

**SECTION FOR CHILD CARE REGULATION**  
**ANNUAL REQUIREMENTS FOR LICENSE-EXEMPT FACILITY**  
**Nursery School / Religious Operated Facility**

At the annual inspection, the Child Care Facility Specialist will review the following documents that are required to be on file at the facility:

- Required comprehensive background screenings for child care staff members (religious operated facilities that receive child care subsidy only);
- Health information for child care staff members, including a medical examination report and TB test results;
- Enrollment information for children;
- A completed Notice of Parental Responsibility form for children (religious operated facilities only);
- Health information for children, including a medical examination report, immunization record, and medication forms, as applicable;
- Evidence of compliance with fire safety and sanitation;
- Evidence of good standing with MO Secretary of State, if the owner is a legal entity; and
- Any other records or reports requested by the department to ensure license-exempt rules are met.