

SECTION FOR CHILD CARE REGULATION RECORDS AND REPORTS IN REGULATED CHILD CARE

Missouri Law: Section 210.221.1(4), RSMo states, “The department of health and senior services shall have the following powers and duties:....(4) To determine what records shall be kept by such persons and the form thereof, and the methods to be used in keeping such records, and to require reports to be made to the department at regular intervals”.

Rule:

Family Child Care Homes – 19 CSR 30-61.210
Group Homes and Centers – 19 CSR 30-62.222
License-Exempt Child Care Facilities - 19 CSR 30-60.120

Child care licensing rules require providers to have records regarding the children in care and their staff. All records must be made available for inspection and reports are to be submitted to the department as required.

Often times in the child care setting, poor record keeping and/or insufficient documentation results in a rule violation. The most frequent violations result from the following being incomplete and/or missing:

- Parent information;
- Emergency medical contact;
- Child record i.e. enrollment form, medical and child attendance information;
- Medical examination reports for staff;
- Tuberculosis risk assessment; and
- Background screenings.

Rationale:

Maintaining up-to-date and accurate records is essential to protecting the health, safety, and well-being of children. Inaccurate information may result in a child being released to the wrong individual, receiving the wrong medication, or receiving inadequate care. Providers who wait until an inspection to check their records may find that gathering needed information may not be possible i.e. the family no longer attends the facility. Providers are encouraged to set aside time to organize and check their records for accuracy and verify that parents have provided required enrollment documentation for facility records.

Good record keeping will assist you and the families you serve by:

- Helping you meet the individual health and safety needs of the children in your care;
- Assisting you in being prepared and organized in times of emergency or when communicating critical information to parents and or emergency personnel;
- Providing documentation of child observations;
- Maintaining the confidentiality of information; and
- Ensuring children, staff and volunteer records are kept on file and are up-to-date.

It is important to have a reliable recordkeeping system that works for your facility. Poor documentation could result in other rule violations. Providers should have a plan in place as to how they will access records at all times, including when a disaster or emergency occurs. Providers are encouraged to review the applicable rule(s) with staff to increase awareness of the rule requirement. Providers with questions about the adequacy of their documentation should consult with their Child Care Facility Specialist for technical assistance.

