

**SECTION FOR CHILD CARE REGULATION  
REQUIREMENTS FOR RENEWAL  
OF GROUP CHILD CARE HOME OR CHILD CARE CENTER LICENSE**

- ▶ In addition to the application, the licensee is required to submit these documents before the license expiration date:
  - *Current staff sheet.*
  - *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 screening information per RSMo 210.1080 for the following:*
    - *Owner(s).*
    - *Board chairperson/president.*
    - *All manager(s)/member(s) of an LLC.*
    - *Director/Group Home Provider.*
    - *All staff employed by the child care provider including contract employees.*
    - *Volunteers.*
    - *Cook, van drivers or anyone with unsupervised access to children in care.*
  - *Health information for all staff 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.)*
  - *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.