



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00036

Health and Safety Checklist for LEX Child Care Providers (Build 31)

Date: 06/15/2022

## GENERAL INFORMATION

Missouri DVN	001987604
Child Care Facility Name	ST PAULS CHILD CARE CENTER
Date of Referral from CCSAU	5/31/2022
CCSAU Representative Assigned to Provider	CHRISTINA
Type of Monitoring	Renew
Registration Expiration Date (Renewing Providers)	6/30/2022
Child Care Facility Physical Address	207 N OWEN ST
City	CALIFORNIA
State	MO
County	MONITEAU
Zip Code	65018
Region	6
Mailing Address Different from Physical address	NO
Child Care Facility Type	RIC
DHSS Exemption Verified	
Religious in Compliance Fire Safety and Health	Fire Safety Inspection-11/1/2021.
Sanitation Inspection Verified	Sanitation-8/23/2021
Child Care Facility Phone Number	573-796-1997
Child Care Facility Email	SPCCC@STPAULSLUTHERAN1860.COM
Child Care Facility Director	SPCCC@STPAULSLUTHERAN1860.COM
Child Care Facility Director Email	SARA TURNER
Names of Staff (Other than Provider)	
Yes-New hire staff as of May 2022-Cindy Bell, Angela Dumsday, Damien Kinchens	

## ADDITIONAL INFORMATION

Hours of Operation	6:30AM-6:00PM-Monday-Friday
Number of Children Enrolled	22
Age Range of Children in Care	6-weeks-5Yrs.
Monitoring Completed By	Specialist # 18
Verification of Address	





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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

Date of On-Site Monitoring 06/14/2022  
Follow-Up Visit Required? Yes  
Follow-Up Visit Completed? Yes  
Date of Follow-Up to Initial or Annual Monitoring 06/15/2022  
Upload Provider Staff Listing File  
1 photo  
Photo 1

MISSOURI DEPARTMENT OF SOCIAL SERVICES  
CHILDREN'S DIVISION - EARLY CHILDHOOD SECTION  
CHILD CARE PROVIDER RELATIONS UNIT

CHILD CARE PROVIDER STAFF LISTING

All staff/volunteers must have on file a Tuberculosis (TB) Risk Assessment form completed, signed and dated by a medical professional no more than twelve (12) months prior to hire.

All staff/volunteers responsible for the direct supervision of children must complete any training on specific Health and Safety topics and any training required by the Division.

INSTRUCTIONS: Print the name of the child care provider/facility, DVN, and list the full name for all staff/volunteers as well as their MOPD ID. For each staff/volunteer listed indicate (1) if they have a Tuberculosis Risk Assessment on file by circling YES or NO, and (2) if they have completed required training by circling YES, NO, or N/A for "Not Applicable," if the staff member/volunteer is not required to complete training because they are not responsible for direct supervision of children. Make copies and attach additional sheets if necessary.

CHILD CARE PROVIDER/FACILITY NAME: St. Paul's Child Care Center  
DEPARTMENTAL VENDOR NUMBER (DVN): 001A87404

FULL NAME OF ALL STAFF/VOLUNTEERS (Print)	MOPD ID	TB Risk Assessment on File (Check YES or NO)	Required Training Completed (Check YES, NO, or N/A)
Gindy Bell	129825	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Doris Kischer	883802	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Beth Hutchison	010746	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Shelby Hummel	160518	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Emily Kitchens	141757	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Damon Kitchens	838198	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Angela Dumsday	167626	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Justin Kitchens	167626	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Vicki Kitchens	108537	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Alyssa Maurer	108537	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Peggy Scott	895448	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
Sara Turner	838204	YES <input checked="" type="checkbox"/>	YES <input checked="" type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>
		YES <input type="checkbox"/>	YES <input type="checkbox"/>

Mail, fax, or email the completed form to:  
Children's Division - Child Care Provider Relations Unit  
PO Box 88  
Jefferson City, MO 65103-0088  
Fax: (573)526-9586  
CD.ASACPRU@ds.mo.gov

CD-258 (REV 9/20)

## RATIOS - BIRTH THROUGH TWO YEARS

Groups composed of mixed ages through two (2) years-old shall have no less than one (1) adult to four (4) children, with no more than eight (8) children in a group.

Number of Classrooms 1  
Notes (If Any)

Classroom 1  
Number of Children 4  
Number of Staff 2  
Compliance - Classroom 1 In Compliance - Verified on-site  
Technical Assistance Provided (If Any)

## RATIOS - AGE TWO YEARS



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

Groups composed solely of two (2) year-olds shall have no less than one (1) adult to eight (8) children, with no more than sixteen (16) children in a group.

