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ABSTRACT

This document provides basic information on the requirements for operating child care facilities in Missouri. Included is information defining the types of child care in Missouri and describing state regulations regarding the following: (1) building and grounds; (2) furniture, equipment, and materials; (3) health and medical examinations for children and adults; (4) staff requirements, education, experience, and training; (5) requirements for the child care program, health, nutrition, transportation, and records and reports; (6) the Missouri Department of Health Child Care Rules; and (7) the licensing and inspection process. Also included in the document are contact information for child care units at district health offices and a request form for additional information. (KB)

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# LICENSING AND INSPECTION OF CHILD CARE FACILITIES IN MISSOURI

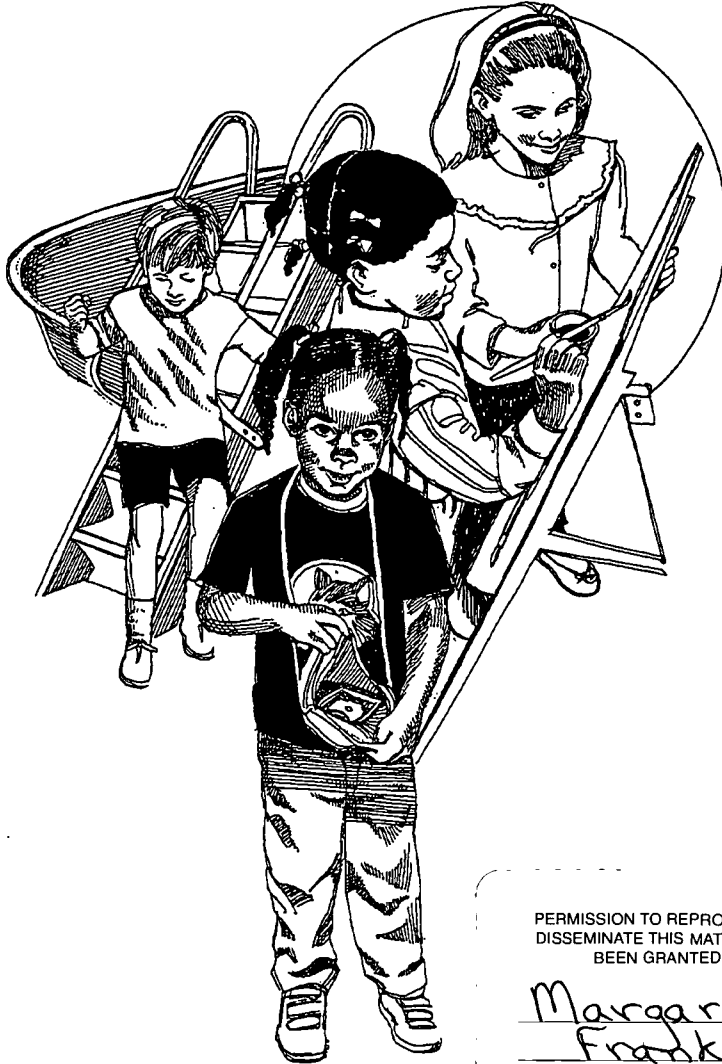
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**Missouri Department of Health**  
**Bureau of Child Care Safety and Licensure**

**July 1997**



The purpose of this document is to provide basic information on the requirements for operating child care facilities in Missouri. A request form is provided on the last page that you can use to request additional information or if you would like to speak to a representative from the Missouri Department of Health's Bureau of Child Care Safety and Licensure. Representatives are located throughout the state and are responsible for the initial licensing or approval of child care facilities and for monitoring child care facilities for compliance with Missouri Department of Health's child care rules.

### **Child Care Law**

The responsibility for the licensing and inspection of child care facilities was delegated by statute in 1955. The statutes make it unlawful for any person to establish or operate a child care facility caring for more than four (4) unrelated children without being licensed.

### **Types of Child Care**

Child care may be provided in a family child care home, a group child care home, a child care center or a license-exempt facility (nursery school, summer camp or a facility run by a religious organization).

#### **Family Child Care Home**

A "family child care home" is a child care program where child care is given by a person licensed as a family child care home provider. If there is one adult child care provider, family child care homes may be licensed for up to six children, including a maximum of three children under two and/or for up to ten children including a maximum of two children under two. If only four children are present, all the children may be under age two.

