



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

No.: 00098

Health and Safety Checklist for LEX Child Care Providers (Build 29)

Date: 07/29/2021

## GENERAL INFORMATION

|   |  |
|---|--|
| Region  | 6  |
| CCPRU Assigned to Provider                      | ELIZABETH                                |
| Date of Referral from CCPRU                     | 6/23/2021                                |
| Child Care Facility Name                        | THE SALVATION ARMY AFTER SCHOOL PROGRAM  |
| Missouri DVN                                    | 000497501                                |
| County  | GREENE                                   |
| Child Care Facility Physical Address            | 1707 W CHESTNUT EXPY                     |
| City  | SPRINGFIELD                              |
| State   | MO                                       |
| Zip Code  | 65802                                    |
| Mailing Address Different from Physical address | NO                                       |
| Child Care Facility Type                        | RIC                                      |
| DHSS Exemption Verified                         | 11/1/2020                                |
| Religious in Compliance Fire Safety and Health  | Fire: 10/07/2020, Sanitation: 10/30/2020 |
| Sanitation Inspection Verified                  |  |
| Child Care Facility Phone Number                | 417-862-5509                             |
| Child Care Facility Email                       | KELLY.THOMAS@USC.SALVATIONARMY.ORG       |
| Child Care Facility Director                    | Kelly Thomas                             |
| Child Care Facility Director Email              | KELLY.THOMAS@USC.SALVATIONARMY.ORG       |
| Type of Monitoring                              | RENEW                                    |
| Names of Staff (Other than Provider)            |  |
| YES   |  |

## ADDITIONAL INFORMATION


|                               |                 |
|-------------------------------|-----------------|
| Hours of Operation            | Mon-Fri 7am-6pm |
| Number of Children Enrolled   | 60              |
| Age Range of Children in Care | 5-13            |
| Monitoring Completed By       | Specialist # 1  |
| Verification of Address       |                 |



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|   |            |
|---|------------|
| Date of On-Site Monitoring                        | 07/07/2021 |
| Follow-Up Visit Required?                         | Yes        |
| Follow-Up Visit Completed?                        | Yes        |
| Date of Follow-Up to Initial or Annual Monitoring | 07/22/2021 |
| 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 an ID number in Section 11) and all volunteers must complete, 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 a training on specific Health and Safety topics and any training required by the Division.

**INSTRUCTIONS:** Print the name of the child care provider/facility, DPH, and list the full name for all staff/volunteers as well as their MOPD ID. For each staff/volunteer indicate (check) if they have a Tuberculosis Risk Assessment on file by circling YES or NO, and if they have completed required training (check) YES, NO, or N/A. If 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:** The Salvation Army After-School Day Care  
**DEPARTMENTAL/ VENDOR NUMBER (DOW):** 000911501

| FULL NAME of ALL STAFF/<br>VOLUNTEER (print)             | MOPD ID  | TB Risk Assessment<br>on File<br>(check YES or NO)   | Required Training<br>Completed<br>(check YES, NO, or N/A)  |
|--|--|--|--|
| Kelly Thomas   | 829 1406   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Wendy Jones  | 8102 141   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Michelle Crocker   | 8102 141   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Charly Crumbraker  | 8047 114   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Donna Salcido  | 9150 151   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Michelle Jones   | 8102 141   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
| Sandra Wells   | 8141 182   | YES <input type="checkbox"/> NO <input type="checkbox"/>   | YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>  |
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Mail, fax, or email the completed form to:  
**Children's Division – Child Care Provider Relations Unit**  
**P.O. Box 88**  
**Jefferson City, MO 65103-0088**  
**Phone: (773) 232-8986**  
**CD.ACC@DSS.mo.gov**

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MAY 06 2021  
CD-258 (REV 9/20)  
CCPRU

## Local Ordinance Municipality

Springfield

## 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 0

Notes (If Any)

No infants on site

## RATIOS - AGE TWO YEARS

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 | 0 |
|----------------------|---|

Notes (If Any)

No 2 year olds on site



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## Health and Safety Checklist for LEX Child Care Providers (Build 29)

### 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 0

Notes (If Any)

No 3-4 year olds on site

### 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 3

Notes (If Any)

#### Classroom 1

Number of Children 20

Number of Staff 2

Compliance - Classroom 1 In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

#### Classroom 2

Number of Children 20

Number of Staff 2

Compliance - Classroom 2 In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

#### Classroom 3

Number of Children 20

Number of Staff 2

Compliance - Classroom 3 In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

### LOCAL ORDINANCES, CODES, AND REGULATIONS

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 on-site inspections shall ensure that the child care applicant's and registered child care provider's facility is in compliance with the following health, safety, fire, and other requirements:



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## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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

Compliance ☐ Not Applicable

Reason Item Not Applicable

Verified in DHSS annual inspection

The child care facility shall install and maintain operable smoke and carbon monoxide detectors 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 and carbon monoxide detector(s) shall provide an alarm.

