



Georgia's Source for Finding Quality Child Care

**REFERRAL DATABASE  
ENROLLMENT FORM  
*for*  
FAMILY CHILD CARE  
HOMES**

[www.allgkids.org](http://www.allgkids.org)



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## ENROLLMENT INSTRUCTIONS

1. COMPLETE the Enrollment Form.
2. SEND pages 3-6 to us:

**By Mail:**

Quality Care for Children  
c/o Data Team  
50 Executive Park South, Suite 5015  
Atlanta, GA 30329

**By Fax:** 404-479-4166

**By Email:** [support@qualitycareforchildren.org](mailto:support@qualitycareforchildren.org)

Allow 1-2 weeks for processing. You will be contacted once your information is entered.

3. Keep your information current.

Contact us to update your information anytime it changes (rates, hours, phone number, etc.) or go to

[www.qualitycareforchildren.org/ccp/updateform.asp](http://www.qualitycareforchildren.org/ccp/updateform.asp).

4. Contact us. Questions about this form?

Call toll-free at **877-ALL-GA-KIDS** (877-255-4254) or 404-479-4240 (Metro Atlanta).



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# FAMILY CHILD CARE ENROLLMENT FORM

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT # \_\_\_\_\_

CITY & ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM ABOVE): \_\_\_\_\_

CITY & ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ 2<sup>nd</sup> PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

NEARBY MAJOR INTERSECTION: \_\_\_\_\_

What is your **Bright from the Start: REGISTRATION NUMBER**? \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**Please enclose copy of your Bright from the Start registration.**

What is the maximum number of children that you will care for, not including your own? \_\_\_\_\_

How many vacancies do you presently have? \_\_\_\_\_

What is the age range of the children that you will accept for care? \_\_\_\_\_ wks/mo/yrs to \_\_\_\_\_ wks/mo/yrs

### SPECIAL SERVICES:

Do you provide transportation to and from the child's home? Yes No

Do you provide transportation to and from the child's school? Yes No

If YES, what schools?

What school sends a bus to pick up and drop off children near your home? *Example: Shadowridge Elementary School*

Is your home within walking distance of public transportation? Yes No

Do you occasionally accept children for overnight care? Yes No

Do you occasionally accept children for care on a weekend? Yes No

Please list any languages other than English in which you are fluent. \_\_\_\_\_

Circle days of the week that you provide care. Sun Mon Tues Wed Thurs Fri Sat

What are the hours that you offer care in your home? \_\_\_\_ : \_\_\_\_ AM / PM to \_\_\_\_ : \_\_\_\_ AM / PM



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**DO YOU ACCEPT CHILDREN FOR:**

	YES	NO		YES	NO
Full Time	___	___	Temp/Emergency	___	___
Part Time	___	___	24-Hour Care	___	___
Drop In	___	___		___	___

**DOES YOUR DAY SCHEDULE INCLUDE:**

All Day	___	___	Afternoon Only	___	___
Overnight	___	___	Before School	___	___
Morning Only	___	___	After School	___	___

**WILL YOU ACCEPT CHILDREN FOR:**

Full Week	___	___	Rotating	___	___
Part Week	___	___	Weekend	___	___

**WILL YOU ACCEPT CHILDREN FOR:**

Full Year	___	___	Summer Only	___	___
School Year	___	___	Vacation/Holiday	___	___

Please fill out fees only for the ages of children for which you provide care.

Full time, for ages 0 to age 6 months \$ \_\_\_\_\_ per week

Full time, for ages 7 to age 12 months \$ \_\_\_\_\_ per week

Full time, for ages 13 to age 24 months \$ \_\_\_\_\_ per week

Full time, for ages 25 to age 36 months \$ \_\_\_\_\_ per week

Full Time, for preschool (3 Years) \$ \_\_\_\_\_ per week

Full time, for preschool (4 Years) \$ \_\_\_\_\_ per week

Summer care, for age 5 and up \$ \_\_\_\_\_ per week

Before/After school care, for age 5 and up \$ \_\_\_\_\_ per week

Any additional fees? Yes / No \_\_\_\_\_  
Please list

**ENVIRONMENT:** Do you have children under age 18 living in your home? Yes No

Are parents encouraged to be involved in your program? Yes No

Is your yard fenced? Yes No

Do you have pets? What kind? \_\_\_\_\_ Yes No

Is there any smoking in your home? Yes No

Do you have scheduled outdoor activities? Yes No

Do you have a pool? Yes No



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Does your home have a security system?	Yes	No
Do you have arrangements for a substitute in case of your illness or absence?	Yes	No
Would you be willing to offer Respite care for children with special needs? (This is usually done on the weekends).	Yes	No

Is your family child care program in a:  
house, apartment, town house, duplex, mobile home, or a non-residential setting?

**MEALS:**

Do you provide breakfast?	Yes	No
Do you provide lunch?	Yes	No
Do you provide morning and afternoon snacks?	Yes	No
Do you provide supper?	Yes	No
Will you accommodate a child on a special diet?	Yes	No
Are you on a Child Care Food Program?	Yes	No
If YES, what is the name of your sponsoring agency? _____		

**SUBSIDIES:**

Do you accept families receiving subsidized care (CAPS)?	Yes	No
Do you give a discount if a family has more than one child in care with you?	Yes	No

Indicate with a check whether you or your staff has had any training or experience, serving children with the special needs listed.