Number of Classrooms 1

Notes (If Any)

### Classroom 1

Number of Children 9

Number of Staff 2

Compliance - Classroom 1 In Compliance - Verified on-site

Technical Assistance Provided (If Any)

## RATIOS - AGES THREE THROUGH FOUR YEARS

Groups composed solely of three (3) and four (4) year-olds shall have no less than one (1) adult to ten (10) children with no more than twenty (20) children in a group.

Number of Classrooms 1

Notes (If Any)

### Classroom 1

Number of Children 6

Number of Staff 1

Compliance - Classroom 1 In Compliance - Verified on-site

Technical Assistance Provided (If Any)

## RATIOS - AGES FIVE AND UP

Groups composed solely of children five (5) years old or older shall have no less than one (1) adult to every sixteen (16) children with no more than forty-eight (48) children in a group.

Number of Classrooms 0

Notes (If Any)

## LOCAL ORDINANCES, CODES, AND REGULATIONS



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care facility applicant or registered child care facility must cooperate and allow for an unannounced on-site inspection by the division or designee at initial application and annually thereafter.

The child care facility shall meet local ordinances, codes, and regulations, particularly with regard to fire safety and smoke or carbon monoxide detectors.

### Smoke Detector(s) -

The child care provider applicant shall install and maintain operable smoke detector(s) in accordance with the manufacturer's instructions on the ceiling or wall at a point centrally located in a corridor or other area giving access to rooms used for providing child care services and ensure that when activated the smoke detector(s) shall provide an alarm.

Compliance Not Applicable - Verified by DHSS

### Carbon-Monoxide Detector(s) -

The child care provider applicant shall install and maintain operable carbon monoxide detector(s) in accordance with the manufacturer's instructions on the ceiling or wall at a point centrally located in a corridor or other area giving access to rooms used for providing child care services and ensure that when activated the carbon monoxide detector(s) shall provide an alarm.

Compliance Not Applicable - Verified by DHSS

### Fire Extinguisher(s) -

The child care facility shall be equipped with a working fire extinguisher.

Compliance Not Applicable - Verified by DHSS

## PHYSICAL SPACE

The child care facility must have inside space for play and napping.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility shall be clean and free insects, rodents, and vermin.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The food preparation area is clean and equipped to prepare snacks and meals.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility shall maintain a routine schedule of cleaning, sanitizing, and disinfecting.

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care facility shall ensure that all cleaning, sanitizing, and disinfecting products are not used in close proximity to any children and that adequate ventilation should be maintained during use.

\*Provider signature captured on Attestation Page

The child care facility shall ensure that all hazardous materials must be inaccessible to children.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility must have a constant temperature not less than sixty-five (65) degrees Fahrenheit and not higher than eighty-five (85) degrees Fahrenheit

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility must have potable, running water, at least one (1) flushable toilet and one (1) sink for hand-washing accessible to children.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility must have hygiene items such as toilet paper, soap, hand drying towels (paper or cloth) that are accessible to children.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility shall ensure that any child in care does not have exposure to smoke, alcohol, or illicit drugs.

Compliance In Compliance - Verified on-site

Provider submitted a Smoking Supervision Plan

☐

Technical Assistance Provided (If Any)

The child care facility must be free of illegal substances and criminal activities.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility shall ensure weapons and ammunition are stored in locked cabinets and are inaccessible to children.

Compliance Not Applicable

Reason Item Not Applicable No weapons or ammunition identified on site.



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care provider applicant shall be aware and monitor the child care area:

- To ensure outlets, appliances, and fixtures should be properly installed, in good working order, and tamper resistant.
- To ensure electric devices should not be plugged in near a water source.
- To ensure appropriate disposal of bio-contaminants.
- Is safe from potential air, soil, and water contamination
- Is safe from toxic or hazardous building materials
- Is safe from potential hazards in the surrounding community such as, but not limited to, pesticides, electrical sub-stations, gas lines, propane tanks, industrial facilities, etc.
- Is safe from hazards such as dryers, washing machines, gasoline, propane, fireplaces, portable heaters, etc.

\*Provider signature captured on Attestation Page

## OUTDOOR PLAY AREA

The outdoor play area should either be continuously fenced to ensure that the children cannot leave and others cannot enter the premises without supervision, or if not continuously fenced, the child care provider applicant shall have a written, division approved, supervision plan that outlines how children are monitored in the outdoor play area.

