

# 2005 Child Care Licensing Study Missouri

## Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
- [Frequency of Inspections](#)
- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
- [Licensing Fees](#)
- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

## STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
<b>Agency name:</b> Missouri Department of Health and Senior Services		
<b>Address:</b> Bureau of Child Care P.O. Box 570		
<b>City:</b> Jefferson City	<b>State:</b> MO	<b>Zip:</b> 65109
<b>Phone:</b> 573-751-2450	<b>Toll Free:</b>	
<b>Fax:</b> 573-526-5345	<b>E-mail:</b>	
<b>Web site:</b> <a href="http://www.dss.mo.gov/ccllc.htm">http://www.dss.mo.gov/ccllc.htm</a>		

## NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	1,938
Small family child care homes	1,853
Large/group family child care homes	216
<i>Other types of licensed facilities:</i> Inspected facilities	562
<b>Total number of licensed facilities</b>	<b>4,007</b>
<b>Data notes:</b>	

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LICENSED CAPACITY	
Child care centers	122,647
Small family child care homes	18,212
Large/group family child care homes	4,224
<i>Other types of licensed facilities:</i>	0
<b>Total licensed capacity</b>	<b>145,083</b>
<b>Data notes:</b> N/A	

## LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
<b>Line staff assignments to inspect child care facilities:</b>	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i> Line staff also complete complaint investigations.	✓
<b>Data notes:</b>	

## NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
<b>Total number of full-time equivalent line staff</b>	<b>67</b>
<b>Data notes:</b>	

LINE STAFF ESTIMATED CASELOAD	
<b>Estimated caseload ratio (number of facilities per staff)</b>	<b>68:1</b>
<b>Data notes:</b> The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	12
Data notes:	

## TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
License renewal	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
Routine compliance	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
Data notes:			

## FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	More than three times a year
Small family child care homes	More than three times a year
Large/group family child care homes	More than three times a year
<i>Other frequency of inspection:</i>	
Data notes: Inspected facilities are visited (announced) annually.	

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## FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	2 years
Small family child care homes	2 years
Large/group family child care homes	2 years
<i>Other length of license:</i>	
<b>Data notes:</b>	

## INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Once a year
Large/group family child care homes	Once a year
<b>Data notes:</b>	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i> Licensed facilities in our state are inspected every 6 months. The abbreviated form is used at the 6-month and 18-month inspections.	
Small family child care homes	Yes
<i>Use of form described:</i> Licensed facilities in our state are inspected every 6 months. The abbreviated form is used at the 6-month and 18-month inspections.	
Large/group family child care homes	Yes
<i>Use of form described:</i> Licensed facilities in our state are inspected every 6 months. The abbreviated form is used at the 6-month and 18-month inspections.	
<b>Data notes:</b>	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes

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**Data notes:**

## DIFFERENTIAL MONITORING

*(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")*

### System of differential monitoring based on compliance records used for inspections

Child care centers	No
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*System of assessing compliance and differential monitoring:*

Small family child care homes	No
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*System of assessing compliance and differential monitoring:*

Large/group family child care homes	No
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*System of assessing compliance and differential monitoring:*

**Data notes:**

## TECHNICAL ASSISTANCE AND CONSULTATION

### Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations

Child care centers	Yes
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Small family child care homes	Yes
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Large/group family child care homes	Yes
-------------------------------------	-----

### Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations

Child care centers	Yes
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Small family child care homes	Yes
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Large/group family child care homes	Yes
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**Data notes:**

Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	✓
As needed by licensee	✓	✓	✓
<i>Other:</i>			

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<b>Referrals made to other agencies/organizations/individuals for technical assistance</b>	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	✓
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Referrals are made if asked or if a specialist believes another agency is better able to provide the information/assistance. Referrals are made to the Missouri Child Care Resource and Referral Network.	

