

Health and Safety Checklist for Licensed-Exempt Child Care Providers

The child care facility applicant must be in compliance with the following health, safety, fire and other requirements:

LOCAL ORDINANCES, CODES, AND REGULATIONS

- The child care facility shall meet local ordinances, codes, and regulations, particularly with regard to fire safety and smoke or carbon monoxide detectors.
- If there are no local ordinances or regulations regarding smoke and carbon monoxide detectors that apply to the child care provider facility, the child care provider applicant shall:
 - Install and maintain operable smoke and carbon monoxide detectors in accordance with the manufacturer's instructions.
 - Install and maintain all detectors on the ceiling or wall at a point centrally located in a corridor or other area giving access to rooms used for providing child care services unless the manufacturer's instructions provide otherwise.
 - Ensure that when activated, the detectors shall provide an alarm in the structure or room.

PHYSICAL SPACE

- It must be clean, free of insects and vermin.
- It must have a constant temperature not less than sixty-five (65) degrees Fahrenheit and not higher than eighty-five (85) degrees Fahrenheit.
- It must have potable, running water, at least one (1) flushable toilet and one (1) sink for hand washing accessible to children.
- Hygiene items such as toilet paper, soap, hand drying towels (paper or cloth) must be accessible to children.
- The food preparation area is clean and equipped to prepare snacks and meals.
- It must have inside space for play and napping.
- Hazardous materials must be inaccessible to children.
- Smoking in the facility prohibited while children are present.
- Weapons and ammunition stored in locked cabinets inaccessible to children.
- Smoke detectors and fire extinguisher present.

EMERGENCY PREPAREDNESS AND RESPONSE PLAN

- Emergency preparedness and response plan completed and posted.
- Emergency phone numbers are readily available.

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OUTDOOR PLAY AREA

- Outdoor play area must be an area safe, maintained, and have no hazards.
- The outdoor area must either be continuously fenced to ensure that the children cannot leave and others cannot enter the premises without supervision; or, if not fenced, child care provider must have a Division approved, supervision plan for when children are in outdoor play area.
- Pools and open water areas are not accessible to children without adult supervision.
- Play equipment is well-constructed and free from hazards.

ANIMALS

- Animals must be non-threatening to children.
- None of the animals may have a history of attacking or injuring human beings or other animals.
- The animals must be disease free and have all required vaccinations according to state and local law.
- Indoor and outdoor areas used by children are free of animal excrement.
- Litter boxes are not located in food preparation or serving area and are inaccessible to children.

ILLEGAL SUBSTANCES AND CRIMINAL ACTIVITY

- The child care provider applicant's facility must be free of illegal substances and criminal activity.

RISK ASSESSMENT FOR TUBERCULOSIS (TB)

- The child care provider applicant and staff shall submit a "Risk Assessment for Tuberculosis" form completed, signed and dated by a medical professional no more than twelve (12) months prior to hire.
- If a child care provider applicant or staff has active, contagious tuberculosis the child care provider applicant or staff must have on file documentation showing that a medical professional has certified that the child care provider applicant or staff is non-infectious before the child care provider may become registered.

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REQUIRED TRAINING

- The child care provider applicant and staff shall register with Opportunities in a Professional Education Network (OPEN) and secure a Missouri Professional Development Identifier (MOPD ID) to track and successfully complete all required trainings as approved by the Division.
- The child care provider applicant and staff shall successfully complete Health and Safety training in all of the following topics:
 - Pediatric First Aid and Cardiopulmonary Resuscitation (CPR)
 - Prevention of Sudden Infant Death Syndrome and Safe Sleeping
 - Prevention of Shaken Baby Syndrome and Abusive Head Trauma
 - Emergency Disaster and Response
 - Mandatory Child Abuse and Neglect (CA/N) Reporting
 - Prevention and Control of Infectious Diseases, including Immunizations
 - Administration of Medication, Consistent with Standards for Parental Consent
 - Prevention and Response to Food Allergy Emergencies
 - Building and Physical Premises Safety, including Identification of and Protection from Hazards that can Cause Bodily Injury
 - Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants
 - Transportation of Children
- The child care provider applicant and staff shall successfully complete any training required by the Division.

RECORDKEEPING

- The child care provider shall maintain an accurate register of all children who receive care from the provider. At a minimum, the register shall contain the following information for each child served under the contract with the department:
 - The child's full name and date of birth
 - The name, address, email address, phone number and other necessary contact information of each person legally responsible for each child
 - Allergies to food, medications, insects or other materials
 - Daily medications, including dosage, time of administering, and route for administering
 - Listing of persons authorized to pick-up and drop-off child as approved by person legally responsible for the child
 - For infants, feeding times and amount of breast milk or formula per feeding.
- The child care provider shall maintain a time and attendance register of all children who receive care from the provider. At a minimum, the time and attendance register shall contain the following information for each child served under a subsidized child care contract with the department:
 - The actual dates and times that a child received subsidized child care services showing for each day of service the date that the child arrived and the time that the child was picked up.
 - The name of the person who dropped off the child and the name of the person who picked up the child.
 - The child care provider shall record the required information at the time the transaction took

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place.