Compliance In Compliance - Verified on-site

Provider submitted an Outdoor Supervision Plan ☐

Technical Assistance Provided (If Any)

All open water and water hazards should be enclosed to prevent access by any child in care or the child care provider applicant shall have a written, division approved, supervision plan that details how the children are monitored to prevent access to any open water area.

Compliance Not Applicable

Reason Item Not Applicable No open water or water hazards identified on site.

Outdoor play equipment is well-constructed and free of hazards.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

Play areas are checked regularly for trash, sharp objects, tools, etc. and shall be safe, maintained, and have no hazards.

Compliance In Compliance - Verified on-site

Technical Assistance Provided (If Any)

## ANIMALS

Animals must be non-threatening to children.

Compliance Not Applicable

Reason Item Not Applicable No animals identified on-site



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

None of the animals may have a history of attacking or injuring human beings or other animals.

Compliance

Not Applicable

Reason Item Not Applicable

No animals identified on site.

The animals must be disease free and have all required vaccinations according to state and local law.

Compliance

Not Applicable

Reason Item Not Applicable

No animals identified on site.

Indoor and outdoor areas used by children are free of animal excrement.

Compliance

In Compliance - Verified on-site

Technical Assistance Provided (If Any)

Litter boxes are not located in food preparation or serving area and inaccessible to children.

Compliance

Not Applicable

Reason Item Not Applicable

No animals or litter boxes identified on site.

## PREVENTION OF TRAUMA AND CHILD MALTREATMENT

The child care facility with any infant children in care, shall have a crib for each infant in care that does not pose any harm to the child and follow all safe sleep practices as recommended by the American Academy of Pediatrics (AAP).

Compliance

In Compliance - Verified on-site

Technical Assistance Provided (If Any)

The child care facility should ensure that all toys and play equipment are in good working order.

\*Provider signature captured on Attestation Page

The child care facility and all staff shall be aware and understand how to:

- Identify and prevent shaken baby syndrome and abusive head trauma
- Recognize the need to notify emergency medical assistance as a first step
- Show an understanding of the dangers of shaking or hitting a baby's head against something, knowing the risk factors and the triggers for abuse, and finding ways to seek help, support parents, and support other caregivers when their stress level is high.
- Show an understanding of strategies for coping with a crying, fussing, or distraught child.

\*Provider signature captured on Attestation Page

The child care provider applicant and each staff member should recognize as a mandated reporter, what and how to report suspected child abuse and neglect, to be aware of common physical and emotional signs and symptoms of child maltreatment and physical indicators or child behavioral indicators of abuse and neglect, as well as the characteristics of the caretaker, parent or guardian.

\*Provider signature captured on Attestation Page





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## EMERGENCY PREPAREDNESS AND RESPONSE PLAN

The child care provider applicant shall have a written emergency preparedness and response plan, which is reviewed and updated regularly, completed to include, at a minimum, steps for evacuation, relocation, shelter-in-place, and lock down, and posted in the child care area and readily accessible to parents or guardians. The plan should outline how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency.

The plan should be developed based on the child care provider applicant's knowledge of each child in care's development and abilities in order to keep them safe; how to observe and anticipate behavior to help each child in care avoid danger; and of accommodations for infant and toddlers, children with disabilities, and children with chronic medical conditions.

The plan should outline procedures and contingency plans for preparing for, responding, to, and recovering from emergencies, and any such as:

- i. Lost or missing child
- ii. Injuries or illness requiring medical or dental care
- iii. Mental health emergencies
- iv. Health and safety emergencies involving parents or guardians and visitors to the program
- v. Death of a child or staff member
- vi. The presence of a threatening individual who attempts or success in gaining entrance to the child care area
- vii. Tornado, earthquake, or other natural disaster
- viii. Man-made disasters, including a fire at the child care area
- ix. Emergencies that are unique to the location of the program, such as train derailment, industrial accident, etc.

Compliance \_\_\_\_\_ In Compliance - Verified on-site

Technical Assistance Provided (If Any) \_\_\_\_\_

The child care facility shall practice escape plans included within the emergency preparedness and response plan.

\*Provider signature captured on Attestation Page

The child care facility shall ensure that a list of emergency telephone numbers is readily available and posted in the child care area.

