

# Missouri

Missouri Licensing Compliance Guide School Age Ratios 1:16 School Age Group Size 32 Preschool  
Ratio ages 3-4 1:10 Preschool 20

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# School-Age Regulations

[5 CSR 25-500](#) Licensing Rules for Group Child Care Homes and Child Care Centers

# Forms

[Licensing Forms](#)

# Inspection Reports

[Program Inspection Reports](#)

[Fire Inspection Reports](#)

[Sanitation Inspection Reports](#)

# MOPD System

Instructions

MOPD System Training

# Clock Hour Training

[Clock Hour Training Information](#)

# Background Checks

[Background Check Information](#)

# Child Files

Child File Content



# Staff Files

Content to complete the Employee File

# MO New Business Needs

**Applications:** Need to Know

**Items Needed from RAS Sales:**

- Floors: Basement, 1st floor, 2nd floor, or other (What floors will you be hosting your program)
- Water System: Public or Private or other
- Sewage Disposal system: Public, Private, or other
- Source and type of heating system.
- Letter From the RAS President (Letta) Appointing Licensing Specialist as the Designee.
- COO (Certificate of Occupancy)
- District Contract with Right At School
- Floor Plans of indoor space (***must show the arrangement of the room, including toilets, sinks, kitchen, and exit doors, and escape routes***)
- Floor Plan of the outdoor play area and should indicate whether or not the area is fenced (***fenced is required***)

**Items Needed from Finance** (Erika Lewis)

- Secretary of State Registration Certificate

**Items Needed from RVP/RM:**

- Must have the correct capacity to match the Center Directors Qualifications

**Items Needed from RAS Tech:**

- Program Phone and Email  
Program Address

**Items Needed for the Inspection:** (*Licensors will request this inspection on behalf of RAS*)

1. Sanitation Inspection report- **needed for your Pre-K program** (Licensors will set this up for us)
2. Fire Inspection report - - **needed for your Pre-K program** (Licensors will set this up for us)

**Items Needed From The Area Manager:**

1. Emergency Preparedness Plan (Licensing Specialist will send a template- AM will just need to fill in the highlighted areas)
2. Article of Incorporation

3. weekly snack menu - see the sample attached of requirements and portions
4. Equipment List to be used by children (must match the capacity)
5. Employee Handbook
6. Parent Handbook
7. Staffing List- (found in the drive in the 'Forms' folder
8. Schedule of Daily Activities (***must include mealtimes/nap times, handwashing, and activities***)
9. Sanitation Training- Each Program Manager and Area Manager must have this

**Items The Area Manager will Need to Bring to the Inspection:**

Parent Licensing Binder: with the following items included in the Binder:

- Completed Application
- Emergency Preparedness Plan (Licensing Specialist will send a templet- AM will just need to fill in the highlighted areas)
- Article of Incorporation
- weekly snack menu - see the sample attached of requirements and portions
- Equipment List to be used by children (must match the capacity)
- Employee Handbook
- Parent Handbook
- Staffing List- (found in the drive in the 'Forms' folder
- Schedule of Daily Activities (must include mealtimes/nap times, handwashing, and activities)
- Sanitation Training- Each Program Manager and Area Manager must have this
- Sanitation Inspection report- needed for your Pre-K program
- Fire Inspection report - - needed for your Pre-K program
- Secretary of State Registration Certificate
- Floor Plans of indoor space (must show the arrangement of the room, including toilets, sinks, kitchen, and exit doors, and escape routes)
- Floor Plan of the outdoor play area and should indicate whether or not the area is fenced (fenced is required)

**Items The Area Manager needs to purchase for the Inspection:**

1. Bleach
2. Bleach Strips
3. Thermometer (if you are using a refrigerator)

**Items Needed from the Staff File:** *(Also need for the Inspection)*

**Center Directors:** *(Program Manager)*

1. Center Director Certification request results- Must match the capacity on the Application
2. Center Director Provider Approval Request
3. Medical Exam Report
4. TB assessment report

5. childcare new employee orientation
6. Background checks (there are 2 of them)- Criminal background screening 1 every 5 years (sent to both employee and us) - (Family Care Screening registry sent to us)- done every year.
7. CPR/First Aid
8. 1-hour training on Disaster and Emergency Preparedness
9. Sanitation Training

**Educators:**

1. Medical Exam Report:
2. TB assessment report
3. childcare new employee orientation
4. Background checks – Eligibility Letter
5. FCSR Letter
6. CPR/First Aid (see requirements below under PM requirements)
7. 1-hour training on Disaster and Emergency Preparedness

***Helpful Tip for Staff Files:***

You **NEED** to submit staff files to **match the capacity** submitted on the Application or a Variance is needed. Example: if your capacity is 100 you need to submit 7 Staff Files.