<b>DATA AUTOMATION</b>	
Basic licensing data is automated	No
<b>Data notes:</b> N/A	
<b>Portable computers and inspection software used for inspections</b>	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<b>Data notes:</b>	
<i>Other tools used for inspections and monitoring:</i> Our state is planning to begin using portable computers within the next 6 months to 1 year. The Bureau is currently in the process of implementing Tablets for sanitation inspections, and looks forward to using them for all inspections in the upcoming year or so (no definite timeframe has been established).	Yes

## COMPLAINT INVESTIGATIONS



<b>INVESTIGATIONS</b>	
<b>Licensing agency conducts complaint investigations</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	
<b>State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes

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<b>State has separate staff who only work on complaint investigations</b>	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<b>State uses other complaint investigation staff</b>	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
<b>Data notes:</b>	
<b>State investigates anonymous complaints</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	

<b>NUMBER OF COMPLAINTS</b>				
<b>Number of Licensing Complaints</b>	<b>Child Care Centers</b>	<b>Small Family Child Care Homes</b>	<b>Large/Group Family Child Care Homes</b>	<b>Total</b>
Number of licensing complaints filed	858	249	47	1,154
Number of substantiated licensing complaints	0	0	0	0
<b>Data notes:</b> Data on substantiated complaints N/A. Additional information on number of complaints: There were 85 complaints filed against license-exempt providers (religion-oriented groups and/or nursery school providers). There were 242 complaints against "unlicensed" facilities or facilities caring for more than four children without licenses.				
<i>Nature of licensing complaints: N/A</i>				

<b>CHILD ABUSE AND NEGLECT</b>	
<b>Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes</b>	
Licensing agency	✓
Protective services	✓
Specialized unit for child abuse and neglect	
<i>Other agency:</i> Protective Services or Department of Social Services has a special unit that investigates institutional abuse or abuse in "out-of-home" settings. This unit and licensing co-investigates abuse and neglect allegations.	✓
<b>Data notes:</b>	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0
<b>Data notes:</b> Number of child abuse/neglect complaints – 467 (unable to break down). Number of substantiated complaints – 45 (unable to break down).				

## ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	14	✓	11	✓	3
Denial of license	✓	1	✓	0	✓	1
Immediate closure of facility	✓	6	✓	5	✓	1
Non-renewal of license	✓	1	✓	1	✓	0
Probation	✓	10	✓	5	✓	5
Conditional license		0		0		0
Consent agreement	✓	5	✓	2	✓	3
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
<b>Data notes:</b>						
<i>Legal representation for licensing agency:</i> DHSS assigns the Bureau one attorney from the Office of General Counsel. This attorney handles all our cases. Also, my position coordinates the investigations and legal referrals that are ongoing across the state with the Child Care Facility Specialists and forwards the cases to our attorney.						

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## ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, but state is planning to put inspection reports on the Internet
<b>Data notes:</b>	
Complaints against facilities are included in licensing reports on the Internet	N/A
<b>Data notes:</b>	

## LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
<b>Data notes:</b>			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
<b>Data notes:</b> N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
<b>Data notes:</b>			

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## LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Child Care Facility Specialist

STAFF QUALIFICATIONS	
<b>Minimum entry-level qualifications for child care licensing line staff:</b>	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	
No required educational qualifications	
<i>Other qualifications:</i>	
<b>Data notes:</b>	
<b>Content and experience requirements</b>	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
<b>Data notes:</b>	
<i>Content areas or majors accepted:</i> 4-year degree with specialization (15 semester hours) in elementary or early childhood education, sociology, psychology, child development, social work, nursing, or related area. Professional experience in licensing of child care facilities, elementary or early childhood education, social services for children, child health services, or provision of child care in a licensed setting may be substituted for the stated education on a year-for-year basis.	
Experience working in a setting with children required prior to working as a licenser	No
<b>Data notes:</b>	

STAFF TRAINING	
<b>Annual training requirements</b>	
Additional training required each year	No
<b>Data notes:</b>	
<i>Amount of required training:</i>	

