MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

SUBSIDY INSPECTION REPORT

INSPECTION START TIME	INSPECTION END TIME
11:17 am	12:45 pm

DATE	CI NAME	TYPE OF INSPECTION
March 5, 2025	Jacob Nelson	Renewal

FACILITY NAME	FACILITY DVN
Journey Zone Learning Center for Kids	002551439

FACILITY OWNER	FACILITY DIRECTOR/PROVIDER
Heritage Baptist Temple	Dinvir Calvillo

FACILITY PHONE NUMBER	FACILITY EMAIL ADDRESS
(417) 288-2045	journeyzonehbc@gmail.com

FACILITY ADDRESS (PHYSICAL LOCATION)	CITY	STATE	ZIP
690 Lynn St	Lebanon	MO	65536

COUNTY	MAILING ADDRESS IF DIFFERENT	FACILITY TYPE
Laclede	PO BOX 685, LEBANON, MO 65536	LE

CONTRACT EXPIRATION DATE (RENEWING PROVIDERS)	EXEMPTION VERIFIED	HOURS OF OPERATION
3/31/25	☑YES ☐NO	Mon-Fri 7am-5pm

AGE RANGE	LIMITATIONS
6wks-13yrs	No Limitations.

CAPACITY
99

ATTENDANCE AT INSPECTION (LIST # OF CAREGIVERS AND CHILDREN)

Dinvir Calvillo (director) and Katie Mino (cook) were present with zero (0) children.

Sydnie Wilson, Jane Bunch, and Sarah Key were present with six (6) children ages 4-months-old to 1-years-old.

Sydney Blankenship and Holland Boldra were present with five (5) children ages 2-years-old to 3-years-old.

Melissa Stroup and JoAnna Brazeal were present with fourteen (14) children ages 2-years-old to 3-years-old.

Rebecca Rodgers and Amber Littlebear were present with six (6) children ages 3-years-old to 4-years-old.

Kayla Anderson, Brandy Ruble, and Bailey McDermott were present with sixteen (16) children ages 3-years-old to 5-years-old.

A. RATIO	C	NC	NO	NA
1. Any person who is caring for six or fewer children, shall not care for more than six children and no more than three children under the age of two.				✓
2. One adult caregiver is onsite at the facility at all times.	✓			
3. Birth through two years shall have no less than one adult caregiver to four children, with no more than eight children in a group.	✓			
4. Age two years shall have no less than one caregiver to eight children, with no more than sixteen children in a group.	✓			
5. Ages three through four years shall have no less than one caregiver to ten children with no more than twenty children in a group.	✓			
6. Ages five and up shall have no less than one caregiver to every sixteen children with no more than forty-eight children in a group.			✓	

B. BUILDING AND PHYSICAL PREMISES SAFETY	C	NC	NO	NA
1. Compliant with any applicable local ordinances, codes, and regulations.			✓	
2. Operable smoke detector(s) on the ceiling or wall at a point centrally located.	✓			
3. Operable fire extinguisher.	✓			
4. Operable carbon monoxide detector(s) in accordance with the manufacturer's instructions on the ceiling or wall at a point centrally located.	✓			
5. Inside space for play and napping.	✓			
6. Clean and free of insects, rodents, and vermin.	✓			

