

SECTION FOR CHILD CARE REGULATION

REQUIREMENTS FOR RENEWAL OF FAMILY CHILD CARE HOME LICENSE

- ▶ In addition to the application, the licensee is required to submit these documents before the license expiration date:
 - *If there is a change in Assistant(s), submit an Assistant Approval Request form for the individual(s) employed or volunteering to meet the requirements for assistants in a licensed child care home.*
 - *Current list of available equipment.*
 - *If the facility is incorporated—a copy of the current Annual Registration Report and a copy of the current Certificate of Good Standing (or other documentation from the Office of the Secretary of State that confirms the corporation is in good standing).*
 - *Information about changes made since the last license renewal.*

- ▶ At the renewal inspection, the Child Care Facility Specialist will review the following documents that are required to be on file at the facility:
 - *Required background check information per RSMo 210.1080 for the following:*
 - *Home provider.*
 - *Household member(s) who are seventeen years of age or older.*
 - *Assistant(s).*
 - *Board president/chairperson (if incorporated)*
 - *All manager(s)/member(s) of an LLC.*
 - *Health information for the provider and assistant(s) working more than twenty (20) hours per month which includes a:*
 - *Medical examination report.*
 - *TB Risk Assessment.*
 - *First Aid/CPR as required.*
 - *Documentation of required 12 hours of child care training and department-approved safe sleep training. (Required training hours must be completed and on file as required before license can be renewed.)*
 - *Home provider.*
 - *Assistant(s) if employed or volunteering more than twenty (20) hours per month.*
 - *Current enrollment forms on all children.*
 - *Children's Immunization records.*
 - *Children's medical examination reports as required.*
 - *Disaster and Emergency Preparedness Plan*
 - *Identifying information for children in care related to the licensee who do not reside in the home.*

- ▶ If compliance with the licensing rules does not occur by the expiration date of the license, a **lapse** in the license may result. You should discuss the impact of a lapse in the license with any agencies making payment to you for child care related services. Licensure is sometimes a condition for receiving payment.

- ▶ If you change your legal identity by incorporating, becoming a Limited Liability Company (LLC), dissolving an existing corporation, selling more than 50% of your corporation, etc., renewal of the license is not available to you. The new (changed) ownership must obtain a new license without benefit of any grandfathered rules.