

# 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

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