If the provider has an assistant present, the home may be licensed for up to ten children, including a maximum of four children under two, or for up to eight children who may all be under two.

#### **Group Child Care Home**

A "group child care home" is a child care program where child care is given by a person licensed as a group child care home provider for 11-20 children. A group child care home may be in a location other than the provider's permanent residence or separate from the provider's living quarters. Group child care homes must meet the same requirements for staff/child ratios as child care centers.

#### **Child Care Center**

Child care centers may provide care for any number of children dependent on the director's qualifications, available staffing, amount of usable indoor floor space, amount of outdoor play space and materials and equipment. A child care center may be in a location other than the provider's permanent residence or separate from the provider's living quarters.

#### **Nursery School**

A "nursery school" is a program for preschool children that is operated for no more than four hours per child per day.

#### **Summer Camp**

A "summer camp" is a program operated from May to September by a person or organization with the primary function of providing a summer recreational program for children no younger than five years of age, and providing no day care for children younger than five years of age in the same building or in the same outdoor play area.

#### **Child Care Programs Operated by a Religious Organization**

Child care programs which are under exclusive control of a religious organization caring for children up to 18 years of age.

## **Building and Grounds**

The premises of the facility must be safe and suitable for the care of children. Each building used must be in compliance with fire safety and sanitation requirements. It is the responsibility of the child care provider to inquire about local building and zoning requirements. The indoor child care area must provide at least 35 square feet of usable floor space per child.

The facility must have an adequate outdoor play area which is free of hazards. The area must provide at least 75 square feet of space per child. Outdoor play areas in group child care homes, child care centers and license-exempt facilities must be fenced to protect children. Outdoor play areas in family child care homes must be fenced if a need is indicated.

## **Furniture, Equipment and Materials**

Sufficient furniture, equipment and materials must be provided for the number and ages of children in care to meet their physical and developmental needs. This includes sleeping equipment, tables and seating equipment, indoor play materials and equipment, and outdoor equipment.

## **Health and Medical Examinations**

### **Children**

A medical examination report for each preschool child must be on file at the facility within 30 days following admission of each child. The parent(s) of a school-age child must provide a report at the time of enrollment indicating the child's health history, any current health problems and any restrictions necessary for the child's care. Information that the child has completed age-appropriate immunizations, is exempt from immunization requirements or is in the process of completing immunizations must be on file at the facility before a child is accepted for care.

### **Adults**

Family child care home providers must have a medical examination report on file at the time the facility is licensed. Family child care home assistants employed or volunteering more than five hours per week must have a medical examination report on file within 30 days of beginning work in the home.

All adults working in a capacity in a group child care home or child care center, including volunteers counted in staff/child ratios, must have a medical examination report on file at the time of initial licensure or within 30 days following employment.

Following the required medical examination report at the time of initial licensure or approval, all persons indicated above for licensed facilities must have a tuberculin skin test every year, a chest x-ray or appropriate follow-up of a previous examination indicating that the individual is free of contagion. License-exempt facilities require a tuberculin skin test every two years.

## **Staff**

### **General Requirements**

*All staff must* - be of good character and intent; be qualified to provide care conducive to the welfare of children; have knowledge of the needs of children; be sensitive to the capabilities, interests and problems of children; and be capable of handling emergencies promptly and intelligently.

All staff of group child care homes and child care centers, along with family child care home providers and their household members, will be screened for child abuse/neglect.

## Education, Experience and Training

### **Family Child Care Homes**

Family child care home providers and all assistants working more than five hours per week must receive at least 12 clock hours of child-care related training during each year of employment.

### **Group Child Care Homes**

Group child care home providers must have at least 30 college semester hours with six of the hours in child-related courses; or 12 months' experience with six college semester hours in child-related courses; or a Child Development Associate Credential (CDA).

Group child care home providers, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

### **Child Care Centers, Nursery Schools (not operated by a religious organization) and Summer Camps**

The education and experience requirements for directors of these child care facilities vary dependent on the size of the facility. A Department of Health representative can explain the specific requirements for each size facility. Center directors, all other caregivers and volunteers counted in staff/child ratios must receive at least 12 clock hours of child-care related training during each year of employment.

### **Child Care Programs Operated by a Religious Organization**

These programs do not need to meet educational requirements.