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<b>Topics covered in training:</b>	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	
<b>Data notes:</b>	
<b>Sources of training for child care licensing line staff:</b>	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
<b>Data notes:</b>	

<b>FUNDING TO SUPPORT LICENSING STAFF</b>	
<b>Sources of funding to hire and support child care licensing staff:</b>	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	
Do not know	
<i>Other funding sources:</i>	
<b>Data notes:</b>	

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## QUALITY INITIATIVES



<b>LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES</b>	
<b>Tiered quality strategy:</b>	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	
<b>Accreditation facilitation project:</b>	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	
<b>Professional development system:</b>	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	
<b>Assessing quality with environment rating scale:</b>	
Lead agency	
Initiative in same agency as licensing	✓
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	
<b>Other quality initiative:</b>	
Lead agency	
Initiative in same agency as licensing	✓
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b> Inclusion/special needs for families and child care providers.	

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## Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

### STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

## STAFF QUALIFICATIONS FOR DIRECTORS



### EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

<b>State regulates role</b>	Yes
<b>State requires education and/or experience for role</b>	Yes
<b>Number of qualification alternatives for role</b> <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	4

#### **Qualification alternative #1:** CDA and 6 semester hours in child-related courses

##### Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

##### Experience requirements:

Amount of experience required	12 months
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#### **Qualification alternative #2:** CDA and 54 semester hours, with 6 in child related courses

##### Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	

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Experience requirements:	
Amount of experience required	N/A

<b>Qualification alternative #3:</b> 12 college semester hours in child-related courses.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	24 months

<b>Qualification alternative #4:</b> Sixty (60) college semester hours. Twelve (12) of the hours must be in child-related courses.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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<b>State has additional requirements for experience to qualify for role</b>	<b>Yes</b>
Experience must be from working with children	✓
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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## STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
<b>State regulates role</b>			<b>No</b>
<b>State requires education and/or experience for role</b>			<b>No</b>
<b>Number of qualification alternatives for role</b> <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			<b>0</b>
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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## STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

<b>Key:</b>	
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# 2005 Child Care Licensing Study Missouri

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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# 2005 Child Care Licensing Study Missouri

## STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
<b>State regulates role</b>		<b>No</b>	
<b>State requires education and/or experience for role</b>		<b>No</b>	
<b>Number of qualification alternatives for role</b> <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		<b>0</b>	
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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# 2005 Child Care Licensing Study Missouri

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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# 2005 Child Care Licensing Study Missouri

## STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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# 2005 Child Care Licensing Study Missouri

## Data Profile for State Child Care Center Regulations

Click on link to go to information:

### LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

### DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

### CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

### CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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## SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

## CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

## FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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# 2005 Child Care Licensing Study Missouri

## LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
<b>Name of regulations:</b> Missouri Licensing Rules for Group Child Care Homes and Child Care Centers	
<b>Date of regulations:</b> 01/01/2002	
<b>State has separate regulations for the following types of care:</b>	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> license-exempt child care facilities	



## DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
<b>State has definition of "child care center" or "day care center"</b>	No
<i>Text of definition:</i> N/A	
<b>State has definition of "child care facility" or "day care facility"</b>	Yes
<i>Text of definition:</i> "Child care facility" is a house or other place conducted or maintained by any person who advertises or holds himself out as providing care for more than 4 children during the daytime, for compensation or otherwise.	
<b>Elements included in state's definition of a licensed child care center:</b>	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	

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Services are provided on a scheduled basis	
Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	✓
<b>Data notes:</b> N/A	

<b>EXEMPTIONS FROM LICENSING</b>	
State has defined types of programs that are exempt from licensing	<b>Yes</b>
<b>Characteristics of programs that are exempt from licensing:</b>	
Maximum number of children in care to be exempt	4 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	✓
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	✓
Services are for school-age children	
Program is a recreation program	

