

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

		DY INSPECTION			INSF	PECTION START TIME	INSPE	CTION E	END TIME	
DATE CI NAME		CI NAME		TYPI	E OF INSPECTION					
FACILITY NAME						FACILITY DVN				
FACILITY OWNER				FACILITY DIRECTOR/PRO	OVIDER					
FACILITY PHONE N	IUMBER			FACILITY EMAIL ADDRES	ŝS					
							CTATE	710		
FACILITY ADDRESS	PHYSICALL	OCATION)		CITY			STATE	ZIP		
COUNTY			MAILING ADDRESS IF DIFFER	RENT	FAC	ILITY TYPE	•			
CONTRACT EXPIRA	TION DATE	(RENEWING PROVIDERS)	EXEMPTION VERIFIED		HOU	IRS OF OPERATION				
AGE RANGE		LIMITATIONS								
		-								
CAPACITY										
REQUIRED	DOCUM	FNTS								
			DATE APPROVED							
Sanitation Insp	pection									
Fire/Safety Ins	pection		DATE APPROVED							
Child Care Pro	vidor Staf	flicting	DATE APPROVED							
		-	OF CAREGIVERS AN							
A. RATIO							С	NC	NO	NA
		-	ildren, shall not care for	more than six childrer	n and no i	more than				
three children			a shall have a state		(4) chill					
than eight (8)	-		s shall have no less than	one (1) adult to four (	(4) childre	en, with no more				
			ss than one (1) adult to e	ight (8) children, with	no more	than sixteen				
(16) children ir										
			hall have no less than on	e (1) adult to ten (10)	children,	, with no more				
than twenty (2					- (4C) - I- II	dara a dala ara	_			
5. Groups of fir more than 48 (			nave no less than one (1)	adult to every sixteer	n (16) Chil	dren, with no				
			ars of age and older shall	have no less than on	e (1) adu	lt to ten (10)				
children with a	a maximu	m of four (4) two (2)-y	ear olds. When there are	more than four (4) tw						
			n one (1) adult to eight (8	3) children.						
		PHYSICAL PREMISE					С	NC	NO	NA
			ices, codes, and regulatio							
			or wall at a point centrally	/ located.						
3. Operable fir	e extingu	isher								