Compliance \_\_\_\_\_ In Compliance - Verified on-site

Technical Assistance Provided (If Any) \_\_\_\_\_

## TRANSPORTATION





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### Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care facility which, at any time, may transport any child in care, must follow transportation requirements based on federal, state, or local laws and regulations that is known and understood by each staff member. The facility should prepare each staff to understand:

- i. The safe care of children around vehicles, such as during drop-off and pick-up times.
- ii. A procedure to handle emergencies.
- iii. Parental notification of unscheduled outings at the time of enrollment.
- iv. Children should be seated in a permanent seat in the vehicle and properly restrained by seat belts or child restraint devices in accordance with state and federal laws and regulations.
- v. How devices are installed and used in accordance with manufacturer's instruction
- vi. How identification information, including the name and address of the provider, names of each child, names, addresses, and telephone numbers for each child's parent(s), will be carried in the vehicle and be accessible.
- vii. Children remain seated while the vehicle is in motion and that all doors shall be locked while the vehicle is moving.
- viii. How children will be assisted when entering or leaving a vehicle, including that all loading and unloading should occur from the curbside unless the vehicle is in a protected area or driveway.
- ix. How the child care provider applicant will ensure that children are not left unattended in a vehicle at any time.
- x. The child care provider applicant's plan for making face-to-name counts before leaving the facility, during field trips, and when returning to the facility and how the vehicle will be inspected to ensure no children are left on or under the seats.
- xi. How staff/child ratios are maintained at any time the provider is transporting children.

\*Provider signature captured on Attestation Page

The child care provider applicant shall ensure parents are informed when field trips are planned and maintain records of written parental consent for field trips and transportation. Parental notification is not necessary for short, unscheduled walks.

\*Provider signature captured on Attestation Page

### TUBERCULOSIS (TB) RISK ASSESSMENT AND TB TEST

#### Tuberculosis Risk Assessment -

The child care provider applicant and all staff members shall submit a "Risk Assessment for Tuberculosis" form, to be completed, signed, and dated by a medical professional no more than twelve (12) months prior to date of hire.

Compliance

Not Applicable

Reason Not Applicable

Compliance was verified during the annual DHSS inspection.

#### Tuberculosis Test -

If a child care provider applicant or staff has active, contagious tuberculosis - The child care provider applicant or staff must have on file documentation showing that a medical professional has certified that the child care provider applicant or staff is non-infectious before the child care provider may become registered.

Compliance

Not Applicable



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Date: 06/15/2022

Reason Item Not Applicable

Compliance was verified during the annual DHSS inspection.

## PREVENTION AND CONTROL OF INFECTIOUS DISEASES

The child care provider applicant shall ensure each staff member is aware of proper handwashing techniques and appropriate prevention of the transmission of illness that includes, at a minimum:

- i. The child care provider applicant and each staff member shall wash his or her hands with soap and running water after toileting or assisting a child with toileting, prior to food preparation or serving of food, after handling of pets or animals, after diapering a child, and when hands are soiled.
- ii. The child care provider applicant and each staff member shall teach and observe children wash their hands with soap and running water before eating, after toileting, after handling of pets or animals, and when hands are soiled.
- iii. The child care provider applicant nor any staff member shall not work when ill and likely to transmit an illness that might endanger the health or well-being of children.
- iv. The child care provider applicant and each staff member shall ensure that each child in care shall be observed for contagious diseases or other signs of illness on arrival and throughout each day.
- v. The child care provider applicant, or any staff member as appropriate, shall contact a parent or guardian when signs of illness are observed in any child in care. The child care provider applicant shall follow guidelines which outline symptoms that require parental contact and sending a child home as required in 19 CSR 30-60.060 (5-8) (RSMo)

\*Provider signature captured on Attestation Page

The child care provider applicant shall ensure each staff member is aware and understands the use of Standard Precautions developed by the U.S. Centers for Disease Control (CDC) to handle potential exposure to blood and other potentially infectious fluids. At a minimum, this policy should outline appropriate hand washing, use of disposable gloves, respiratory hygiene and cough etiquette, and safe handling of potentially contaminated surfaces.

\*Provider signature captured on Attestation Page

## ADMINISTRATION OF MEDICATION

The child care facility shall maintain a Medication and Administration Log for each child in care who requires any medication during care hours. The Medication and Administration Log shall be maintained in a confidential location available only to the child care provider applicant and the parent or guardian.

- i. The Medication and Administration Log shall, at a minimum, include the child's name, name of medication, dosage of medication, and frequency of administration signed and dated by the parent or guardian indicating written permission to administer.
- ii. The Medication and Administration Log shall, at minimum, include the date and time of each medication administration, the name of the individual administering the medication, the quantity of the medication give.