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# 2005 Child Care Licensing Study Missouri

Program is instructional classes for children	
Services are provided by a religious organization	✓
Services are provided during religious services	✓
Program offers religious instruction	✓
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	✓
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> <li>• Any private or religious organization elementary or secondary school.</li> <li>• A home school.</li> <li>• Vacation Bible school.</li> <li>• Any person who has been duly appointed by a court of competent jurisdiction the guardian of the person of the child or children, or the person who has legal custody of the child or children.</li> <li>• Any person who receives free of charge, and not as a business, for periods not exceeding 90 consecutive days, occasional and personal guests the child or children of personal friends of such person, and who receives custody of no other unrelated child or children.</li> <li>• Any graded boarding school, summer camp, hospital, sanitarium or home which is conducted in good faith primarily to provide education, recreation, medical treatment, or nursing or convalescent care for children.</li> <li>• Any residential facility or day program licensed by the department of mental health, which provides care, treatment and habilitation exclusively to children who have a primary diagnosis of mental disorder, mental illness, mental retardation or developmental disability.</li> </ul>	
<b>Data notes:</b> N/A	

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# 2005 Child Care Licensing Study Missouri

## CENTER STAFF REQUIREMENTS

STAFF ROLES <span style="float: right;"><a href="#">↑</a></span>		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Center director; up to 20 Children; 21-60; 61-99; 100 or More
Master teacher	No	N/A
Teacher	Yes	Caregiver
Assistant teacher	No	N/A
Aide	No	N/A

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	N/A	Not specified	Not specified; preservice requirements above HS level
Master teacher	N/A	N/A	N/A
Teacher	N/A	Individuals 18 years of age or older shall be counted in meeting the required staff-child ratios.	Not required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A
<i>Additional requirements: N/A</i>			

OTHER ROLES IN REGULATIONS <span style="float: right;"><a href="#">↑</a></span>			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	✓	N/A	Not specified
<i>Other roles: Driver</i>	✓	18	N/A

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# 2005 Child Care Licensing Study Missouri

HIRING POLICIES <span style="float: right;"><a href="#">↑</a></span>		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> <li>• Non-relative</li> <li>• Professional acquaintance</li> <li>• Previous employer</li> </ul>		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements:</i> Two references are required for the license applicant if the facility is not incorporated.		

STAFF HEALTH REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>	
Center facility records must include health reports on staff	✓
<b>Center staff required to have a physical exam or to provide health statement from a physician</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> <li>• Required annually or at another time interval</li> <li>• Required for staff having contact with children</li> <li>• Required for staff having contact with food</li> </ul>	✓
<b>Center staff required to have tuberculosis screening</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> <li>• Required annually or at another time interval</li> <li>• Required for staff having contact with children</li> <li>• Required for staff having contact with food</li> </ul>	✓
<b>Center staff required to provide proof of immunizations</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> <li>• Required annually or at another time interval</li> <li>• Required for staff having contact with children</li> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff must meet additional requirements regarding their health</b>	<b>Yes</b>
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements:</i> All adults working in a day care facility in any capacity during child care hours, including volunteers counted in staff-child ratios, shall be in good physical and emotional health with no physical or mental conditions which would interfere with child care responsibilities.	

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BACKGROUND CHECKS <span style="float: right;"><a href="#">↑</a></span>	
<b>State requires check of criminal history records for center staff</b>	<b>Yes</b>
• State criminal history record check required	✓
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
<b>State requires check of child abuse and neglect registry for center staff</b>	<b>Yes</b>
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
<b>State requires checks of fingerprint records for center staff</b>	<b>No</b>
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
<b>State requires checks of the sex offender registry</b>	<b>No</b>
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

ORIENTATION TRAINING <span style="float: right;"><a href="#">↑</a></span>	
<b>Center staff required to complete orientation training</b>	<b>Yes</b>
Required orientation training is about the facility's policies and procedures	
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	

