To apply for a family child care home license you must submit the following:

1. ☐ A completed application for license;

2. ☐ A sketch or diagram of the home showing the arrangement of the rooms, including the location of toilet and hand washing facilities, the kitchen and the doors. The space will be measured by the licensing representative and the applicant;

3. ☐ A sketch or diagram of the outdoor play area and placement of equipment, indicating if the area is fenced;

4. ☐ Written policies pertaining to the program goals, admission, care and discharge of children, and discipline;

5. ☐ A schedule of daily activities for children;

6. ☐ A sample weekly menu;

7. ☐ An itemized list of available materials and equipment to be used by children;

8. ☐ The names and addresses of two references not related to the applicant who have knowledge of the applicant's character, experience and ability;

9. ☐ Sample forms used, other than those supplied by the department;

10. ☐ Evidence of compliance with a fire and safety inspection as conducted by the State Fire Marshal or his/her designee;

11. ☐ Evidence of compliance, if applicable, with local or state requirements, or both, for any nonpublic water supply or sewage disposal system;

12. ☐ If the family child care home is incorporated, Articles of Incorporation, Certificate of Incorporation and the Annual Registration Report (if applicable) as issued by the Missouri secretary of state;

13. ☐ Required information for assistants; and

14. Other information required by the department to make a determination regarding licensure of the family child care home.

15. ☐ In addition, the following must be on file at the child care home and available for review prior to the issuance of a license:

16. ☐ Background screening results for child abuse/neglect and criminal record for the child care provider, other household members and other child care personnel;

17. ☐ Medical examination reports for the provider and child care assistants as required by Child care rules, including 19 CSR 30-61.125.