Compliance ☐ Not Applicable

Reason Item Not Applicable

Verified in DHSS annual inspection

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

Compliance ☐ Not Applicable

Reason Item Not Applicable

Verified in DHSS annual inspection

## PHYSICAL SPACE

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

Compliance ☐ In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

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

Compliance ☐ In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

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

Compliance ☐ In Compliance - Verified During Visit

Photo Verification (optional)

4 photos

Health and Safety Checklist for LEX Child Care Providers (Build 29)

No.: 00098  
Date: 07/29/2021

Photo 1



Photo 2



Health and Safety Checklist for LEX Child Care Providers (Build  
29)

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Date: 07/29/2021

Photo 3



Photo 4



Technical Assistance Provided (If Any)





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

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Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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

Compliance

In Compliance - Verified During Visit

Upload Photo Verification



Photo Verification

|   | After Each Use | Daily | Weekly | Monthly | Notes |
|---|----------------|-------|--------|---------|-------|
| Changing Tables   |                |       |        |         | n/a   |
| Food prep area & sinks                                      | X              |       |        |         |       |
| Dining table or high chairs                                 | X              |       |        |         |       |
| Cribs, playpens, swings, or other similar furniture         |                |       |        |         | n/a   |
| Dishes & utensils   | X              |       |        |         |       |
| Vacuum, sweep, and/or mop floors                            |                | X     |        |         |       |
| Change garbage cans   |                | X     |        |         |       |
| Diaper Pails  |                |       |        |         | n/a   |
| Return all toys to storage bins                             | X              |       |        |         |       |
| Art supplies used   | X              |       |        |         |       |
| Hand towels & bibs  |                |       |        |         | n/a   |
| Bedding   |                |       |        |         | n/a   |
| Doorknobs, light switches, and cabinet handles              |                | X     |        |         |       |
| Pretend play items (clothing, etc.)                         |                | X     |        |         |       |
| Sanitize toys   | X              |       |        |         |       |
| Oven, Refrigerator, Microwave, and other kitchen appliances | X              | X     |        |         |       |

Technical Assistance Provided (If Any)

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 During Visit

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 During Visit

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.



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## Health and Safety Checklist for LEX Child Care Providers (Build 29)

Compliance In Compliance - Verified During Visit  
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 During Visit  
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 During Visit  
Upload Photo Verification of 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 During Visit  
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 on site

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 During 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 29)

Upload Photo Verification of Outdoor Supervision Plan



Photo Verification

2 photos

Photo 1

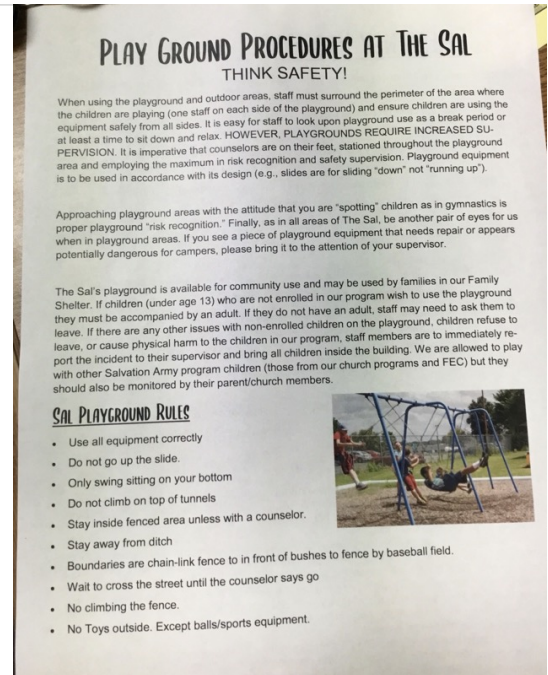
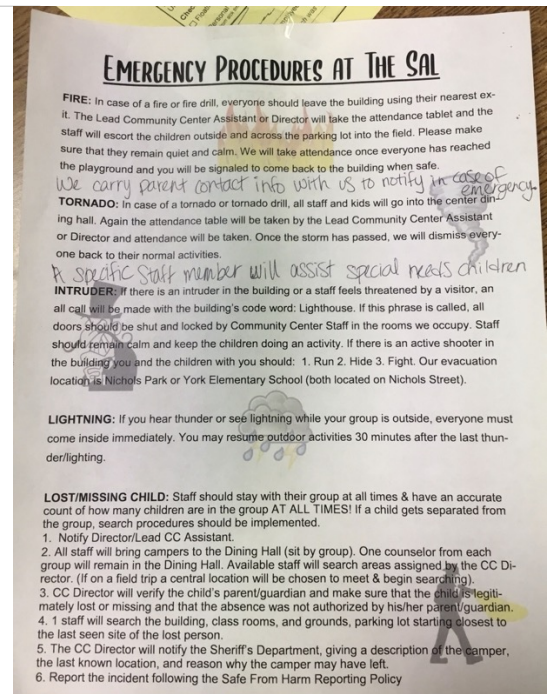


Photo 2





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## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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 In Compliance - Verified During Visit

Upload Photo of Pool Supervision Plan



Technical Assistance Provided (If Any)

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

Compliance In Compliance - Verified During Visit

Upload Photo Verification (optional)



Photo Verification

1 photo

Photo 1



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 During Visit

Upload Photo Verification (optional)



Technical Assistance Provided (If Any)

## ANIMALS

Animals must be non-threatening to children.

Compliance Not Applicable

Reason Item Not Applicable

No animals on site

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 on site



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

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### Health and Safety Checklist for LEX Child Care Providers (Build 29)

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 on site

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

Compliance In Compliance - Verified During Visit

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 litter boxes 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 Not Applicable

Reason Item Not Applicable

No infants on site

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:

- 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.

\*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

### EMERGENCY PREPAREDNESS AND RESPONSE PLAN



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

## TRANSPORTATION



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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

### RISK ASSESSMENT FOR TUBERCULOSIS (TB)

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 In Compliance

Non-Compliance Description

2 staff without TB risk assessments

Correction Required

Provider will submit verification of TB risk assessments

Technical Assistance Provided (If Any)

Follow Up Compliance

In Compliance

Corrective Action Completed

Provider submitted TB risk assessment/skin test for one staff. Provider stated other staff is no longer employed by the provider.

Corrected At Time Of Visit

☐

Compliance Date

07/22/2021



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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 In Compliance

#### Non-Compliance Description

2 staff without TB risk assessments

#### Correction Required

Provider will submit verification of TB risk assessments

#### Technical Assistance Provided (If Any)

Follow Up Compliance In Compliance

#### Corrective Action Completed

Provider submitted TB risk assessment/skin test for one staff. Provider stated other staff is no longer employed by the provider.

Corrected At Time Of Visit ☐

Compliance Date 07/22/2021

### 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





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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 given.

Compliance \_\_\_\_\_ In Compliance - Verified During Visit  
Technical Assistance Required \_\_\_\_\_

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

\*Provider signature captured on Attestation Page

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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 \_\_\_\_\_ In Compliance - Verified During Visit  
Technical Assistance Required \_\_\_\_\_

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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 \_\_\_\_\_ In Compliance - Verified During Visit  
Technical Assistance Required \_\_\_\_\_

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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

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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

- 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:
- 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.

\*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 During Visit

Upload Photo Verification (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 During Visit

Upload Photo Verification (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 During Visit

Upload Photo Verification (if not listed in OPEN) ☐



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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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 ☒ In Compliance - Verified During Visit

Upload Photo Verification (if not listed in OPEN) ☐

Technical Assistance Provided (If Any)

## 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:

- The child's full name and date of birth
- The name, address, email address, phone number and other necessary contact information of each person legally responsible for each child.
- Allergies to food, medications, insects, or other materials
- 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).
- Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child
- For infants, feeding times and amount of breast milk or formula per feeding.

Compliance ☒ Not Applicable

Reason Item Not Applicable

Verified in DHSS annual inspection

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:

- 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.
- The initials of the person who dropped off the child and the initials of the person who picked up the child.
- The parent shall record the required information at the time the transaction took place.

Compliance ☒ In Compliance - Verified During Visit

Technical Assistance Provided (If Any)

## ATTESTATION PAGE



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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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.

KT

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

- i. To ensure outlets, appliances, and fixtures are properly installed, in good working order, and tamper resistant;
- ii. To ensure electric devices should not be plugged in near a water source;
- iii. To ensure appropriate disposal of bio-contaminants;
- iv. Is safe from potential air, soil, and water contamination;
- v. Is safe from toxic or hazardous building materials;
- vi. 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.;
- vii. Is safe from hazards in the home, such as dryers, washing machines, gasoline, propane, fireplaces, portable heaters, etc.

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.

KT

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.

KT



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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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.

KT

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.

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.

KT

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.

KT



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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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.

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.

KT

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.

KT





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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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.

KT

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.

KT

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



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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

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.

KT

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.

KT

The child care provider applicant shall maintain 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.

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.

KT

## SUMMARY

Time Monitoring Began

02:05 PM






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

No.: 00098

Date: 07/29/2021

## Health and Safety Checklist for LEX Child Care Providers (Build 29)

|  |  |
|--|--|
| Time Monitoring Ended  | 02:40 PM   |
| Total Time   | 00:35  |
| 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   | 07/07/2021   |
| On   | 07/22/2021   |
| 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   | 07/22/2021   |
| Provider Signature   |  |
| Date   | 07/07/2021   |