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Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training:</i> All caregivers and volunteers working directly with children shall be required to review and be knowledgeable of the rules at the time they begin work and shall be able to understand and apply those rules which relate to their respective responsibilities.	
<i>Additional requirements:</i> N/A	


HEALTH AND SAFETY TRAINING <span style="float: right;"><a href="#">↑</a></span>	
<b>Center staff required to complete first aid training</b>	<b>No</b>
Current certification in first aid training required	
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	
At least one person for each group of children required to complete first aid training	
<b>Center staff required to complete CPR training</b>	<b>No</b>
Current certification in CPR training required	
CPR training must be for the care of infants and/or children	
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	
At least one person for each group of children required to complete CPR training	
<b>Center staff required to complete fire safety training</b>	<b>No</b>
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
<b>Other types of health and safety training required</b>	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	


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Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
<i>Additional health and safety training: N/A</i>	

<b>ONGOING TRAINING</b>	
<a href="#"></a>	
<b>Ongoing training required for directors</b>	<b>Yes</b>
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for master teachers</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for teachers</b>	<b>Yes</b>
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for assistant teachers</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for aides</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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<b>Ongoing training hours required in specific content areas for center directors</b>	<b>Yes</b>
<i>Content of ongoing training hours:</i> Training which is approved by the department in health, safety, nutrition, guidance and discipline, appropriate activities and learning experiences for children, positive communication and interaction with parents, planning and setting up an appropriate environment for children, professional and administrative practices, or other child related areas.	
<b>Ongoing training hours required in specific content areas for teaching staff</b>	<b>Yes</b>
<i>Content of ongoing training hours:</i> Training which is approved by the department in health, safety, nutrition, guidance and discipline, appropriate activities and learning experiences for children, positive communication and interaction with parents, planning and setting up an appropriate environment for children, professional and administrative practices, or other child related areas.	
<b>Types of training accepted/approved for ongoing training hours are specified</b>	<b>No</b>
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
<b>Delivery methods accepted/approved for ongoing training hours are specified</b>	<b>No</b>
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

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## CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN <a href="#">↑</a>		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	4:1	8
27 months	8:1	16
3 years	10:1	Not regulated
4 years	10:1	Not regulated
5 years	16:1	Not regulated
6 years	16:1	Not regulated
7 years	16:1	Not regulated
8–9 years	16:1	Not regulated
10 years and older	16:1	Not regulated
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS <a href="#">↑</a>	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> Groups composed of mixed ages of children 2 years of age and older shall have no less than 1 adult to 10 children with a maximum of 4 2-year-olds. When there are more than 4 2-year-olds in a mixed group, the staff-child ratio shall be no less than 1 adult to 8 children.	
<i>Group size requirements for mixed-age groups: N/A</i>	
<i>Additional requirements: N/A</i>	

[↑](#)

ADDITIONAL REQUIREMENTS <a href="#">↑</a>	
State has a definition for "group"	No
<i>Text of definition: N/A</i>	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required group size	

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<i>Conditions: N/A</i>	
<b>State has requirements for the supervision of children based on the size of the center</b>	<b>No</b>
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

## SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
<b>State has requirements for staff supervising children</b>	<b>Yes</b>
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: Caregivers shall not leave any child without competent adult supervision. Caregivers shall provide frequent, direct contact so children are not left unobserved on the premises.</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
<b>State has requirements for the supervision of children during naptime</b>	<b>Yes</b>
Staff person must be present in room where children are napping	✓
Staff must be able to see children	✓
Staff must be able to hear children	✓
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	✓
• Preschool	✓
• School-age	✓
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	

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<b>State has specific child-staff ratio requirements for naptime</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for naptime</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: All requirements are for preschool and school-age children. Regulations say infants should have a supervised nap period.</i>	

<b>SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE</b> (see also <a href="#">Specialized Care – Evening/Overnight Care</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during evening/overnight care</b>	<b>Yes</b>
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	✓
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	1 caregiver shall be awake at all times
Center must have written supervision plan for evening/overnight care	
<b>State has specific child-staff ratio requirements for evening/overnight care</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for evening/overnight care</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: One caregiver shall be awake at all times.</i>	

<b>SUPERVISION OF CHILDREN DURING OUTDOOR PLAY</b> <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during outdoor play</b>	<b>No</b>
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
<b>State has specific child-staff ratio requirements for outdoor play</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for outdoor play</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES <span style="float: right;">↑</span>	
<b>State has requirements for the supervision of children during large group activities</b>	<b>No</b>
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
<b>State has specific child-staff ratio requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES <span style="float: right;">↑</span>	
<b>State has requirements for the supervision of children when swimming or participating in water activities</b>	<b>Yes</b>
Staff person must be present with children when swimming or participating in water activities	✓
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
<b>State has specific child-staff ratio requirements for swimming and water activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for swimming and water activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: Children using swimming or wading pools shall be instructed in water safety and supervised by an adult at all times.</i>	

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SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES	
(see also <a href="#">Facility Requirements – Transportation</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children when transported in a vehicle</b>	<b>Yes</b>
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	✓
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	✓
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
<b>State has specific child-staff ratio requirements for transporting children in a vehicle</b>	<b>Yes</b>
<i>Requirements:</i> Staff-child ratios shall be maintained at any time the provider transports children away from the facility.	
<b>State has specific group size requirements for transporting children in a vehicle</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> Head counts shall be taken before leaving the facility, after entering the vehicle, during a field trip, after taking the children to bathrooms, after returning to the vehicle, and when back at the facility.	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
<span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during field trips</b>	<b>Yes</b>
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
<b>State has specific child-staff ratio requirements for field trips</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for field trips</b>	<b>No</b>
<i>Requirements:</i> N/A	

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Additional requirements: N/A

## CARE OF CHILDREN

AGE DEFINITIONS
<b>Definition of "infant"</b>
<i>Text of definition:</i> "Infant" is defined as any child under 12 months of age.
<b>Definition of "toddler"</b>
<i>Text of definition:</i> "Toddler" is defined as any child between 12 to 24 months of age.
<b>Definition of "preschool-age"</b>
<i>Text of definition:</i> "Preschool child" is defined as any child two through 5 years of age who is not in kindergarten for 5-year-old children.
<b>Definition of "school-age"</b>
<i>Text of definition:</i> "School-age child" is defined as any child 5 years of age or older who is in kindergarten or elementary school.

CHILDREN'S HEALTH REQUIREMENTS	
<b>State requires children to have a physical exam to enroll in a center</b>	<b>Yes</b>
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	✓
<b>State requires children to have immunizations to enroll in a center</b>	<b>Yes</b>
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements:</i> N/A	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements:</i> N/A	

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NUTRITION <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about nutrition and meals/snacks for children</b>	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: Only school-age children are allowed to bring food from home.</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements regarding behavior guidance and/or disciplining children</b>	Yes
<b>Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations</b>	Yes
<ul style="list-style-type: none"> <li>• Supervised separation from the group</li> <li>• Physical/corporal punishment</li> </ul> <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	✓
<i>Other forms of discipline allowed:</i>	
<ul style="list-style-type: none"> <li>• Only constructive, age-appropriate methods of discipline shall be used to help children develop self-control and assume responsibility for their own actions.</li> <li>• Praise and encouragement of good behavior shall be used instead of focusing only upon unacceptable behavior.</li> <li>• Firm, positive statements or redirection of behavior shall be used with infants and toddlers.</li> </ul>	
<b>Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations</b>	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	✓
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	✓

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• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

<b>PROGRAM AND ACTIVITIES</b>	
<a href="#">↑</a>	
<b>Center must have a written daily schedule of activities</b>	<b>Yes</b>
Center must post daily schedule	
<b>Center must provide specific activities for children</b>	<b>Yes</b>
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	✓
Outdoor play	✓
Indoor play	✓
Child-initiated activities	
Staff-initiated activities	
Individual activities	✓
Group activities	✓
• Large group activities	
• Small group activities	✓
Active play	✓
Quiet play	✓
Free play	✓
Creative expression	
Gross motor activities	
Fine motor activities	
<i>Other activities: N/A</i>	

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Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development		
Emotional development		
Cognitive/intellectual development		
Physical development		
Language/literacy development		
Cultural development		
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		
<i>Additional requirements about books: N/A</i>		
Art supplies/creative activities		✓
Blocks/construction materials		✓
Sensory materials		✓
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<i>Other types of equipment required: Blocks, construction and transportation toys</i>		
<i>Additional requirements: N/A</i>		

PARENT INVOLVEMENT		<a href="#">↑</a>
State has requirements regarding parent involvement		No
Center must encourage parent involvement		
Center must provide opportunities for parent involvement		
<i>Additional requirements: N/A</i>		
State has requirements about parents' access to the center		Yes
Center must provide access to parents at all times; no prior notice needed		✓
Parents can have unsupervised access to all children or the whole facility		
Parents can have unsupervised access only to their own children		
Parents can have supervised access to all children		

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State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER <span style="float: right;"><a href="#">↑</a></span>	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
• Each infant must have a primary caregiver	✓
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE <span style="float: right;"><a href="#">↑</a></span>	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	

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State has requirements for the facility related to the care of school-age children	✓
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<b>SPECIALIZED CARE – MILDLY ILL CHILDREN</b> (see also <a href="#">Care of Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children who are mildly ill</b>	<b>Yes</b>
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

<b>SPECIALIZED CARE – EVENING/OVERNIGHT CARE</b> (see also <a href="#">Supervision of Children During Evening/Overnight Care</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children during evening/overnight hours</b>	<b>Yes</b>
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	✓

<b>SPECIALIZED CARE – DROP-IN CARE</b> <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children in drop-in programs</b>	<b>No</b>
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: N/A</i>	

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## FACILITY REQUIREMENTS

ENVIRONMENT <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about environmental tests of the facility</b>	<b>No</b>
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
<b>State has requirements about environmental inspections</b>	<b>Yes</b>
Requires fire inspections	Required annually
Requires health inspections	Required annually
Requires building code inspections	
<i>Additional requirements:</i> On initial application and renewal application: Evidence of compliance, if applicable, with local building and zoning requirements.	

SQUARE FOOTAGE <span style="float: right;"><a href="#">↑</a></span>	
<b>Number of square feet of indoor space per child</b>	<b>35 square feet</b>
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
<b>Number of square feet of outdoor space per child</b>	<b>75 square feet</b>
Total amount of square feet for area	750 square feet
<i>Additional requirements:</i> Accommodate one-third of licensed capacity	
<b>Number of square feet per child, based on age of child</b>	
Per infant	35 square feet
Per toddler	35 square feet
Per preschool-age child	35 square feet
Per school-age child	35 square feet
<i>Additional requirements:</i> Newly licensed centers or centers adding new infant/toddler space, must have 45 square feet for infants.	

CONDITION OF FACILITY AND EQUIPMENT <span style="float: right;"><a href="#">↑</a></span>	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓

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State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT <a href="#" style="float: right;">↑</a>	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i> The fall-zone area under and around outdoor equipment where children might fall and be injured shall be covered with impact-absorbing materials which will effectively cushion the fall of a child. This material may include sand, pea gravel, tanbark, shredded tires, wood chips, rubber matting or other approved resilient material.	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

OUTDOOR SPACE <a href="#" style="float: right;">↑</a>	
<b>State requires outdoor space is enclosed/has a fence</b>	<b>Yes</b>
<i>Required height for fence:</i> 42 inches	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