C- Compliant NC- Non Complaint NO- Not Observed NA- Not Applicable

7. Food preparation area is clean.	✓			
8. Hazardous items inaccessible to children.	✓			
9. Have working heating and cooling system.	✓			
10. Have potable, running water, at least one flushable toilet and one sink for hand-washing accessible to children.	✓			
11. Toilet paper, soap, hand drying towels (paper or cloth) are accessible to children.	✓			
12. Be free of smoke, illegal substances, and criminal activities.	✓			
13. Weapons and ammunition are stored in locked cabinets and are inaccessible to children.				✓
14. Provide adequate supervision at all times.	✓			
15. The outdoor area is continuously fenced or, have a department approved, supervision plan.	✓			
16. Pools and open water areas are not accessible to children without adult supervision.				✓
17. Outdoor play equipment is well-constructed and free of hazards.	✓			
18. Play area is safe, maintained, and free of hazards.	✓			
C. FURNITURE, EQUIPMENT, & MATERIALS	**C**	**NC**	**NO**	**NA**
1. Furniture, toys, and play equipment are age-appropriate, in good working order and free of sharp, loose, or pointed parts.	✓			
2. Adheres to safe sleep practices, if caring for infants.			✓	
D. ANIMALS	**C**	**NC**	**NO**	**NA**
1. Animals are non-threating to children.				✓
2. Animals do not have a history of attacking or injuring human beings or other animals.				✓
3. Animals are disease free and have all required vaccines.				✓
4. Indoor and outdoor areas used by children are free of animal excrement.	✓			
5. Litter boxes are not located in food preparation or serving area and are inaccessible to children.				✓
E. DISASTER AND EMERGENCY PREPAREDNESS	**C**	**NC**	**NO**	**NA**
1. The Emergency preparedness and response plan is available and posted.	✓			
2. The child care provider has a written emergency preparedness and response plan.	✓			
3. The plan is reviewed and updated regularly.	✓			
4. The plan includes steps for evacuation, relocation, shelter-in-place, and lock down.	✓			
5. The plan includes a record of practice drills.	✓			
6. The plan outlines how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency.	✓			
F. HEALTH REQUIREMENTS	**C**	**NC**	**NO**	**NA**
1. Child care provider and all child care staff are in good physical and emotional health with no physical or mental conditions which would interfere with child care responsibilities.	✓			
2. The provider shall have a completed medical examination report dated no more than ninety (90) days prior to applying for subsidy. (SOF only)				✓
3. The provider and staff have a Tuberculosis (TB) Risk Assessment form (MO580- 3015) on file.	✓			

C- Compliant NC- Non Complaint NO- Not Observed NA- Not Applicable

	C	NC	NO	NA
4. The provider and staff are not under the influence of alcohol or other substances while caring for children, while on the premises, or in any vehicles used by the program.	✓			
G. PRE SERVICE TRAINING	**C**	**NC**	**NO**	**NA**
1. The provider and staff involved in the care of the children, are registered with DESE's designated professional development system and have a Missouri Professional Development Identification (MOPD ID) number from DESE.	✓			
2. Subsidy Orientation Training has been completed by one staff member responsible for maintaining compliance.	✓			
3. CCDF Health & Safety Training has been completed within 90 days of employment and before a staff member provided unsupervised direct care to children.	✓			
4. Missouri Milestones Matter Training has been completed within 90 days of employment and before a staff member provided unsupervised direct care to children.	✓			
5. Caring for Vulnerable Children Training has been completed within 90 days of employment and before a staff member provided unsupervised direct care to children.	✓			
6. The provider and staff have age-appropriate pediatric CPR/First Aid certification within 90 days of employment and before a staff member or volunteer provided unsupervised direct care to children.	✓			
H. ANNUAL TRAINING	**C**	**NC**	**NO**	**NA**
1. The provider and staff involved in the care of children have completed six hours of annual training as approved by DESE and documentation of training is viewable in DESE's designated professional development system.	✓			
2. The provider has a record of current certification in age-appropriate pediatric first aid and cardiopulmonary resuscitation (CPR) for all child care staff.	✓			
I. RECORD KEEPING	**C**	**NC**	**NO**	**NA**
1. The provider promptly provided DESE with access to eligible families and records without limitation.	✓			
2. The provider has enrollment records for each child who receives care.	✓			
Enrollment records include:				
1. The child's full name and date of birth.	✓			
2. The name, address, e-mail address, phone number, and other necessary contact information of each person legally responsible for each child.	✓			
3. Allergies to food, medications, insects, or other materials.	✓			
4. Daily medications, including dosage, time of administering, and route for administering.	✓			
5. Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child.	✓			
6. Record of completed immunizations.	✓			
7. Infants, feeding times and amount of breast milk or formula per feeding.	✓			
8. All records for children shall be retained for five (5) years.	✓			
The child care provider has a time and attendance register of all children who receive care from the provider that includes:				
1. The dates and times that the child received subsidized child care services, showing the date that the child arrived and the time that the child was picked up.	✓			
2. The name of the person who dropped off the child and the name of the person who picked up the child.	✓			
J. CRIMINAL BACKGROUND CHECKS	**C**	**NC**	**NO**	**NA**
1. All child care staff members have a valid eligibility letter in accordance with Section 210.1080, RSMo, and 5 CSR 25-600.	✓			
2. The results of a criminal background check has been completed for staff prior to employment or presence in the child care facility.	✓			
3. Criminal background checks are completed for each child care staff member every five (5) years.			✓	
4. Criminal background checks are completed for each child care staff member if they are separated from employment for 180 days or more.			✓	

