

# Family Day Care Home

# PARENT HANDBOOK



**Bright from the Start: Georgia Department of Early Care and Learning**

## Important Information for Parents and Guardians

Dear Parent:

This home is registered with the Bright from the Start, Georgia Department of Early Care and Learning, to provide family day care for three to six children for pay.

The provider is required to keep certain information on file in the interest and for the protection of, the children in care. You can help by providing your child care provider with the following:

1. The information requested on the Child Enrollment Record.
2. A copy of your child's current immunization record.
3. Written permission from you at any time that the provider is asked to administer medicine to your child.
4. A formula and feeding schedule for your child if he/she is under one year of age.

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## **SELECTING A FAMILY DAY CARE HOME FOR YOUR CHILD**

You have talked personally with the provider and you are satisfied that the way he/she cares for children fits in with your beliefs about child care.

The home is a pleasant place where spending the day would be comfortable and fun.

The home has roomy and safe places for the children to play, both inside and outdoors.

There are enough toys and equipment for children to have choices and activities are provided for the children to have an opportunity to learn from a variety of items.

Well-balanced meals and snacks are served.

The home environment appears to be free from hazards that could prove dangerous to the child.

For example:

- Cleansers and medicines are out of reach
- Heaters are protected
- Extension cords are not in use
- Outdoor play area is fenced or protected from street and water hazards

Discipline techniques are not harmful, injurious or humiliating to the child.

There is a comfortable, clean place for naps.

Infants are taken out of their cribs during the day, are held and cuddled and opportunities for age appropriate activities are provided.

Children are encouraged to learn to care for themselves – in dressing, feeding, toileting.

Plans for the day included indoor and outdoor time, quiet and active games and a variety of different activities.

The provider readily supplies you with information about menus, the daily schedule, and Bright from the Start monitoring visits.

The provider shows interest in each child in his/her care and his/her professional development.

### **What does it mean to be registered as a family day care provider?**

Georgia law requires a person providing family day care for pay for three to six children who are not related to the child care provider and who are not members of the provider's household, to be registered under the procedures established by the Official Code of Georgia Annotated (O.C.G.A.) Sec.49-5-1 et seq. Bright from the Start: Georgia Department of Early Care and Learning registers and monitors family day care providers under the Rules and Regulations for Family Day Care Homes Chapter 290-2-3.

A registration system that has been established by Bright from the Start enables family day care homes to come into compliance with the Family Day Care Rules and Regulations. A provider checks his/her home for compliance and certifies that he/she will maintain compliance with the Rules and Regulations for Family Day Care Homes.

The provider, all other adults who live in the home, and any other adult who assists the provider must undergo a criminal background check.

A Certificate of Registration is then issued by Bright from the Start. The provider is required to re-register annually.

**What are the rules for family day care?** The rules and regulations cover such areas as the provider's training and qualifications, admission of the children to the home, health and safety, nutrition and food service, program and activities, building and equipment. The family day care provider will have a copy of the Rules and Regulations for Family Day Care Homes for you to view upon request. You may also view the Family Day Care Home Rules and Regulations by visiting our website at [www.decal.ga.gov](http://www.decal.ga.gov)

## **Are family day care homes visited by Bright from the Start?**

All new family day care homes are inspected during the first six months they are registered. Effective October 1, 2005, all existing family day care homes will be inspected each year and all complaints are investigated. It is extremely important that you, as a parent, be aware of the quality of care being provided for your child. Parents have the right to go into any area of the home used for child care any time during the home's operating hours. Parents may also be encouraged to ask provider's to share documentation from their most recent visit completed by a Bright from the Start consultant. Parents can also go online to view facility visits at our website, [www.decal.ga.gov](http://www.decal.ga.gov).

## **Child Enrollment Record**

On the following pages you will find the Child Enrollment Record. You must complete an individual Child Enrollment Record for each child enrolled in the family day care home. The parent/guardian of the child is to provide current and complete information on the form as requested, ensuring that the provider is notified when changes are made. Included with the form is an Infant Feeding Plan, which should be completed in addition to the Child Enrollment Record if you are enrolling a child under the age of 1 year.

## **Bright from the Start: Georgia Department of Early Care and Learning contact information for concerns or complaints:**

General Information (404) 657-5562

Complaint Intake (404) 657-5562

You may contact our Office through mail by addressing your envelope to:

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

Or you may send a fax to:  
(404) 657-8936

You may visit our website:

**[www.decal.ga.gov](http://www.decal.ga.gov)**

Once you are on the Bright from the Start website you may select the Child Care Services section to access additional information in regards to family day care homes. The Rules and Regulations for Family Day Care Homes are available for you to view. You can search our Facility List where you may find family day care providers by County, Zip Code or you may look up a specific provider by name. We also have inspection reports for provider's posted on the website as they are completed, in addition to other valuable resources for parents/guardians.