Compliance

Not Applicable

Reason Item Not Applicable

Compliance is verified during DHSS annual visit.



## Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

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### Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care facility shall ensure that medication prescribed for one child is never administered to another child.

\*Provider signature captured on Attestation Page

The child care facility shall ensure that all medications are in the original containers and labeled with the child's name, instructions for administration, and the physician's name and contact information.

Compliance	Not Applicable
Reason Item Not Applicable	Compliance is verified during DHSS annual visit.

The child care facility shall ensure that all medications have child-resistant caps and be stored away from food at the proper temperature and are inaccessible to children.

Compliance	Not Applicable
Reason Item Not Applicable	Compliance is verified during DHSS annual visit.

The child care facility should return any unused medication to the parent or guardian, or ensure medication is disposed of immediately after it is no longer needed.

\*Provider signature captured on Attestation Page

### FOOD ALLERGIES - PREVENTION & EMERGENCY RESPONSE

The child care facility shall maintain, and review with appropriate staff, a written plan for each child with a food allergy that includes, at a minimum:

- i. Instructions, regarding the food(s) to which the child is allergic and steps to take to avoid that food,
- ii. Specific symptoms that indicate a need to administer one or more medications.
- iii. Detailed treatment plan to implement in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications.
- iv. The process to notify the parent or guardian immediately of any suspected allergic reactions, as well as, the ingestion of, or contact with, the problem food even if reaction did not occur.
- v. The process to contact the emergency medical services systems immediately whenever epinephrine is administered.
- vi. With parent or guardian permission, the provider shall post each child's food allergies prominently wherever food is prepared or served.

\*Provider signature captured on Attestation Page

### REQUIRED TRAINING

The child care provider applicant and all staff members shall register with Opportunities in a Professional Education Network (OPEN) and secure a Missouri Professional Development identifier (MOPD ID) to track and successfully complete all required training as approved by the Division.

Compliance	In Compliance - Verified by Monitoring Specialist
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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

Photo verification saved in Provider Folder (if not listed in OPEN)

☐

Technical Assistance Provided (If Any)

The child care provider applicant and each staff member shall have documentation on file of current certification in pediatric first aid and cardiopulmonary resuscitation (CPR) training. The training shall be certified by a nationally recognized organization approved by the Division and include an in-person skills assessment.

Compliance

In Compliance - Verified by Monitoring Specialist

Photo verification saved in Provider Folder (if not listed in OPEN)

☐

Technical Assistance Provided (If Any)

The child care provider applicant and each staff member shall successfully complete Health and Safety training in all of the following topics:

- Prevention of Sudden Infant Death Syndrome and safe sleeping
- Prevention of Shaken Baby Syndrome and Abusive Head Trauma
- Emergency disaster and response
- Mandatory Child Abuse and Neglect (CA/N) reporting
- Prevention and control of infectious diseases, including immunizations
- Administration of medication consistent with standards for parental consent
- Prevention and response to food allergy emergencies
- Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury
- Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants
- Transportation of children

Compliance

In Compliance - Verified by Monitoring Specialist

Photo verification saved in Provider Folder (if not listed in OPEN)

☐

Technical Assistance Provided (If Any)

Following the first year of training, the child care provider applicant and each staff member shall successfully complete six (6) clock hours of training during the registration period and annually thereafter prior to renewal. Training is available through the Missouri Workshop Calendar.

Public School Exception: License-exempt public-school programs may use Professional Development trainings required by their school districts as the six (6) clock hours of annual required training providing documentation of Professional Development attendance. Staff members who do not participate in Professional Development must take six (6) hours of training through the Missouri Workshop Calendar.

Compliance

Not In Compliance

Non-Compliance Description

Provider has not submitted proof of 6 clock hours of training for all staff members.



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Correction Required	Provider will submit proof of 6 clock hours of training for all staff members.
Technical Assistance Provided (If Any)	
Follow Up Compliance	In Compliance
Corrective Action Completed	Provider has submitted proof of 6 clock hours of training for all staff members.
Corrected At Time Of Visit	<input type="checkbox"/>
Compliance Date	06/15/2022

### RECORDKEEPING

The child care facility shall maintain an accurate register of all children who receive care from the provider. At a minimum, the register shall contain the following information for each child served under the contract with the department:

- i. The child's full name and date of birth
- ii. The name, address, email address, phone number and other necessary contact information of each person legally responsible for each child.
- iii. Allergies to food, medications, insects, or other materials
- iv. A record showing all immunizations at the appropriate age as recommended by the U.S. Centers for Disease Control and Prevention (CDC) and as required in 19 CSR 30-61.185 (RSMo).
- v. Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child
- vi. For infants, feeding times and amount of breast milk or formula per feeding.

