



## Child Care Aware® of Missouri Resource and Referral

### Listing Requirements for Private Schools

In order to be listed in Child Care Aware® of Missouri's referral database, private schools must submit a Private School Listing Packet. Please submit this information by mail, email, or fax it to Child Care Aware® of Missouri. Once we receive your completed packet, you will be listed in our referral database. Each year you will be required to update your information and certify that your program still meets Child Care Aware® of Missouri's private school listing standards. Please contact Child Care Aware® of Missouri at 1-866-892-3228 with any questions regarding this packet.

#### Please submit the following documents:

- A completed Program Information Form
- A completed Self-Certification
- A signed Infant Safe Sleep Practices Agreement
- A copy of DHSS Exemption Assessment if available  
(<https://health.mo.gov/safety/childcare/pdf/DC-20.pdf>)

#### Please provide proof of the following policies and practices:

- A copy of your fire evacuation and tornado plans showing exit routes
- A copy of the written policies pertaining to your emergency plans
- A copy of the written policies for the hiring and screening of all employees that **must** include:
  - Background checks
  - Medical examinations
  - TB screenings

#### Return all completed information to:

Child Care Aware® of Missouri  
1000 Executive Parkway Drive, Suite 103  
St. Louis, Missouri 63141

OR Email to: [referralcenter@mo.childcareaware.org](mailto:referralcenter@mo.childcareaware.org)

OR Fax to: (314)754-0330

# Child Care and Early Learning Program Information Form

To be completed by director or owner only. Keep a completed copy for your records.

Mail to: Child Care Aware® of Missouri  
1000 Executive Parkway Drive, Suite 103  
St. Louis, Missouri 63141

OR Fax to: (314)754-0330 OR Scan and email to: [referralcenter@mo.childcareaware.org](mailto:referralcenter@mo.childcareaware.org)

## + Contact Information

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_  
Address: \_\_\_\_\_ Director/Owner: \_\_\_\_\_  
City: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
State: \_\_\_\_\_ Primary phone number: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Secondary phone number: \_\_\_\_\_  
County: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Website: \_\_\_\_\_  
Primary email: \_\_\_\_\_  
Email we can share with families needing child care: \_\_\_\_\_

**If you receive mail at a different address, please provide this mailing address below.**

Mailing address: \_\_\_\_\_ Mailing State: \_\_\_\_\_  
Mailing city: \_\_\_\_\_ Mailing Zip: \_\_\_\_\_

## + Our Schedule

### Operating hours:

Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_  
Sunday \_\_\_\_\_ to \_\_\_\_\_

### Year Schedule:

- Full Year  
 School Year Only  
 Summer Only



**Scheduling Options:**

- |  |   |
|--|---|
| <input type="checkbox"/> Full-time Preschool Care                                  | <input type="checkbox"/> Part-time Preschool Care                 |
| <input type="checkbox"/> Full-time Infant/Toddler Care                             | <input type="checkbox"/> Part-time Infant/Toddler Care            |
| <input type="checkbox"/> Before and/or After School Care (for school-age children) | <input type="checkbox"/> Summer Program (for school-age children) |
| <input type="checkbox"/> Flexible  | <input type="checkbox"/> Drop-in Care                             |
| <input type="checkbox"/> Overnight/24 Hour Care                                    | <input type="checkbox"/> Temporary or Emergency Care              |
| <input type="checkbox"/> Open Federal Holidays                                     |   |

**+ Ages, Capacity, and Rates**

**Ages Cared For:**

From: \_\_\_\_\_ years \_\_\_\_\_ months

To: \_\_\_\_\_ years \_\_\_\_\_ months

**Licensed Capacity:** \_\_\_\_\_

**Desired Enrollment:** \_\_\_\_\_

**Payment Assistance:**

- |   |   |
|---|---|
| <input type="checkbox"/> MO Subsidy (DSS)     | <input type="checkbox"/> Income-based Tuition (sliding fee) |
| <input type="checkbox"/> Foster Care Subsidy  | <input type="checkbox"/> Scholarships                       |
| <input type="checkbox"/> IL Subsidy           | <input type="checkbox"/> Military Assistance                |
| <input type="checkbox"/> KS Subsidy           | <input type="checkbox"/> Hourly Rate Options                |
| <input type="checkbox"/> Multi Child Discount | <input type="checkbox"/> None Applicable                    |