K. GENERAL TERMS	C	NC	NO	NA
The provider shall:				
1. Not deny a child admission to, or the benefits of, any program provided by the contractor for child care services on the basis of religion.			✓	
2. Maintain confidentiality of individuals participating in subsidy.			✓	
3. Provider is at least eighteen years of age.	✓			
4. All additional staff members providing child care services and counted in staff child ratio are at least 16 years of age.	✓			
5. The provider shall provide all child care services, with the exception of transportation to and from care and field trips, at the physical location specified in the contract.	✓			
6. The provider shall not claim services for their own child. This includes biological, adopted, foster, or any child included in the provider's personal household.	✓			
7. The provider shall not claim services for an employee's child when the employee is providing direct care to their own child.	✓			
8. Ensure no child care staff members shall be engaged in other employment during the hours child care services are provided.			✓	
9. Establish a written discipline plan that includes simple, understandable rules for children's behavior.			✓	
10. Allow custodial parents or legal guardians to have unlimited access to their children, during the normal hours of operations and whenever children are in the care of the provider.			✓	
11. Notify all custodial parents and legal guardians of the following information:				
a. Telephone number where the provider can be reached;			✓	
b. The location of the Discipline Policy; and			✓	
c. The location of the Emergency Preparedness and Response Plan.			✓	
12. Notify custodial parents and legal guardians if the child care provider does not have immediate access to a telephone and provide parents with an alternative, effective method of communication.			✓	
13. Have written policies that prevent suspension, expulsion, and denial of services of children birth to age five due to behavior.			✓	
14. Refer families to the DESE designated child care resource program to find alternative child care arrangements in the event they are no longer able to provide child care services.			✓	
15. Report suspected child abuse and neglect.			✓	
16. Cooperate with any investigations, audits, or other requests of the department.			✓	
17. Follow all statutes, regulations, and policies of the department.			✓	
18. Report the addition of any new household members seventeen (17) years of age or older, or when a current household member turns seventeen (17) years of age.			✓	
19. Not utilize physical or corporal punishment including, but not limited to, spanking.			✓	

L. NOTIFICATION REQUIREMENTS	C	NC	NO	NA
The provider shall:				
1. Report child deaths and serious injuries to DESE within twenty-four (24) hours of the incident. A child death or serious injury includes, but is not limited to: ➢ The death of a child if the child died while in the care of the provider; ➢ The death of a child enrolled with the provider if the child died of a contagious disease; or ➢ A "serious injury" to a child that occurred while the child was at the provider's facility or away from the provider's facility but still in the care of the provider, if an injury results in the child being treated by a medical professional or admitted to a hospital.			✓	
2. Immediately, and no later than twenty-four (24) hours later, notifies DESE, in writing, if the provider becomes aware of any circumstances which may render the provider unable to perform any of its obligations under the agreement.			✓	

3. Report the following changes to DESE in writing within ten (10) calendar days: physical address, mailing address, telephone number, email address, or any other circumstance, incident, or occurrence that would alter any information provided by the provider to issue this contract.			✓	
M. Provider Policy Manual	**C**	**NC**	**NO**	**NA**
The provider shall:				
1. The child care provider shall have a written policy manual that includes policies for the following:	✓			
a. Handwashing	✓			
b. Healthcare	✓			
c. Administering medication	✓			
d. Food and nutrition	✓			
e. Behavior management and guidance	✓			
f. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment	✓			
g. Emergency planning	✓			
h. Physical child care area	✓			
i. Transportation	✓			

COMPLIANCE TYPE	VIOLATION	VERIFICATION DATE
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		

C- Compliant NC- Non Complaint NO- Not Observed NA- Not Applicable

NOTES

C- Compliant NC- Non Complaint NO- Not Observed NA- Not Applicable