# Disaster Plans

[Master Copy Templet](#)

[Reed](#)

[LECC](#)

[5th Grade Center](#)

# DVN's and Capacity

District	School	DVN	Capacity
Ladue	5th Grade Center	DVN 003042228	100
Ladue	Reed	DVN 003042273	100
Ladue	Spoede	DVN 003042317	100
Ladue	Conway	DVN 003042291	100
Ladue	Old Bonhomme	DVN 003042326	100
Ladue	LECC	DVN 003042148	80
District	School	DVN	Capacity
Hancock	Hancock Place		60

# Program Manager Licensing Training

MOPD System Training

# Parent Boards- Postings -



## Parent Board Requirements (links to postings)

[Daily Schedule](#)

[Today's Activities](#)

[Current RAS Curriculum](#)

[Menu & Nut Free Sign](#)

[No Vaping/No Smoking Sign](#)

[Contact Us \(Canva\)](#)



[Social Media Page](#)

[Policies & Consistency of Care & Philosophy](#)

[License](#)

[Fire & Emergency Drill Log](#)

[Emergency Numbers \(page #5 of Disaster Plan\)](#)

[Temperature Log, Handwashing, Allergy List & Cabinet Labels](#)

# Missouri Licensing Resource Binder

## **SITE LICENSING BINDER (For Each Site, Made for MO Licensing Reps during initial inspections)**

Cover of Binder: School Name, Address, and Phone Number

### Section 1. [Floor Plans](#)

- Floor Plans of Indoor Space
- Floor Plans of Outdoor Space

### Section 2. Legal Docs

- Levels of Authority Doc
- Registration of Fictitious Name if Needed
- Articles of Organization
- [Secretary of State Certificate of Organization](#)
- RAS Operating Agreement
- [City Zoning Approval Statement](#)

### Section 3. Director File

- Site Directors Director Certification
- Site Directors Director Approval Request Form
- Any needed Director Training

### Section 4. Operational Docs

- Facility Information Form (Facility Address and Phone, Company Address and Phone, and Board Pres or Designee address and phone )
- Emergency Phone Numbers (911, Local Police, Local Fire Dept, Local Poison Control, Local Hospital, Local Public Radio, Office of Childhood, Area Manager, Site location and number, Principal/Building Number)
- Fire and Tornado Evacuation Routes
- Program Manager/Site Director [Job Responsibilities](#)
- Educator Job Responsibilities
- LineLeader Document for Parents

4A:HIGHLIGHTED TAB: -[Emergency Plan Handbook](#)

### [Emergency Drill Log](#)

### Section 5. Program Docs

- Morning Schedule
- Afternoon Schedule
- Break/Camp Schedule
- [Weekly Menu](#) Example
- Weekly Inspection Docs

-Accident and Injury Form Template

-[Name to Face](#) Template

#### Section 6. [Enrollment Forms](#)

-MO Childcare Enrollment Form

-MO Childcare Medical form for Preschool

-MO Childcare Form for School Age

-Immunization Form Example

-Plan Of Care if applicable

-FARE Allergy form if applicable

HIGHLIGHTED TAB: [Parent Handbook](#)

#### [Section 7. Employee Forms](#)

-Staff Medical Form

-Staff TB Risk Assessment Form

-List of Onboarding Trainings

-Welcome Sheet for Employees

#### [Section Section 8. Equipment List/Order](#)

Site Equipment List

#### [Section 9. INSPECTION REPORTS](#)

-Tab for Childcare Licensing

-[Tab for Fire](#)

-[Tab for Sanitation](#)

Binder Ending Cover: Additional Copy of [Emergency Numbers](#)

-[Copy of Emergency Numbers are also posted on the Parent Info Board and on Each Educators Clipboard](#)

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#### **HANDBOOK BINDER:**

-Staff Handbook

-Parent Handbook

-MO Childcare Licensing Handbook : additional copy is on parent board along with issued license for parents to view and access (this is a licensing rule)

#### **Staff File Binder: (for licensing visits)**

1. Updated [Staff Site Sheet](#)

2. [Site Director File](#)

Employee Name and "Onboarding Sheet" (Includes Employee name, DOB, MOPDID, Date of Hire, CPR Expiration, Eligibility Letter Expiration, Training Expirations, and Doc Checklist for easy viewing)

-Director Cert

-Director Approval Cert

-Medical Form

-TB Assessment

-Yearly FCSR form

-Eligibility letter

- CPR certification
- Yearly Training Certs

### 3. Each Employee has a Licensing File

- Employee Name and "Onboarding Sheet" (Includes Employee name, DOB, MOPDID, Date of Hire, CPR Expiration, Eligibility Expirations, Training Expirations, and checklist of items for easy viewing)
- Medical Form
- TB Assessment
- Yearly FCSR form
- Eligibility letter
- CPR certification
- Yearly Training Certs

### **Each Child has their own File in a filing box**

### **One File Per Child with 3 colored files inside (TAN, PURPLE, RED)**

TAN: (RAS docs)

Childs RAS waivers, docs, etc

PURPLE: Licensing Docs

- Child's MO Enrollment Form
- Child's Medical Exam
- Child's Vax Record
- Plan of Care or Allergy Plan if needed

RED:

- Childs Accident/Injury Forms

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-Each Emergency Back Pack and Staff Clipboard has the school emergency plan and evacuation plans