

To receive a license to operate a group child care home or a child care center you will need to submit the following:

- A completed application for license;
- A sketch or diagram of the home showing the arrangement of the rooms, including the location of toilet and hand washing facilities, the kitchen and the doors. The space will be measured by the licensing representative and the applicant;
- A sketch or diagram of the outdoor play area and placement of equipment, indicating if the area is fenced;
- Written policies pertaining to the program goals, admission, care and discharge of children, and discipline;
- A schedule of daily activities for children;
- A sample weekly menu;
- An itemized list of available materials and equipment to be used by children;
- The names and addresses of two references not related to the applicant who have knowledge of the applicant's character, experience and ability;
- Sample forms used, other than those supplied by the department;
- Evidence of compliance with a fire and safety inspection as conducted by the State Fire Marshal or his/her designee;
- Evidence of compliance, if applicable, with local or state requirements, or both, for any nonpublic water supply or sewage disposal system;
- If the family child care home is incorporated, Articles of Incorporation, Certificate of Incorporation and the Annual Registration Report (if applicable) as issued by the Missouri secretary of state;
- Required information for assistants; and
- Other information required by the department to make a determination regarding licensure of the family child care home.
- In addition, the following must be on file at the child care home and available for review prior to the issuance of a license:
 - Background screening results for child abuse/neglect and criminal record for the child care provider, other household members and other child care personnel;
 - Medical examination reports for the provider and child care assistants as required by Child care rules, including 19 CSR 30-61.125.

In addition, the following must be on file at the child care facility and available for review prior to the issuance of a license:

- Medical examination report for all adults working in the facility, as required by 19 CSR 30-62.122 Medical Examination Reports;
- Medical examination reports within thirty days following admission for each infant, toddler or preschool child as required by 19 CSR 30-62.122, and a health report for school-age children as required by 19 CSR 30-62.122;
- Enrollment information for each child as required by 19 CSR 30-62.132;
- Background screening results for child abuse/neglect for the facility owner(s), board president or chairperson and the center director or group day care home provider
- Background screening results for criminal record from the Missouri State Highway Patrol for the child care provider, the owner(s), board president or chairperson, the center director or group day care home provider, all persons employed by the child care provider, and all volunteers counted in staff/child ratios.

Licensing Study

When all necessary documents, including fire safety and sanitation inspection reports, have been submitted and reviewed, the Child Care Facility Specialist has made on-site visit(s), and any necessary corrections have been made, a licensing determination will be made.

If the decision is to issue you a license, you will receive notification from the Missouri Department of Health and Senior Services, Bureau of Child Care. The license will indicate the effective dates of the license, the number of children you are licensed to care for, and any limitations. Unless otherwise stated, this license is valid for two years. While your facility is licensed, the Child Care Facility Specialist will visit your facility twice a year. More frequent visits may be made if a complaint has been received or if there are compliance issues. Your facility will also receive annual fire safety and sanitation inspections.

If you have any questions during the licensing process, please feel free to contact your local licensing office.

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