ADD/ADHD	Asperger's Syndrome	Asthma/Allergy
Autism	Behavioral Disorder	Bi-Polar Disorder
Blind/Visual Impairment	Cerebral Palsy	Chromosomal Disorder
Deaf/Hearing Impairment	Developmental Delay	Diabetes
Down Syndrome	Epilepsy/Seizure Disorder	Feeding Tube
HIV/AIDS	Hydrocephalus	Learning Disabilities
Mental Retardation	Monitors – Infant, Heart, Apnea	Muscular Dystrophy
Physical Disability/Equipment	Premature	Sensory Integration Disorder
Sickle Cell	Social/Emotional Disorder	Speech/Language
Spina Bifida	Tourette Syndrome	Traumatic Brain Injury

The Americans with Disabilities Act (ADA) prohibits child care programs from discriminating against children, employees, or parents based on the fact that the person has a disability. It is a provider's responsibility to know and abide by the regulations of the ADA. Quality Care for Children complies with the ADA and will not restrict the type of referrals that parents of children with special needs receive.



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**TRAINING/EDUCATION:** Please submit copies of training certification.

Family Child Care Training (please check all that apply)

<b>Date</b>		Yes	No	
_____	How to Start			High School Education/GED
_____	First Aid			Technical College Certification
_____	CPR			Associate Degree
_____	Health and Safety			4 Year Degree
_____	Fire Safety			Health-related Degree
_____	Inclusion/Special Needs			Degree - Special Education
_____	Registration Orientation Meeting (ROM)			Degree - Early Childhood Education

Is your degree child related? YES / NO

**FAMILY CHILD CARE EXPERIENCE:**

- |  |  |
|--|--|
| <input type="checkbox"/> Experience less than 1 year | <input type="checkbox"/> Experience 1 - 3 years        |
| <input type="checkbox"/> Experience 4 - 10 years     | <input type="checkbox"/> Experience more than 10 years |

**Is there anything unique about your program that you would like to add?**

\_\_\_\_\_

<b>CREDENTIALS ACHIEVED</b>			<b>Exp. Date</b>			<b>Exp. Date</b>
NAFCC Accreditation	Yes	No	_____	FCC Home of Distinction	Yes	No _____
FCC Home of Recognition	Yes	No	_____	FCC Home of Merit	Yes	No _____
CDA	Yes	No	_____			

**Memorandum of Understanding**

By signing I, the provider, understand and agree to the following:

I will notify Quality Care for Children any time I have a change in my contact information. (address, phone, etc.)

I will return messages within 48 hours when called for updating purposes.

I acknowledge that the information on this form is correct as of this date.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enclose copy of your Bright from the Start registration certificate.**



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## Frequently Asked Questions

### **How does the enrollment process work? How can I keep my information updated?**

It takes a 1- 2 weeks to process your enrollment form. Contact us every six months to update your records or when there are changes in your program. This will allow us to provide accurate information about your child care business to parents. You may update your information by phone or online at [www.qualitycareforchildren.org/ccp/information.asp](http://www.qualitycareforchildren.org/ccp/information.asp)

### **How do parents get referrals from Quality Care for Children?**

There are three ways that parents receive referrals from us.

- Phone – Parents may call us to conduct an in-depth referral search with one of our Parent Counselors. This service is available Monday through Friday (excluding most major holidays).
- Internet – Through the Online Search, parents can access child care and school-age programs from the comfort of home.

### **How many referrals can I expect to get from Quality Care for Children?**

There are several factors that may affect the amount of potential customers that will contact you through our referral services. Consider the following:

- *Do I open my program early enough? Do I close my program late enough for working parents?*
- *Are my rates competitive in my area? Are they too high? Too low?*
- *How many other providers are in my immediate area?*
- *Do I accept CAPS (child care subsidy)?*
- *Do I offer incentives like multi-child discounts, a sliding scale, scholarships?*
- *Am I unlawfully turning away children with special needs?*

After you have made your business to reflect the needs of your community, contact us to make sure your information reflects any changes you have made.

A good marketing plan involves a variety of strategies. Although you may receive referrals from us, you should also consider other ideas such as print advertisement, signs, community or religious bulletins, open houses, etc. One of the best marketing strategies is word-of-mouth.

### **Are programs listed in any particular order on the Online Search?**

Programs are listed randomly, not alphabetically. No one is given preferential treatment through our referral services. In some cases, when online users have narrowed their choices in care options, a limited amount of programs will appear onscreen.



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## Why Should I Enroll with Quality Care for Children?

After successfully completing your official Child Care Resource & Referral enrollment form, you will be eligible to:

- Be referred to parents who use our Referral Line or Online Search
- Receive announcements on state-approved trainings
- Enrich valuable data for child care industry statistics
- Receive provider newsletters from your local child care resource & referral agency
- Get notifications of grant opportunities



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Atlanta, GA 30329

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