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)

The child care facility shall maintain a time and attendance register of all children who receive care from the provider. At a minimum, the time and attendance register shall contain the following information for each child served under a subsidized child care contract with the department:

- i. The actual dates and times that a child received subsidized care services showing for each day of service the time that the child arrived and the time that the child was picked up.
- ii. The initials of the person who dropped off the child and the initials of the person who picked up the child.
- iii. The parent shall record the required information at the time the transaction took place.

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)

### BACKGROUND CHECK PROCESS



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All staff in the child care facility age eighteen (18) and older must pass a background check through the Family Care Safety Register.

When new staff are hired, age eighteen (18) or older, the provider/applicant must notify CCSAU, and register that person for a background check through the Family Care Safety Registry.

Pursuant to 210.1080.4, RSMo - A Child Care provider or Child Care Staff Member with a disqualifying criminal background check, is ineligible for employment or presence at a licensed or license-exempt child care facility, or an unlicensed child care facility contracted with the Missouri Department of Social Services. This includes staff or household members, under age 18, who have been certified as an adult for the commission of a disqualifying offense.

Fingerprint Check New child care providers shall register all staff members 18 years of age and older, online and submit to fingerprinting through MACHS & IDEMIA, the fingerprint vendor. Individuals must register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal. o For new providers, the fingerprints must be completed within the last 6 months in order to receive an eligibility letter. o Renewing providers who have an eligibility letter must complete fingerprints every five years.

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)

### Family Care Safety Registry

The child care provider shall register all staff members 18 years of age and older with the Family Care Safety Registry (FCSR) online at <https://webapp02.dhss.mo.gov/bsees/>.

The child care provider shall submit copies of the FCSR report for all staff age eighteen (18) and older. The Monitoring Specialist will verify all required FCSR reports.

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)

### Comprehensive Background Check Notification Form

After the child care provider, and all household members 18 years of age and older, are fingerprinted, and have had a Family Care Safety Registry screening performed, the child care provider will fill out the Comprehensive Background Check Form (MO500-3299) and submit to the Background Unit at [OCBackgroundChecks@dese.mo.gov](mailto:OCBackgroundChecks@dese.mo.gov).

o If staff have been separated from employment for 180 days or more they will need a new Comprehensive Background Check Notification form

Compliance In Compliance - Verified by Monitoring Specialist

Technical Assistance Provided (If Any)



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00036

Date: 06/15/2022

## Health and Safety Checklist for LEX Child Care Providers (Build 31)

### Eligibility Letters

The child care provider shall submit to the Monitoring Specialist a copy of Background Eligibility Letters received from the DESE Background Screening Unit. Letters are required for all staff members, who are age eighteen (18) and older.

Letters must have been issued within the dates listed below:

- New Providers - Within the last 6 months
- Renewing Providers - Within the past 5 years

Compliance	Not In Compliance
Non-Compliance Description	Provider did not have Background Eligibility Letters for all staff members age 18 or older.
Correction Required	Provider will submit Background Eligibility Letters for all staff members age 18 or older.
Technical Assistance Provided (If Any)	
Follow Up Compliance	In Compliance
Corrective Action Completed	Provider submitted Background Eligibility Letters for all staff members age 18 or older.
Corrected At Time Of Visit	<input type="checkbox"/>
Compliance Date	06/15/2022

### ATTESTATION PAGE

The child care provider applicant shall maintain a routine schedule of cleaning, sanitizing, and disinfecting.

o I understand that cleaning, sanitizing, and disinfecting products should never be used in close proximity to the children in my care and that proper ventilation should be maintained when using such products.

*San BT*

The child care provider applicant shall be aware and regularly monitor the child care area:

- To ensure outlets, appliances, and fixtures are properly installed, in good working order, and tamper resistant;
- To ensure electric devices should not be plugged in near a water source;
- To ensure appropriate disposal of bio-contaminants;
- Is safe from potential air, soil, and water contamination;
- Is safe from toxic or hazardous building materials;
- Is safe from potential hazards in the surrounding community such as, but not limited to, pesticides, electrical sub-stations, gas lines, propane tanks, industrial facilities, etc.;
- Is safe from hazards in the home, such as dryers, washing machines, gasoline, propane, fireplaces, portable heaters, etc.





