



## REQUIRED DOCUMENTS

**ATTENDANCE AT INSPECTION (LIST # OF CAREGIVERS AND CHILDREN)**

Notes:

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

4. Operable carbon monoxide detector(s) in accordance with the manufacturer's instructions on the ceiling or wall at a point centrally located.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Inside space for play and napping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean and free of insects, rodents, and vermin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Food preparation area is clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous items inaccessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have working heating and cooling system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have potable, running water, at least one (1) flushable toilet and one (1) sink for hand-washing accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Toilet paper, soap, hand drying towels (paper or cloth) are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Be free of smoke, illegal substances, and criminal activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Weapons and ammunition are stored in locked cabinets and are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. Provide adequate supervision when outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. The outdoor area is continuously fenced or, have a department approved, supervision plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Pools and open water areas are not accessible to children without adult supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Outdoor play equipment is well-constructed and free of hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Play area is safe, maintained, and free of hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. FURNITURE, EQUIPMENT, &amp; MATERIALS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
1. Furniture, toys, and play equipment are age-appropriate, in good working order and free of sharp, loose, or pointed parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adheres to safe sleep practices, if caring for infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>D. ANIMALS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
1. Animals are non-threatening to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Animals do not have a history of attacking or injuring human beings or other animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Animals are disease free and have all required vaccines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Indoor and outdoor areas used by children are free of animal excrement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Litter boxes are not located in food preparation or serving area and are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>E. DISASTER AND EMERGENCY PREPAREDNESS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
1. The Emergency preparedness and response plan is available and posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The child care provider has a written emergency preparedness and response plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The plan is reviewed and updated regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The plan includes steps for evacuation, relocation, shelter-in-place, and lock down.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The plan outlines how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. HEALTH REQUIREMENTS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The provider shall have a completed medical examination report dated no more than ninety (90) days prior to applying for subsidy. (SOF only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. The provider and staff have a Tuberculosis (TB) Risk Assessment form (MO580- 3015) on file.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. PRE SERVICE TRAINING</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Subsidy Orientation Training has been completed by one (1) staff member responsible for maintaining compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. CCDF Health & Safety Training has been completed within ninety (90) days of employment and before a staff member provided unsupervised direct care to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The provider and staff have age-appropriate pediatric CPR/First Aid certification within ninety (90) days of employment and before a staff member or volunteer provides unsupervised direct care to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. ANNUAL TRAINING</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The provider has a record of current certification in age-appropriate pediatric first aid and cardiopulmonary resuscitation (CPR) for all child care staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. RECORD KEEPING</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
1. The provider promptly provided DESE with access to eligible families and records without limitation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>The provider has records for each child who receives care that includes:</b>				
2. The child's full name and date of birth.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The name, address, e-mail address, phone number, and other necessary contact information of each person legally responsible for each child.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Allergies to food, medications, insects, or other materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Infants, feeding times and amount of breast milk or formula per feeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Record of completed immunizations as required in 210.003.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Daily medications, including dosage, time of administering, and route for administering.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. All records for children shall be retained for five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>The child care provider has a time and attendance register of all children who receive care from the provider that includes:</b>				
10. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The name of the person who dropped off the child and the name of the person who picked up the child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. CRIMINAL BACKGROUND CHECKS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
1. All child care staff members have a valid eligibility letter in accordance with Section 210.1080, RSMo, and 5 CSR 25-600.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The results of a criminal background check has been completed for staff prior to employment or presence in the child care facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Family Care Safety Registry (FCSR) check has been completed by the provider, for all child care staff members, annually.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Criminal background checks are completed for each child care staff member every five (5) years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Criminal background checks are completed for each child care staff member if they are separated from employment for 180 days or more.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>K. GENERAL TERMS</b>	<b>C</b>	<b>NC</b>	<b>NO</b>	<b>NA</b>
<b>The provider shall:</b>				
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Maintain confidentiality of individuals participating in subsidy.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Ensure all child care staff members are at least eighteen (18) years of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Provide child care services at the physical location specified on the agreement, with the exception of transportation to and from care and field trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Ensure no child care staff members shall be engaged in other employment during the hours child care services are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Establish a discipline plan that includes simple, understandable rules for children's behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Have policies that prevent suspension, expulsion, and denial of services of children birth to age five due to behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Report suspected child abuse and neglect.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Cooperate with any investigations, audits, or other requests of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Follow all statutes, regulations, and policies of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Report the addition of any new household members eighteen (18) years of age or older, or when a current household member turns eighteen (18) years of age.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Select One		
Select One		
Select One		
Select One		
Select One		
Select One		
Select One		

NOTES		