

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 template- 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.

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