



## **FAMILY CHILD CARE LEARNING HOME (FCCLH): WHAT IS A LICENSE AND WHEN DO I NEED ONE?**

An ~~Explore-FCC~~\* Practical Help Bulletin

### **What is included in this bulletin?**

- ❖ **If you are exploring becoming a Family Child Care Learning Home, and before you apply for a license, you need an overview of licensing requirements and the steps to obtaining a license. This will help you estimate how much time and money may be required to open.**

### **Who is Required to have a FCCLH License?**

If you care for from 3 to 6 children for pay, you must obtain a license from Bright from the Start: Department of Early Care and Learning (DECAL). The definition of a FCCLH, is more complicated (see definition below), but the "3 to 6 for pay" is the most important element.

Becoming a FCCLH home is a significant move forward in your career but requires you to meet several licensing requirements related to health and safety, business, program practices and obtain professional training in early care and learning. These requirements can take time and money to complete.

### **What Are Some Key Licensing Requirements?**

- ❖ Attendance at a Family Child Care Learning Home -Licensing Orientation Meeting (FCCLH-FOM)
- ❖ Preservice training requirements (10 hours based on 5 topic areas, plus certificates/cards in Infant, Child, Adult CPR & First Aide.
- ❖ Documentation of a credential /degree in early child care and learning (7 credentials/degrees described) **OR** request a variance to complete A credential or degree (within 24 months of opening).
- ❖ Submit proof to DECAL your home complies with local government (city or county) requirements for zoning, business permit, fire department, and water supply.
- ❖ Complete comprehensive background checks on yourself and anyone living in your home 17 years old or older.

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*Note: This bulletin does not render legal or other professional advice concerning the child care licensing law or process. If you need this advice, please contact DECAL.*



- ❖ Submit proof to DECAL that, if applicable, your landlord or homeowners' association agrees for you to have a FCCLH home.
- ❖ Create a record-keeping system for child records, written policies, and documentation of operational practices (e.g., medicine administration, fire drills).
- ❖ Comply with requirements related to children's activities; nutrition and foodservice; health, safety, and discipline; supplies and equipment; and building and grounds.

For a complete explanation of FCCLH licensing requirements, go to:  
<http://www.dec.state.ga.gov/CCS/FamilyChildCareLearningHome.aspx>.

### **Family Child Care Learning Home (FCCLH) Licensing Key Steps in Process**

1. Pre-Licensing Training Offered (Optional)
2. Complete Family Child Care Learning Home Licensing Orientation (FOM) Course (formerly LOM) **Note: Course is Online and Can Be Started at Any Time**
3. Assemble Necessary Documents and Approvals
4. Submit A Completed Application
5. Applicant Services Unit (ASU) Consultant Assigned
6. Phone Consultation with ASU Consultant
7. Initial Licensing Study (ILS) Visit scheduled  
Home needs to be set up and ready to go
8. If ILS Visit is Successful, a Permission to Operate (PTO) Designation is Granted. You have a license!

### **Definition of a Family Child Care Learning Home in the DECAL Licensing Law**

*290-2-3-.03 (K) - "Family Child Care Learning Home" or "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.*

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## **\*More About Us-We Are Here to Help**

The **Explore-FCC** Career Success Project is available to provide coaching and other supports to individuals in Greater Atlanta seeking to open a Family Child Care Learning Home (FCCLH). **Explore-FCC** serves the 13 county, greater Atlanta area with priority on zip codes with low or very low scores on Child Well-being measures established by United Way of Greater Atlanta. **Explore-FCC** helps individuals who are in the early stage of exploring family child care as a career, as well as those applying for a license to open a FCCLH home. The **Explore-FCC** Career Success Project is operated by the Professional Family Child Care Alliance of Georgia (PFCCAG) and funded by United Way of Greater Atlanta and Joseph B. Whitehead Foundation. For more information and to see if you qualify for one-on-one coaching, send an e-mail to [info@pfccag.org](mailto:info@pfccag.org) or visit the PFCCAG Website: [www.pfccag.org](http://www.pfccag.org).

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