**Additional Fees:**

- |   |  |
|---|--|
| <input type="checkbox"/> Registration Fee   | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Supply Fee         | <input type="checkbox"/> None Applicable |
| <input type="checkbox"/> Transportation Fee |  |



**Weekly Rates:**

Infant (0-12 months)	\$
One Year Old	\$
Two Years Old	\$
Three to Five Years Old	\$
Kindergarten & School Age	\$

**+ About Our Program**

**Transportation**

- |  |  |
|--|--|
| <input type="checkbox"/> Program Transports to/from school | <input type="checkbox"/> Near public transportation      |
| <input type="checkbox"/> Program Transports to/from home   | <input type="checkbox"/> Walking distance to/from school |
| <input type="checkbox"/> By School's bus to/from program   | <input type="checkbox"/> No transportation               |

**Curriculum**

- |  |  |
|--|--|
| <input type="checkbox"/> Creative Curriculum                     | <input type="checkbox"/> Montessori      |
| <input type="checkbox"/> HighScope                               | <input type="checkbox"/> A Beka          |
| <input type="checkbox"/> Emerging Language & Literacy Curriculum | <input type="checkbox"/> Religious _____ |
| <input type="checkbox"/> Project Construct                       | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Reggio                                  | <input type="checkbox"/> None Applicable |

**Primary Language Used:** \_\_\_\_\_ **Secondary Language Used:** \_\_\_\_\_

**Activities**

- |   |  |
|---|--|
| <input type="checkbox"/> Field trips                  | <input type="checkbox"/> Sports programs           |
| <input type="checkbox"/> Computers for children       | <input type="checkbox"/> Opportunities for cooking |
| <input type="checkbox"/> Foreign language instruction | <input type="checkbox"/> Gardening                 |
| <input type="checkbox"/> Music instruction            | <input type="checkbox"/> Toilet learning           |
| <input type="checkbox"/> Gymnastic instruction        | <input type="checkbox"/> None Applicable           |



### Family Involvement:

- Family Volunteer Opportunities
- Family-Teacher Conferences
- Family Events
- Daily Communication Sheets

- Family Communication App
- Program Newsletter
- None Applicable

### Environment

- Outdoor play area
- Fenced yard
- Outdoor classroom
- No pets
- Pets away from children
- Pets interact with children

- Smoke-free
- Air conditioned
- Videocam monitoring
- Security system
- Intergenerational learning
- None Applicable

### Meals

- Breakfast
- Lunch
- Snacks
- Dinner
- Family to provide meals
- Family style dining
- Field/Garden-to-table

- Accommodates special diets
- Adequate Breastfeeding Space
- Program provides formula, baby cereal and/or baby food
- CACFP-USDA Food Program Member
- None Applicable

**+ Credentials**

**Regulation:**

DVN (if applicable): \_\_\_\_\_

Licensed

License-Exempt

Exempt

**Recognitions:**

Staff CPR/First Aid Certified

Safe Sleep Training

**+ Special Needs**

**Program Has Experience With:**

Autism

Environmental Allergies

ADHD

Asthma

Hearing Impairment

Diabetes

Visual Impairment

Other: \_\_\_\_\_

Food allergies

None Applicable

**General Support:**

Wheelchair Access

Walker Access

Administer Medication

Breathing treatments/Inhalers

Therapists Welcome

None Applicable



## Private School Self-Certification

Please carefully read the following agreement for private schools listing with Child Care Aware® of Missouri. By **initialing** the statements below, you affirm that your school complies with the following conditions set forth by Child Care Aware® of Missouri.