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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

o I understand that I should regularly monitor for environmental hazards such as all outlets, appliances, and fixtures are in good working order, keep all electric devices away from water sources, ensure proper disposal of bio contaminants, monitor the child care area for potential air, soil, and water contamination, and the area surrounding my child care area for potential community hazards, and my child care area for hazards such as gasoline, propane, fireplaces, portable heaters, etc.

Sa RTL

The child care provider applicant should ensure that all toys and play equipment are in good working order.

o I understand that all toys and play equipment accessible to any child(ren) in care are regularly monitored to ensure that they remain in good working condition and are free of any hazards that pose harm to any child(ren) in care.

Sa RTL

The child care provider applicant shall be aware and understand how to:

- i. Identify and prevent shaken baby syndrome and abusive head trauma;
- ii. Recognize the need to notify emergency medical assistance as a first step;
- iii. Show an understanding of the dangers of shaking or hitting a baby's head against something, knowing the risk factors and the triggers for abuse, and finding ways to seek help, support parents, and support other caregivers when their stress level is high;
- iv. Show an understanding of strategies for coping with a crying, fussing, or distraught child.

o I understand the importance of strategies for coping with fussy or distraught children and ensure the prevention of any child(ren) in my care from maltreatment including shaken baby syndrome or other abusive head trauma. I further have a plan to notify emergency medical personnel should any instance of child maltreatment occur in my care.

Sa RTL

The child care provider applicant should recognize as a mandated reporter, what and how to report suspected child abuse and neglect, to be aware of common physical and emotional signs and symptoms of child maltreatment and physical indicators or child behavioral indicators of abuse and neglect, as well as the characteristics of the caretaker, parent or guardian.



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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

o I understand under state law I am considered a mandated reporter and will report any suspected incidents of child abuse and/or neglect for any child(ren) in care regardless of direction provided by superiors or the parent/guardian.

Sa BTL

The child care provider applicant shall practice escape plans included within the emergency preparedness and response plan.

o I understand the importance of, and complete, regular evacuation drills to ensure I, and any child(ren) in care are able to complete the evacuation and shelter-in-place plans included in my emergency preparedness plan.

Sa BTL

The child care provider applicant who at any time, may transport any child in care, must follow transportation requirements based on federal, state, or local laws and regulations that addresses the safe transport of children by vehicle. At a minimum, the provider should understand:

- i. The safe care of children around vehicles, such as during drop-off and pick-up times.
- ii. A procedure to handle emergencies.
- iii. Parental notification of unscheduled outings at the time of enrollment.
- iv. Children should be seated in a permanent seat in the vehicle and properly restrained by seat belts or child restraint devices in accordance with state and federal laws and regulations.
- v. How devices are installed and used in accordance with manufacturer's instruction
- vi. How identification information, including the name and address of the provider, names of each child, names, addresses, and telephone numbers for each child's parent(s), will be carried in the vehicle and be accessible.
- vii. Children remain seated while the vehicle is in motion and that all doors shall be locked while the vehicle is moving.
- viii. How children will be assisted when entering or leaving a vehicle, including that all loading and unloading should occur from the curbside unless the vehicle is in a protected area or driveway.
- ix. How the child care provider applicant will ensure that children are not left unattended in a vehicle at any time.
- x. The child care provider applicant's plan for making face-to-name counts before leaving the facility, during field trips, and when returning to the facility and how the vehicle will be inspected to ensure no children are left on or under the seats.
- xi. How staff/child ratios are maintained at any time the provider is transporting children.



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

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## Health and Safety Checklist for LEX Child Care Providers (Build 31)

o I understand that I must follow all state and federal regulations to ensure the care, safety, and supervision of any child(ren) in my care when transporting away from the facility as well as safety around vehicles during drop-off and pick-up times and loading and unloading during field trips.

Sa BTL

The child care provider applicant shall ensure parents are informed when field trips are planned and maintain records of written parental consent for field trips and transportation. Parental notification is not necessary for short, unscheduled walks.

o I understand I must notify and obtain, and keep on file, consent from the parent/guardian(s) of any child(ren) in care prior to any field trips or transporting the child away from the facility.