FIRE SAFETY <a href="#" style="float: right;">↑</a>	
<b>State has requirements on fire safety in child care centers</b>	<b>Yes</b>
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills:</i> at least once a month	
<i>Additional requirements:</i> N/A	

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GENERAL EMERGENCY PLANS <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a general emergency plan for all emergencies</b>	<b>No</b>
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on emergency preparedness</b>	<b>Yes</b>
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: N/A</i>	

SECURITY <span style="float: right;"><a href="#">↑</a></span>	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

TRANSPORTATION (see also <a href="#">Supervision of Children Transported in Vehicles</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on transporting children in vehicles</b>	<b>Yes</b>
State has requirements about the condition of the vehicle	
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	✓
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	

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*Additional requirements: N/A*

<b>LIABILITY INSURANCE</b>	
<a href="#">↑</a>	
<b>State requires centers to have liability insurance</b>	<b>No</b>
<b>General liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Professional liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Automobile insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Medical payment insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

<b>ADMINISTRATION OF MEDICATION</b>	
<a href="#">↑</a>	
<b>State has requirements on the administration of medication to children</b>	<b>Yes</b>
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

<b>MEDICAL PROCEDURES</b>	
<a href="#">↑</a>	
<b>State has requirements on performing medical procedures on children</b>	<b>No</b>
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

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CARE OF MILDLY ILL CHILDREN (see also <a href="#">Specialized Care – Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements on the care of mildly ill children</b>	<b>Yes</b>
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: N/A</i>	

INCIDENT REPORTING <span style="float: right;">↑</span>	
Centers must report to the licensing agency all serious injuries that occur to children in the program	
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	
<i>Additional requirements: Information regarding the date and circumstance of any accident or injury shall be noted in the child's record.</i>	

ADDITIONAL HEALTH REQUIREMENTS <span style="float: right;">↑</span>	
Centers must have a health consultant	
Centers must have a first aid kit	
<ul style="list-style-type: none"> <li>• Requirements specify items that must be in the first aid kit</li> </ul>	
<i>Additional requirements: N/A</i>	

HAND WASHING <span style="float: right;">↑</span>	
<b>State has requirements on hand washing for staff</b>	<b>Yes</b>
State has requirements for centers that specify when staff must wash their hands	✓
<ul style="list-style-type: none"> <li>• Center staff must wash their hands after toileting</li> <li>• Center staff must wash their hands after diapering a child</li> <li>• Center staff must wash their hands after toileting a child</li> <li>• Center staff must wash their hands before and/or after preparing, serving, or eating food</li> <li>• Center staff must wash their hands after attending to an ill child</li> <li>• Center staff must wash their hands after handling, feeding, or cleaning up after animals</li> </ul>	✓ ✓ ✓ ✓
<i>Other times staff must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for staff	✓

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State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

DIAPERING <span style="float: right;"><a href="#">↑</a></span>	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	✓
<i>Requirements on proximity of sink to diapering area: Warm, running water shall be adjacent to the diapering area. The diapering area and hand washing area shall be separate from any food service area and any food related materials.</i>	
<i>Additional requirements: N/A</i>	

SMOKING POLICIES <span style="float: right;"><a href="#">↑</a></span>	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	✓
Smoking is not allowed in areas where food is prepared	✓
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements: Smoking shall be prohibited in child care areas and in food preparation and food service areas.</i>	

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<b>HAZARDOUS MATERIALS</b>	
<b>State has requirements about the accessibility of hazardous supplies/materials</b>	<b>Yes</b>
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

<b>FIREARMS</b>	
<b>State has requirements about the presence of firearms in the facility</b>	<b>Yes</b>
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	✓
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

<b>ANIMALS IN FACILITY</b>	
<b>State has requirements about animals in the facility</b>	<b>Yes</b>
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	
<i>Additional requirements: Animals which may pose a threat to the health or safety of children shall not be permitted on the premises or shall be penned securely in an area which is inaccessible to the children.</i>	

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