## Required Staff/Child Ratios

The following staff/child ratios apply to group child care homes and child care centers:

<u>Ages of Children</u>	<u>Number of Children Per One Adult</u>
Birth - two years	4
Two years of age	8
Three - four years of age	10
Five year of age and up	16
Mixed ages two and up	10

## Child Care Program

In centers, group homes, family homes, nursery schools, and summer camps, a child care program must be provided which must include appropriate supervision of children; emergency fire and tornado drills; positive discipline techniques with no physical punishment permitted; appropriate diapering and toilet training procedures; and a daily schedule of age-appropriate activities for children.

## Health Care

The provider must meet specific requirements for reporting communicable diseases, caring for children when ill, administering medication, emergency care procedures, handwashing procedures and immunization of children.

## Nutrition

The provider must supply and serve nutritious meals and snacks. Acceptable food components and serving sizes for meals and snacks are outlined in a chart for each group. Children's menus must be based on the chart.

### **Transportation**

The provider is responsible for the care, safety and supervision of children on field trips and at any time children are transported away from the facility. Parents must be informed when field trips are planned and written parental consent must be on file for all field trips and transportation. Drivers and vehicles must meet the requirements of Missouri law.

### **Records and Reports**

The provider must maintain accurate records to meet administrative requirements and to ensure knowledge of children and their families. Reports must be submitted to the Missouri Department of Health as required.

### **Missouri Department of Health Child Care Rules**

The licensing rules for family child care homes are contained in a booklet entitled Licensing Rules for Family Child Care Homes In Missouri. The licensing rules for group child care homes and child care centers are contained in a booklet entitled Licensing Rules for Group Child Care Homes and Child Care Centers in Missouri. Rules regarding facilities operated by religious organizations and rules for nursery schools are contained in a booklet entitled Department of Health Rules for License-Exempt Child Care Facilities.

### **Licensing and Inspection Process**

If you are interested in operating a child care facility, a representative will arrange an interview to discuss your child care plans, the rules and the licensing and/or inspection process for the type of facility you wish to operate.

You cannot provide care for more than four unrelated children without being licensed and/or inspected.

To become licensed, an application must be made on forms provided by the Bureau of Child Care Safety and Licensure. There is no charge for the application or the license. A license is issued for up to two years.

Upon receipt of a completed application, an investigation is made to determine compliance with rules. The investigation includes an inspection of the entire premises of the proposed facility by a child care representative, who then requests an inspection of the facility by personnel from the Division of Fire Safety. A sanitation inspection will also be conducted when required.

A representative will visit the facility and observe the program periodically to ensure continued compliance with the Missouri Department of Health's child care rules.

## **MISSOURI DEPARTMENT OF HEALTH**

Bureau of Child care Safety and Licensure  
P.O. Box 570  
Jefferson City, MO 65102

The Missouri Department of Health is responsible for protecting and promoting the health of Missourians by assessing health status and needs, developing policies and priorities, and assuring that the state is responding appropriately.  
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This publication may be provided in alternative formats such as Braille, large print or audiotape by contacting the office listed above. TDD users can access the above phone number by calling 1-800-735-2966.

## STAFF AND LOCATIONS

### Central District Health Office

Child Care Unit  
210 El Mercado  
Jefferson City MO 65101  
(573) 751-2891

Patricia Murray Cook  
Sue Porting  
Howard Keen  
James Parsley  
Bill Smith

### Boone County

101 Park Deville Drive  
Columbia MO 65203  
(573) 882-9399

Glenda Blessman  
Frances Holbrook  
Rodney Southard

### Northeastern District Health Office

Child Care Unit  
708 Patton Street  
P.O. Box 309  
Macon, MO 63552  
(816) 385-3125

Sherrie Wills

### Southwestern District Health Office

Child Care Unit  
PO Box 77, MPO  
1414 West Elfindale  
Springfield MO 65801  
(417) 895-6541

Janice Ksara  
Andrea Letsinger  
Jerry Bertoldie  
Phyllis Clayton  
Marilyn Finn  
Jack Hicks  
Floyd Wood

### Joplin Area Health Office

Child Care Unit  
Sears Plaza Mini Mall  
705 Illinois, Box 4A  
Joplin MO 64801  
(417)629-3183