### General Information and Care

\_\_\_ All employees are 18 years of age or older.

\_\_\_ Neither I nor any employees have a criminal record. I agree to perform a background screening on all employees.

\_\_\_ Neither I nor any employees will use, or permit, physical punishment (i.e. spanking, hitting, etc.) or harsh and frightening discipline, shaming, verbal abuse, or withholding of food as a method of guiding behavior.

\_\_\_ According to the laws of the state, if transporting children, the vehicle used is licensed and insured and appropriate child restraint systems are used for all children.

\_\_\_ Proper supervision of children is maintained at all times (i.e. during naptime, outdoor play, etc.).

\_\_\_ Home values and culture of each family are respected, and employees are aware of the impact these have on children's behavior and development.

\_\_\_ The building is well-maintained, safe, provides healthy environment and meets general building code requirements with no safety hazards to children.

\_\_\_ Program is in compliance with all local fire and health inspection guidelines.

\_\_\_ Procedures are established to verify that all children are present and accounted for during outdoor play, field trips, and other transition times.

\_\_\_ Daily routines with consistent transitions for meals, naps, activities, etc. are established.

\_\_\_ Daily opportunities are provided for a variety of experiences (i.e. sensory, dramatic play, physical activity, and music and rhythm).

### Indoor Environment

\_\_\_ All structures (railings, stairs, porches, etc.), furniture, and play equipment are safe, clean, and sturdy.

\_\_\_ All poisonous substances are stored in the original container, out of children's reach, and away from food, including medicines and cleaning supplies.

\_\_\_ Safety outlet covers or plugs are used in every unused electrical outlet. Electrical cords are in good condition, are placed away from children's reach, and do not run under rugs.

\_\_\_ Childproof latches are installed on all drawers and cabinets containing dangerous items.

\_\_\_ Toys and materials are organized so children can access them easily and safely.

\_\_\_ All items considered to be a choking hazard are kept out of children's reach.

\_\_\_ To prevent choking, food will always be cut into small pieces for children under 3.

\_\_\_ Safe sleep practices outlined in the Safe Sleep Practice Agreement are followed.

\_\_\_ All purses and backpacks will be kept out of children's reach.

### **Outdoor Environment**

\_\_\_ The outdoor play area is fenced if it is near a dangerous area such as a busy street, lake, river, pond, well, railroad tracks, or trash dump.

\_\_\_ Standing water will be emptied, when not in use, from containers such as buckets, water tables, and wagons.

\_\_\_ All protruding bolts or screws on swing sets and other play equipment have been filed smooth or covered with plastic safety caps. Chains for swings using S hooks are completely closed so children's fingers cannot get pinched.

### **Health, Safety, and Hygiene**

\_\_\_ All persons in contact with the children are in good physical/mental health.

\_\_\_ No employees have untreated, active TB.

\_\_\_ Up-to-date records are kept for each child, including: food and other allergies, immunization record, parent's written permission to administer medication with a record of every date, time and dosage of any medication given, and a record of any injury seen at arrival or occurring during the day.

\_\_\_ The school has policies and procedures for sick children and have made families aware of these policies and procedures.

\_\_\_ Bathrooms are clean, sanitary, and in working order.

\_\_\_ Proper food handling methods are practiced.

\_\_\_ Proper hand washing procedures are practiced at all appropriate times (i.e. diapering, meals, messy play, etc.).





\_\_\_ Microwaves will not be used to heat bottles and/or baby food.

\_\_\_ Infants are held when given bottles and children are seated during meal and snack times to ensure health and safety.

\_\_\_ The diaper area is separate from the food preparation area.

\_\_\_ Proper diapering and handwashing practices are used during and after each diaper change (i.e. cleaning and sanitizing of diapering surface and handwashing by adults and children).

\_\_\_ All contaminated, reusable items such as cloth diapers or soiled clothes are kept in a leak proof bag out of children's reach.

\_\_\_ Toys and learning materials are regularly cleaned and sanitized, particularly after being mouthed by infants and toddlers. