Resources

Here are some additional resources that might be helpful when starting your child care business. Other forms can be downloaded from the Section for Child Care Regulation website at www.dhss.mo.gov/childcare/forms.html. More resources are also available through Child Care Aware® of Western Missouri at (800)755-0838 or www.thefamilyconservancy.org.

**Child and Adult Care Food Program**
Missouri Department of Health and Senior Services
PO Box 570
Jefferson City, MO 65102
(800)733-6251
www.health.mo.gov

**Child Care Assistance**
Missouri Department of Social Services
Children’s Division, Office of Early Childhood
(573)522-1385
www.dss.mo.gov

**Professional Development**
OPEN Initiative
1400 Rock Quarry Road
Columbia, MO 65211
(877)782-0185
www.openinitiative.org

**Child Abuse and/or Neglect Information**
24 hour HOT-LINE
(800)392-3738
www.dse.mo.gov/ecd/ed/

**Section for Child Care Regulation**
PO Box 570
Jefferson City, MO 65102
(573)751-2450
www.health.mo.gov

**Head Start State Collaboration Office**
Center for Family Policy and Research
University of Missouri
1400 Rock Quarry Road
Columbia, MO 65211
(573)882-9998
www.moheadstart.org

**National Association of Child Care Resource and Referral Agencies (NACCRA)**
1515 N. Courthouse Rd, 11th Floor
Arlington, VA 22201
(703)341-4100
www.naccra.org

**Accreditation**
National Association for the Education of Young Children
1313 I. Street NW, Suite 500
Washington, D.C. 20005
(800)424-2460
www.naeyc.org

National Association for Family Child Care
1743 W. Alexander Street
Salt Lake City, Utah 84119
(801)886-2322
www.nafcc.org

Missouri Accreditation
P.O. Box 997
Columbia, Missouri 65205
(866)528-1588
www.moaaccreditation.org

**Potential Grant and Loan Services**
Missouri Department of Social Services
(573)522-8024
www.dss.mo.gov/cd/early/index.htm

First Children’s Finance—Missouri
(866)562-6801
www.firstchildrensfinance.org

Missouri USDA Rural Development
Community and Business Loans and Grants
(800)670-6553
www.rurdev.usda.gov/mo/cblgp.htm

**Missouri Department of Elementary and Secondary Education**
Missouri Preschool Project and Early Childhood Child Care Development Fund Grant
(573)751-2095
www.dese.mo.gov/ecd/ed/

**U.S. Department of Education**
21st Century Community Learning Center
(800)287-5327
(Must be a school district to apply)

**U.S. Small Business Administration**
(800)827-5722
www.sba.gov/

**Missouri Department of Economic Development**
(573)751-4962
www.ded.mo.gov

**Search for Community Block Grant**
(Must be a not-for-profit 501C-3 and must be sponsored by the city or county)

**Kansas City SourceLink**
(816)235-6500
www.kcsourcelink.com

**St. Louis SourceLink**
(866)870-6500
www.stlsourcealink.com

**Child Care Program Start-up Guide**

Thank you for contacting Child Care Aware® of Western Missouri, a Program at The Family Conservancy about your interest in starting a child care business! You have recognized the need for quality care in your community and now it is time to take the next step. As you reflect on your new business opportunities, this guide will help you to consider and evaluate all of your options.

**Interested in opening a licensed child care program?**

Most, but not all, child care programs are required by state law to be licensed by the Missouri Department of Health and Senior Services, Section for Child Care Regulation. Both licensed and license-exempt facilities are required to have regular fire, sanitation and health inspections. Licensed facilities also have additional compliance monitoring inspections each year. There are three types of licensed facilities:

- **Licensed Family Child Care Home**: A small program that is operated out of a caregiver’s house is called a family child care home. If you choose to become licensed, you can care for up to ten children with two under the age of two. The number of children on your license can change depending on the age of children you want in your care.

- **Licensed Group Child Care Home**: A medium sized program for 11-20 children not related to child care personnel is called a group home. The child care space can be adjacent to, but separate from, the provider’s living quarters. Group homes meet the same licensing rules as larger centers. Staff/Child ratios are also the same as licensed child care centers.

- **Licensed Child Care Center**: A child care facility for 21+ children operated in a location separate from the caregiver’s living quarters, with the following staff/child ratios:
  - Birth to two years: 1 adult to 4 children;
  - Two year olds: 1 adult to 8 children;
  - Three to five year olds (not in school): 1 adult to 10 children;
  - Five years and up (in school): 1 adult to 16 children;
  - Special requirements apply for mixed age groups.

**Think you might be exempt from child care regulations?**

Exempt from following other licensing requirements such as staff/child ratios, discipline practices, and staff training. By law, certain programs are exempt from licensure, but are required to be regulated. These include child care programs that are under the exclusive control of a religious organization and any nursery school program for preschool children that operates no more than four (4) hours per child per day.

**Interested in opening a license-exempt child care center?**

Exempt child care programs include:

- Any person caring for four or fewer children not related to the provider.
- A facility operated in connection with a business establishment as a convenience for its customers or employees for not more than 4 hours per day.
- Graded boarding schools, summer camps, hospitals, or other entities as explained in state law.
- Residential facility or day programs licensed by the Department of Mental Health.
- Elementary or Secondary school systems.

**Not interested in becoming licensed at this time?**

By state law, certain programs are exempt from licensure and regulation. Exempt child care programs include:

- Any person caring for four or fewer children not related to the provider.
- A facility operated in connection with a business establishment as a convenience for its customers or employees for not more than 4 hours per day.
- Graded boarding schools, summer camps, hospitals, or other entities as explained in state law.
- Residential facility or day programs licensed by the Department of Mental Health.
- Elementary or Secondary school systems.
Want to know how you can accept child care assistance payments?

Certain child care programs become contracted or registered with the Department of Social Services to receive payment for children in their care whose families qualify for child care assistance (subsidy). If you are interested in becoming contracted or registered with the state to accept these payments, contact your appropriate Child Care Provider Relations Unit. Contact Child Care Aware® of Western Missouri at (800)755-0838 for the phone number to your Child Care Provider Relations unit.

To view Missouri child care rates, visit https://dsapp.dss.mo.gov/ccrate/.

Want to learn about Child Care Aware® of Western Missouri services?

Anyone interested in starting a new child care center or family child care home may take advantage of the consulting services and technical assistance provided by Child Care Aware® of Western Missouri.

Services include:

- Workshops and other educational opportunities
- Experienced staff to answer your questions about quality care
- Assistance with understanding state and local regulations, zoning restrictions, licensing and other start-up issues
- Information and assistance with accreditation processes
- Introductions to other resources in your community
- A library of toys, books, videos, and equipment
- Information on scholarship opportunities in early education
- Support for providers who wish to learn more about caring for children with diverse needs and abilities

T.E.A.C.H. MISSOURI

T.E.A.C.H. MISSOURI is an educational scholarship opportunity for early childhood professionals who work in licensed child care settings: center-based, group home or family child care. The scholarship is part of a nationwide effort to improve the quality of early learning experiences for children and their families by increasing the education, compensation and retention of child care staff. Visit www.teach-missouri.org/ for additional information and resources.

Inclusion Support Services*

Child Care Aware® of Western Missouri is committed to promoting inclusive practices and services for children with diverse needs and abilities. An Inclusion Specialist can help you and your program with information and consultation regarding best practices and strategies to provide the most inclusive and nurturing environment for all children. Contact Child Care Aware® of Western Missouri at (800)755-0838 to get connected with an Inclusion Specialist in your area.

*Inclusion services are part of a $315,673 project from Sept. 1, 2011 through Aug. 31, 2012, that is 100 percent funded with federal funds through contract number c311065001 with the Missouri Department of Health and Senior Services (DHSS).

Clock-Hour Workshops

Child Care Aware® of Western Missouri provides a wide range of clock-hour workshops for child care professionals at all levels. To view the workshop calendar, visit Child Care Aware® of Missouri’s website at www.mo.childcareaware.org.

Accreditation

Child Care Aware® of Western Missouri assists centers and family child care homes in their pursuit of accreditation. Accreditation is the established benchmark of high quality among early education and after-school programs. It means a program has met evidence-based standards across several domains of programming and management.

Accreditation is a voluntary process. It involves a self assessment which addresses every aspect of your operation. Trained professionals observe or validate your program’s self assessment. Their observations, along with the program’s self evaluation, are used to make the decision to accredit the program.

A few documents we suggest having on file at your child care program are:

- Program policies and procedures
- Contract
- Daily Schedule
- Communication sheets for parents
- Accident Reports
- Medication Authorization Forms
- Emergency Contact Forms
- Transportation/Field Trip Permission Forms
- Indoor/Outdoor Safety Checklists

Funding provided by the Missouri Department of Social Services, Children’s Division, Early Childhood and Prevention Services Section, in conjunction with DHSS, Section for Child Care Regulation, and other sources.