Danette Bray  
Carole Hayes  
James White

### Southeastern District Health Office

Child Care Unit  
2875 James Boulevard  
Poplar Bluff, MO 63901  
(573) 840-9720

Kathy Harris  
Patti Hazel  
Paula Cates

### Eastern District Health Office

Child Care Unit  
220 S. Jefferson  
St. Louis, MO 63103  
(314) 877-0210

Susan Kritis  
Marge West  
Mary Spencer  
Janice Bruning  
Kenneth Buchholz  
Lauri Choate  
Brenda Elliot  
Shirley Ellis  
Evelyn Erby  
Pat Grady  
Susan Harvey  
Monica Kemezys  
Elmether Kizzart  
Diane Levy  
Dale Lindberg  
Renee McFerron  
Susan Pearson  
Jean Rosenfeld  
Nancy Scherer  
Lyn Sheahan  
John Smith  
Debbie Weber

### Northwestern District Health Office

Child Care Unit  
13901 Noland Court  
Independence MO 64055  
(816) 325-5860

Mary Ann Heryer  
Ann Ditty  
Gayle Gerber  
Joy Cissna  
Nancy Culver  
Marilyn Davis  
Mary Epperson  
Pam Garrett  
Deborah Harris  
Peggy Hastings  
Elizabeth Heaton  
Joyce McFadden  
Cheryl Murphy  
Diana Tannehill  
Judy Welsh  
Helen Williams

### Cameron Area Health Office

Child Care Unit  
219 North Chestnut Box 230  
Cameron, MO 64506  
(816) 632-2107

Neva Buzzard  
Ann Waggoner

### Cape Girardeau Area Health Office

Child Care Unit  
710 Southern Expressway, Suite B  
Cape Girardeau, MO 63703  
(573) 290-5809

Deanna Long  
Ann Hall  
Lisa Russell

### Child Care Unit

P.O. Box 1850  
Lebanon, MO 65536

(417) 588-7956 - Gail Anderson  
(417) 589-6046 - Virginia Bounds

### Child Care Unit

P.O. Box 485  
Park Hills, MO 63601  
(573) 562-7621

Valerie Brown

### Child Care Unit

P.O. Box 318  
Chillicothe, MO 64601  
(816) 646-4261

Fay Downey

### Child Care Unit

P.O. Box 959  
Warrensburg, MO 64093  
(816) 747-2743

Pat Perryman

### Child Care Unit

P.O. Box 150  
Lamar, MO 64759  
(417) 682-9592

Tim Phillips

### Child Care Unit

P.O. Box 320  
Warrensburg, MO 64093  
(816) 747-2751

Mary Ann Simmons

### Child Care Unit

PO Box 275  
St. Clair, MO 63077-0275  
(314) 629-0462

Marilyn Spears

### Child Care Unit

P.O. Box 339  
Mexico, MO 65265  
(573) 581-9489

Sarah Thompson

THANK YOU FOR YOUR INTEREST IN CHILD CARE.  
 IF YOU HAVE QUESTIONS, PLEASE CONTACT THE CHILD CARE REPRESENTATIVE FOR YOUR COUNTY. THE  
 ADDRESSES AND PHONE NUMBERS ARE ON THE OTHER SIDE.

