)
		(e) Easily cleaned with a disinfectant daily.	290-2-3-.12(7)(e)

YES	NO	BUILDING AND GROUNDS	RULE NUMBER
		I understand that the home must be kept clean and free from obvious hazards to the children's health and safety.	290-2-3-.13(1)
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.	290-2-3-.13(1)(a)
		I understand that basement areas that are more than 25 feet from a window will not be used for child care.	290-2-3-.13(1)(b)
		I understand that furniture and equipment must not block or interfere with the exits from the home.	290-2-3-.13(1)(c)
		I understand that the home must be kept free of fire hazards and unnecessary or excessive combustible material.	290-2-3-.13(1)(d)
		I understand that when in use, radiators, open fire, oil or wood burning stoves, floor furnaces and similar hazards must have a barrier or screen to prevent children from being burned.	290-2-3-.13(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.	290-2-3-.13(1)(f)
		I understand that multiple plugs and extension cords cannot be used in the home.	290-2-3-.13(1)(g)
		I understand that electrical outlets within the children's reach must be covered.	290-2-3-.13(1)(g)
		I understand that fans must be positioned or installed in a manner that is inaccessible to children.	290-2-3-.13(1)(h)
		I understand that measures must be taken to prevent the presence of rodents, flies, roaches and other vermin in the home.	290-2-3-.13(1)(i)
		I understand that windows or doors used for ventilation must be screened.	290-2-3-.13(1)(i)
		I understand that if I do not have a water/sewage system provided by the county or city systems, I must have documentation that my system is approved by the proper authority having jurisdiction.	290-2-3-.13(1)(j)
		I understand that outside grounds and play areas must be kept clean and free of hazards. Hazards may include but are not limited to: exposed sharp edges of concrete or equipment, broken glass, debris, open drainage ditches, holes and stagnant water.	290-2-3-.13(2)(a)
		I understand that non-portable climbing and swinging equipment must be anchored.	290-2-3-.13(2)(b)
		I understand that a resilient surface must be provided beneath the climbing and swinging equipment and the fall zone from such equipment. The resilient surface must be maintained to assure continuing resiliency.	290-2-3-.13(2)(b)
		I understand that outside play areas must be protected from traffic or other hazards by fencing or other barriers at least four feet in height.	290-2-3-.13(2)(c)
		I understand that a fence must be provided around swimming pools to make them inaccessible when not in use.	290-2-3-.13(2)(c)
		I understand that fencing materials must not be hazardous to children.	290-2-3-.13(2)(c)

YES	NO	REPORTING	RULE NUMBER
		I understand that within 24 hours or the next workday, I must report the following to Bright from the Start:	290-2-3-.14(1)
		1.Any death of a child while in the care of the home	290-2-3-.14(1)(a)
YES	NO	REPORTING, cont.	RULE NUMBER
		2.Any serious illness or injury to a child requiring hospitalization or professional medical attention;	290-2-3-.14(1)(b)
		3.Any fire;	290-2-3-.14(1)(c)
		4.Any structural disaster;	290-2-3-.14(1)(d)
		5.The closing of the home.	290-2-3-.14(1)(e)
		6.Any situation when a child in care becomes missing.	290-2-3-.14(1)(f)
		I understand I must report any suspected incident of abuse or neglect to the local county Dept. of Family and Children Services	290-2-3-.14(2)
		I understand that any cases or suspected cases of notifiable communicable diseases must be reported to the local county health department and to Bright from the Start.	290-2-3-.14(3)
YES	NO	INFANT-SLEEPING SAFETY REQUIREMENTS	RULE NUMBER
		I understand that in order to reduce the risk of Sudden Infant Death Syndrome(SIDS), staff must comply with the following:	290-2-3-.19
		Cribs and Other Approved Sleep Equipment. The home shall provide either a safety approved crib or other equipment that is approved for infant sleep for each infant who cannot climb out of the crib or other approved equipment. All equipment must be in compliance with current ASTM Standard Consumer Safety Specifications for Non-Full-Size Baby Cribs/Play Yards	290-2-3-.19(1)(a)
		1. Cribs and other equipment approved for infant sleep shall be in good repair and free of hazards. Stack cribs and cribs with drop sides shall not be used.	290-2-3-.19
		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.	290-2-3-.19
		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.	290-2-3-.19
		(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	290-2-3-.19

		age of two years who can climb out of a crib or other equipment approved for infant sleep.	
		<ol style="list-style-type: none"> 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. 2. Individual Use. Cots and mats must be used by the same child daily and marked for individual use. 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. 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 daily. If individually marked, they must be laundered weekly or more frequently if needed. 	290-2-3-.19
		<ol style="list-style-type: none"> (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. (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. (c) Staff shall not attached objects or allow objects to be attached to a crib with a sleeping infant 	290-2-3-.19(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.	290-2-3-.15(a)

- I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS FOR FAMILY CHILD CARE LEARNING HOMES.
- I HEREBY CERTIFY THAT I HAVE ASSESSED MY FAMILY 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

FDCH Provider: _____ Address: _____

Level: _____ (i.e. Main, Upper, Lower- Please complete plan for each level of home used for child care including cooking and toileting areas)

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