

SECTION FOR CHILD CARE REGULATION
ANNUAL REQUIREMENTS FOR LICENSED FACILITY
Family Child Care Home

At least thirty (30) days before your anniversary date, please complete and submit the following:

- An Annual Declaration for Licensed Facility (this is a DHSS/SCCR required form);
- A current list of available equipment;
 - Providers are not required to use the DHSS/SCCR Equipment List form, however, it is recommended to ensure all categories and information that is needed is noted and verifiable.
- A listing of household member(s) and assistant(s); and
 - Providers are not required to use the DHSS/SCCR Listing of Child Care Staff Member(s) and Household Member(s) form, however, it is recommended to ensure all information that is needed is noted and verifiable.
- A completed safety plan if a sex offender resides within 1,000 feet of the facility.
 - If the provider has an existing safety plan, a new plan is not required.
 - Providers are not required to use the DHSS/SCCR Safety Plan form, however, it is recommended to ensure all information that is needed is noted and verifiable.

At the annual compliance monitoring 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 household members and assistants, including evidence of a Family Care Safety Registry check within thirty (30) days prior to anniversary date;
- Health information for child care provider, including a medical examination report, TB Risk Assessment form, and CPR/First Aid certification, as applicable;
- Health information for assistants that work more than 20 hours per month and is alone with children, including a medical examination report, TB Risk Assessment form, and CPR/First Aid certification, as applicable;
- Evidence of approved safe sleep training (if licensed for children under 12 months) for child care provider and assistants, recorded in the MO Professional Development Registry;
- Enrollment information for children, including specialized care forms or I/T meal plans;
- 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;
- Evidence of a valid fictitious name with MO Secretary of State, if applicable; and
- Any other records or reports requested by the department to ensure licensing rules are met.