1.	Adair -	Northeastern District	117.	Livingston -	Fay Downey
3.	Andrew -	Neva Buzzard	119.	McDonald -	Danette Bray
5.	Atchison -	Neva Buzzard	121.	Macon -	Northeastern District
7.	Audrain -	Susan Liley	123.	Madison -	Lisa Russell
9.	Barry -	James White	125.	Maries -	Virginia Bounds
11.	Barton -	Danette Bray	127.	Marion -	Sarah Thompson
13.	Bates -	Tim Phillips	129.	Mercer -	Neva Buzzard
15.	Benton -	Tim Phillips	131.	Miller -	Gail Anderson
17.	Bollinger -	Lisa Russell	133.	Mississippi -	Lisa Russell
19.	Boone -	Southard, Blessman, Holbrook	135.	Moniteau -	Mary Ann Simmons
21.	Buchanan -	Waggoner, Buzzard	137.	Monroe -	Sarah Thompson
23.	Butler -	Patti Hazel	139.	Montgomery -	Diane Levy
25.	Caldwell -	Ann Waggoner	141.	Morgan -	Gail Anderson
27.	Callaway -	Susan Liley	143.	New Madrid -	Kathy Harris
29.	Camden -	Gail Anderson	145.	Newton -	James White
31.	Cape Girardeau -	Ann Hall	147.	Nodaway -	Neva Buzzard
33.	Carroll -	Fay Downey	149.	Oregon -	Patti Hazel
35.	Carter -	Patti Hazel	151.	Osage -	Sue Porting
37.	Cass -	Northwestern District	153.	Ozark -	Jack Hicks
39.	Cedar -	Tim Phillips	155.	Pemiscot -	Kathy Harris
41.	Chariton -	Fay Downey	157.	Perry -	Ann Hall
43.	Christian -	Phyllis Clayton	159.	Pettis -	Mary Ann Simmons
45.	Clark -	Northeastern District	161.	Phelps -	Virginia Bounds
47.	Clay -	Northwestern District	163.	Pike -	Renee McFerron
49.	Clinton -	Ann Waggoner	165.	Platte -	Waggoner, Epperson
51.	Cole -	Howard Keen	167.	Polk -	Tim Phillips
53.	Cooper (part) -	Perryman, Simmons	169.	Pulaski -	Gail Anderson
55.	Crawford -	Marilyn Spears	171.	Putnam -	Northeastern District
57.	Dade -	Carole Hayes	173.	Ralls -	Sarah Thompson
59.	Dallas -	Marilyn Finn	175.	Randolph -	Rod Southard
61.	Daviess -	Ann Waggoner	177.	Ray -	Northwestern District
63.	DeKalb -	Ann Waggoner	179.	Reynolds -	Patti Hazel
65.	Dent -	Valerie Brown	181.	Ripley -	Patti Hazel
67.	Douglas -	Jack Hicks	183.	St. Charles -	Levy, McFerron
69.	Dunklin -	Patti Hazel	185.	St. Clair -	Tim Phillips
71.	Franklin -	Marilyn Spears	187.	St. Francois -	Valerie Brown
73.	Gasconade -	Virginia Bounds	189.	St. Louis County -	Eastern District
75.	Gentry -	Neva Buzzard	191.	Ste. Genevieve -	Hall, Russell
77.	Greene Co. -	Finn, Wood, Clayton, Hicks	195.	Saline -	Pat Perryman
79.	Grundy -	Fay Downey	197.	Schuyler -	Northeastern District
81.	Harrison -	Neva Buzzard	199.	Scotland -	Northeastern District
83.	Henry -	Tim Phillips	201.	Scott -	Kathy Harris
85.	Hickory -	Tim Phillips	203.	Shannon -	Patti Hazel
87.	Holt -	Neva Buzzard	205.	Shelby -	Sarah Thompson
89.	Howard -	Fay Downey	207.	Stoddard -	Patti Hazel
91.	Howell -	Jack Hicks	209.	Stone -	James White
93.	Iron -	Valerie Brown	211.	Sullivan -	Northeastern District
95.	Jackson -	Northwestern District	213.	Taney -	Floyd Wood
97.	Jasper -	Bray, Hayes	215.	Texas -	Jack Hicks
99.	Jefferson (Part) -	Eastern Distret, Brown	217.	Vernon -	Tim Phillips
101.	Johnson -	Pat Perryman	219.	Warren -	Diane Levy
103.	Knox -	Northeastern District	221.	Washington -	Valerie Brown
105.	Laclede -	Anderson, Bounds	223.	Wayne -	Patti Hazel
107.	LaFayette -	Perryman, Cissna	225.	Webster -	Jack Hicks
109.	Lawrence -	Carole Hayes	227.	Worth -	Neva Buzzard
111.	Lewis -	Northeastern District	229.	Wright -	Jack Hicks
113.	Lincoln -	Renee McFerron	510.	St. Louis City -	Eastern District
115.	Linn -	Fay Downey			



## REQUEST FORM

If you are interested in establishing a Child Care Facility, and would like additional information, please complete this form and return it to the appropriate address for your county (see listings on pages 5 and 6).

I am interested in more information on establishing (please choose only one):

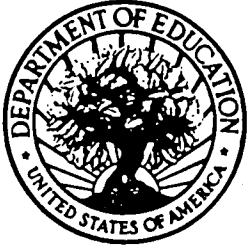
- Family Child Care Home (1 - 10 children)
  - Group Child Care Home (11 - 20 children)
  - Child Care Center
  - Program Operated by a Religious Organization
  - Nursery School
  - Summer Camp
- Please mail me more information.       Please have a representative contact me.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

County: \_\_\_\_\_



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