Sa BTL

The child care provider applicant shall be aware of and understand proper handwashing techniques and appropriate prevention of the transmission of illness that includes, at a minimum:

i. The child care provider applicant shall wash his or her hands with soap and running water after toileting or assisting a child with toileting, prior to food preparation or serving of food, after handling of pets or animals, after diapering a child, and when hands are soiled.

ii. The child care provider applicant shall teach and observe children wash their hands with soap and running water before eating, after toileting, after handling of pets or animals, and when hands are soiled.

iii. The child care provider applicant shall not work when ill and likely to transmit an illness that might endanger the health or well-being of children.

iv. The child care provider applicant shall ensure that each child in care shall be observed for contagious diseases or other signs of illness on arrival and throughout each day.

v. The child care provider applicant shall contact a parent or guardian when signs of illness are observed in any child in care. The child care provider applicant shall follow guidelines which outline symptoms that require parental contact and sending a child home as required in 19 CSR 30-60.060 (5-8) (RSMo)

o I understand I must follow all policies, procedures, and practices recommended by federal, state, and local authorities to prevent and control the spread of infection. I also agree to monitor myself and any child(ren) in care for signs and symptoms of illness and follow proper health separation and exclusion criteria.

Sa BTL



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00036

Date: 06/15/2022

## Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care provider applicant shall be aware and understand the use of Standard Precautions developed by the U.S. Centers for Disease Control (CDC) to handle potential exposure to blood and other potentially infectious fluids. At a minimum, this policy should include hand washing, use of disposable gloves, respiratory hygiene and cough etiquette, and safe handling of potentially contaminated surfaces.

o I understand I must follow recommendations from the Centers for Disease Control and Prevention to adopt Standard Precautions in the handling of blood and other potentially infectious fluids.

Sc & TL

The child care provider applicant shall ensure that medication prescribed for one child is never administered to another child.

o I understand I must follow all policies, procedures, and practices regarding the administration of medication and that I must always pay close attention that I am administering the correct medication to the correct child in the approved dosage, method, and at time required by the administering physician.

Sc & TL

The child care provider applicant should return any unused medication to the parent or guardian, or ensure medication is disposed of immediately after it is no longer needed.

o I understand I must follow all policies, procedures, and practices to return all medications to the parent/guardian once the medication is no longer needed and if I am unable to return the medication to the parent/guardian I will follow proper disposal recommendations.

Sc & TL



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00036

Date: 06/15/2022

## Health and Safety Checklist for LEX Child Care Providers (Build 31)

The child care provider applicant shall maintain a written plan for each child with a food allergy that includes, at a minimum:

- Instructions, regarding the food(s) to which the child is allergic and steps to take to avoid that food,
- Specific symptoms that indicate a need to administer one or more medications.
- Detailed treatment plan to implement in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications.
- The process to notify the parent or guardian immediately of any suspected allergic reactions, as well as, the ingestion of, or contact with, the problem food even if reaction did not occur.
- The process to contact the emergency medical services systems immediately whenever epinephrine is administered.
- With parent or guardian permission, the provider shall post each child's food allergies prominently wherever food is prepared or served.

o I understand I should have a written food allergy plan for each child with a known food allergy which includes guidance from the child's primary healthcare provider and the parent/guardian to address prevention of the food(s) which cause allergic reaction and a plan to respond in any event of the child's ingestion of or contact with the problem food even if a reaction does not occur.

Sa RT

## SIGNATURE PAGE

Time Monitoring Began	12:01 PM
Time Monitoring Ended	12:54 PM
Total Time	00:53
I certify that the License Exempt Facility has been reviewed and find that the facility is	Not in full compliance with Health and Safety Requirements.
A follow-up on-site monitoring will be completed within 15 days from initial visit date to reevaluate compliance with the areas noted.	
Signature Monitoring Specialist	
Date	06/14/2022
On	06/15/2022
a follow-up on-site monitoring was completed on the License Exempt Facility. I certify that the facility is	In full compliance with Health and Safety Requirement
Signature Monitoring Specialist	
Date	06/15/2022
Provider Signature	

Deann Smith

Deann Smith

Sara BT



# Missouri Registered Child Care Monitoring Unit License-Exempt Checklist Report

No.: 00036

Date: 06/15/2022

Health and Safety Checklist for LEX Child Care Providers (Build 31)

Date 06/14/2022

## CASE SUMMARY

### Case Notes

None

Pre-Visit Research Performed	06/01/2022
Initial Call Made to Provider	06/06/2022
Educare Referral	Not Applicable
Tax ID Number Verified? (SSN or EIN on official IRS documents)	Yes
Direct Deposit Form submitted to SAU (New Providers) - OR - Verified renewing provider's Direct Deposit info. has not changed since last registration?	Yes