

SECTION FOR CHILD CARE REGULATION
ANNUAL REQUIREMENTS FOR LICENSED FACILITY
Group Child Care Home / Child Care Center

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 current staff sheet; 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.
- Evidence of compliance with local building and zoning requirements, if applicable.

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 child care staff members, including evidence of a Family Care Safety Registry check within thirty (30) days prior to anniversary date;
- Health information for child care staff members, 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), 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.