

Family Day Care Home Applicant Guide

Bright from the Start
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The Family Day Care Home Applicant Guide was prepared to assist you with registering to become a Family Day Care Home provider. The following steps should be followed to complete the application process:

1. Read the enclosed copy of the Rules and Regulations for Family Day Care Homes. Make sure you fully understand all rules and regulations, as you will be responsible for meeting all rules and regulations as a registered Family Day Care Home provider.
2. Read carefully and answer all questions listed on the "Rules Checklist" for Family Day Care, page 19. This form is solely for your use, as a tool to help you determine if you meet the majority of the rules. Please retain the Rules Checklist for your files. If there are rules you do not meet, you are to start taking action to correct these rules. All rules and regulations are not on the list. Therefore, it is imperative that you read the Family Day Care Rules and Regulations thoroughly, as stated above in number 1.
3. Contact your local fire and zoning office to determine if there are local zoning ordinances that relate to Family Day Care Home operation or if a business license is required to operate a Family Day Care Home in your area.
4. After completing the above three items, please consider your ability to follow the rules and regulations for Family Day Care Homes. If you decide to apply to become a Family Day Care 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 make the decision to apply, please move on to step 5.
5. Applicants must register with Cogent Systems, Inc. for fingerprint processing. Register on line at www.ga.cogentid.com or call 1-888-439-2512. Applicants must submit notarized criminal records check application to Bright From The Start. Applicants must submit a local criminal records check for all other adults. The local criminal records check must be processed under purpose code "W," at the local law enforcement agency.

Thank you for your interest in becoming a Family Day Care Home provider. If you have any questions once you have reviewed the Family Day 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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FDCH Applicant Guide	Section 1: Introduction

Family Day Care Home Definition and Fact Sheet

“Family Day Care Home” and “Home” is defined as a private residence operated by any person who received therein for pay for supervision and care fewer than 24 hours per day, without transfer of legal custody, three but not more than six children under 18 years of age who are not related to such persons and whose parents or guardians are not residents in the same private residence. 290-2-3-.03(h)

- A Family Day Care Home (FDCH) is permitted by law to care for three (3) to six (6) children for pay. The home that is issued a registration certificate must be in a residential zone and cannot be in a commercial facility.
- You may legally care for (2) children for pay until a certificate of registration has been issued from Bright from the Start.
- Please allow approximately 30 days for processing of your application and fingerprints.
- Upon approval of your application, you will receive a certificate of registration stating you may legally operate a Family Day Care Home in the State of Georgia. Bright from the Start is the only issuer of Family Day Care Home registration certificates.
- Bright from the Start is responsible for monitoring all family day care homes to ensure compliance with the rules and regulations. All complaints received in reference to a Family Day Care Home must be investigated. All visits, initial registration, routine monitoring, technical assistance, or complaint investigations may be unannounced. Your signature on the registration 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 re-register annually if you continue to provide care for children in your home. Re-registration materials will be sent to you from this office approximately six weeks before the expiration date of your current certificate. Failure to respond to your re-registration application will result in closure of the Family Day Care Home.
- During your approved registration period, if you voluntarily close you must notify this office in writing immediately and return your original Certificate of Registration.
- 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 your county, and request a copy if you no longer have the one originally sent to you.
- Moving/Transfer of Certificate: The Certificate of Registration is non-transferable from one address to another. The certificate of Registration is only valid for the address printed on the Certificate. You may request location change information by calling (404) 657-5562.
- 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 Day Care Home providers are required to obtain and maintain current Infant, Child and Adult (if caring for children age 8 and above) Cardiopulmonary Resuscitation (CPR) and First Aid Training.

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 fourteen Resource and Referral Agencies 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.
- Lending Libraries and Resource Rooms: Children's books & puppets, videos, CD's, musical instruments, puzzles, manipulatives and other items are available for loan. The CCR&R's may also have laminators, bookbinders, copiers, shape/letter/number die cuts, computers, or other resources available for use at a nominal charge.
- 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.
- On Site Inclusion Coordinators: These coordinators are available to assist providers with adaptive strategies for children with special needs.

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 65 of this guide.

Operating a Family Day Care Home

As a beginning family day 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 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, 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 that is fenced or protected from hazards and is free of trash/weeds.
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
- Attendance records
- Income/Expense 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
2. Individual or disposable drinking cups & towels, washcloths and diapering supplies
3. Age-appropriate play materials

...Become acquainted with the agencies that offer assistance to family day care providers:

- Bright from the Start: GA Department of Early Care and Learning – Registration and Consultation
- Child Care Resource and Referral Agencies – training and technical assistance for child care providers and parents
- U.S. Department of Agriculture – Nutritious service through a local food umbrella agency
- County Extension Service – menus, recipes, low-cost equipment
- Library – books, records, program materials, story hour
- Public Health Center – assessments, immunizations
- Small Business Association (SBA)

Steps to Complete and Submit a Family Day Care Home Registration Application

The checklist below identifies all forms and fees that must be provided for Bright from the Start to process your request to register as a Family Day Care Home.

- Registration Application Form (Form 609) – Applicant must complete and sign.
- Educational Requirement (Rule 290-2-3.07(1)) – GED Program Administrator must complete and sign, if applicable.
- Disclosure Form – ACT Number 282 and Disclosure Form Part II (Rule 290-2-3.07(3)). Applicant must complete and sign.
- Local Records Check – A local criminal record check is required on each adult who is 18 years of age and resides in the home as well as any other adult who will routinely have access to children in care. The local record check must be processed under purpose code “W,” at the local law enforcement agency. Identification as well as a fee may be required. A legible copy for each adult must be submitted with your application.
- Fingerprint Processing – The individual submitting the Family Day Care application is required to contact Cogent Systems to register for fingerprinting. Applicant may register online at www.ga.cogentid.com or by calling 1-888-439-2512. Applicants must submit a notarized criminal records check application to Bright From the Start.
- CPR/FIRST AID – Current evidence of successful completion of a biennial training program in cardiopulmonary resuscitation (CPR) and a triennial program in first aid offered by certified or licensed health care professionals. The training must include the provision of emergency care for infants, children and adults (if caring for children who are 8 years of age and older). Current verification must be provided to include the training source and contact telephone number.

Note: By signing the registration application, you are certifying that you have read and understand the rules and regulations for Family Day Care Homes chapter (290-2-3). You are certifying that you have assessed your home against the rules checklist (Form 614) and found it to be in compliance with the Family Day Care 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 registration.

Enclose all applicable items listed above in an envelope and mail to:

Bright from the Start:
Georgia Department of Early Care and Learning
Criminal Records Check Unit
10 Park Place South, Suite 600
Atlanta, GA 30303-2905