et a point centrally located. In the set of	4. Operable carbon monoxide detector(s) in accordance with the manufacturer's instructions on the ceiling or wall	<u> </u>			
5. Inside space for play and napping.       Image: Solution of the of insects, rodents, and vermin.       Image: Solution of the of insects, rodents, and vermin.       Image: Solution of the of insects, rodents, and vermin.         7. Codd preparation area is clean.       Image: Solution of the of insects, rodents, and vermin.       Image: Solution of the of insects, rodents, and vermin.       Image: Solution of the of insects, rodents, and rome of the of insects of the of insects.       Image: Solution of insects of the of insects of the of insects of the of insects.         13. Outdoor area is continuously forced or, have a department approved, supervision plan.       Image: Solution of the of insects.       Image: Solution of the of insects.         13. Outdoor area is element is well-constructed and free of hazards.       Image: Solution of the of insects.       Image: Solution of the of insects.       Image: Solution of the of insects.         14. Animals are non-threading to children.       Image: Solution of the of insects.       Image: Solution of the of insects.       Image: Solution of the of insects.         15. Animals are not located in food oreading or injuring human beings or other animals. <td></td> <td></td> <td></td> <td></td> <td></td>					
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8. Hazardous Items Inaccessible to children. 9. Have vorking heating and cooling system. 9. Have vorking theating and cooling system. 9. Have vorking theating and cooling system. 9. Have vorking theating and cooling system. 9. Have vorking transmitter least one (1) flushable toilet and one (1) sink for hand-washing accessible to children. 9. Li Toilet paper, soag, hand drying towels (paper or cloth) are accessible to children. 9. Li Toilet paper, soag, hand drying towels (paper or cloth) are accessible to children. 9. Li Toilet paper, soag, hand drying towels (paper or cloth) are accessible to children. 9. Li Provide adquate supervision when outside. 9. Li Provide adquate supervision and free of hazards. 9. Li Provide adquate supervision and free of hazards. 9. Li Pruniture, toys, and play equipment are age-appropriate, in good working order and free of sharp, loose, or pointed parts. 9. Animals are non-threating to children. 9. Lifter boxes are not located in food preparation or serving area and are inaccessible to children. 9. Lifter boxes are not located in food preparation or serving area and reipacessible to children. 9. The panet preparedness and response plan is available and posted. 9. The plan outlines how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency. 9. The plan includes steps for evacuation, relocation, shelter-in-place, and lock down. 9. The plan outlines how families will be contacted during an emergency and how they will be notified at the conclusion of the emergency. 9. The portider	6. Clean and free of insects, rodents, and vermin.				
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2. The child care provider has a written emergency preparedness and response plan.       Image: Constraint of the start o		С	NC	NO	NA
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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.       Image: C       NC       NO       NA         2. The provider shall have a completed medical examination report dated no more than ninety (90) days prior to applying for subsidy. (SOF only)       Image: C       Image: C       NC       NO       NA         3. The provider and staff have a Tuberculosis (TB) Risk Assessment form (MO580- 3015) on file.       Image: 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.       Image: 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.       Image: C       NC       NO       NA         3. CCDF Health & Safety Training has been completed within ninety (90) days of employment and before a staff employment and before a staff member or volunteer provides unsupervised direct care to children.       Image: C       NC       NO       NA         4. The provider and staff have a ge-appropriate pediatric CPR/First Aid certification within ninety (90) days of employment and before a staf	5. The plan outlines how families will be contacted during an emergency and how they will be notified at the				
1. Child care provider and all child care staff are in good physical and emotional health with no physical or       Image: 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       Image: 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       Image: conditions which would interfere with child care responsibilities.         2. The provider and staff have a Tuberculosis (TB) Risk Assessment form (MO580- 3015) on file.       Image: conditions while on 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.       Image: conditions (MOPD ID) number form DESE.         3. 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.       Image: conditions conditions have been completed by one (1) staff member responsible for maintaining compliance.       Image: conditions conditions conditions conditions conditions conditions conditions have a ge-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.       Image: conditions co					
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		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	С	NC	NO	NA
1. 1. The provider promptly provided DESE with access to eligible families and records without limitation.		II C	NO	
The provider has records for each child who receives care that includes:				
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.				
<ol> <li>Anergies to rood, medications, insects, or other materials.</li> <li>Daily medications, including dosage, time of administering, and route for administering.</li> </ol>				
<ol> <li>5. Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child.</li> </ol>				
<ul><li>6. Record of completed immunizations as required in 210.003.</li></ul>				
7. Infants, feeding times and amount of breast milk or formula per feeding.				
9. 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 the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance register of all children who receive care from the provider has a time and attendance regis	lor the	t inclu	Idos	
1. The dates and times that the child received subsidized child care services, showing the date that the child arrived			iues.	
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	С	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. Family Care Safety Registry (FCSR) check has been completed by the provider, for all child care staff members, annually.				
4. Criminal background checks are completed for each child care staff member every five (5) years.				
5. 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	С	NC	NO	NA
The provider shall:	C	NC	NO	NA
1. Not deny a child admission to, or the benefits of, any program provided by the contractor for child care services on	1			
the basis of religion.				
2. Maintain confidentiality of individuals participating in subsidy.				
3. Ensure all child care staff members are at least eighteen (18) years of age.				
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.				
5. Ensure no child care staff members shall be engaged in other employment during the hours child care services are				
provided.				
6. Establish a discipline plan that includes simple, understandable rules for children's behavior.				
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.				
8. Notify all custodial parents and legal guardians of the following information:				
<ul><li>a. Telephone number where the provider can be reached;</li><li>b. The location of the Discipline Policy; and</li></ul>				
c. The location of the Emergency Preparedness and Response Plan.				
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.				
10. Have policies that prevent suspension, expulsion, and denial of services of children birth to age five due to behavior.				
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.				
12. Report suspected child abuse and neglect.				
13. Cooperate with any investigations, audits, or other requests of the department.				
14. Follow all statutes, regulations, and policies of the department.				
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.				

16. Not utilize physical or cor	rporal punishment including, but not limited to, spanking.				
L. NOTIFICATION REQU	IIREMENTS	С	NC	NO	NA
The provider shall:					
	erious injuries to DESE within twenty-four (24) hours of the incident. A child death or				
serious injury includes, but is	s not limited to: d if the child died while in the care of the provider;				
	d if the child died while in the care of the provider; d enrolled with the provider if the child died of a contagious disease; or				
	to a child that occurred while the child was at the provider's facility or away from the				
	but still in the care of the provider, if an injury results in the child being treated by a				
-	al or admitted to a hospital.				
	than twenty-four (24) hours later, notifies DESE, in writing, if the provider becomes aware may render the provider unable to perform any of its obligations under the agreement.				
	ges to DESE in writing within ten (10) calendar days: physical address, mailing address, dress, or any other circumstance, incident, or occurrence that would alter any information				
provided by the provider to i					
COMPLIANCE TYPE	VIOLATION	VERI	ICATI	ON D	ATE