

# MO New Business Needs

## **Applications:** Need to Know

Submit applications to: [childcare@dese.mo.gov](mailto:childcare@dese.mo.gov)

- Must have the correct capacity to match the Center Directors Qualifications
- 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.
- Program Phone and Email
- Program Address
- Letter From the RAS President (Letta) Appointing someone in state Designee.
- Secretary of State Registration Certificate (*Erika Lewis is responsible for getting this*)

## **Items Needed for the Inspection:**

1. Sanitation Inspection report- **needed for your Pre-K program** (Licensor will set this up for us)
2. Fire Inspection report - - **needed for your Pre-K program** (Licensor will set this up for us)
1. Zoning and Building Compliance Report- Or a statement from the city stating that we can operate in the District building (for and Early Learning program)
2. District Contract with Right At School
3. Emergency Preparedness Plan (see attached- AM will just need to fill in the highlighted areas)
4. Article of Incorporation
5. Floor Plans of indoor space (must show the arrangement of the room, including toilets, sinks, kitchen, and exit doors) and escape routes
6. Floor Plan of the outdoor play area and should syndicate whether or not the area is fenced (fenced is required)
7. weekly snack menu - see the sample attached of requirements and portions
8. Equipment List to be used by children
9. Employee Handbook
10. Parent Handbook
11. Staffing List- (found in the drive in the 'Forms' folder)

12. Schedule of Daily Activities (must include mealtimes/nap times, handwashing, and activities)
13. Sanitation Training- one person in the organization should take this (I have already taken this)
14. Parent Licensing Binder

**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.

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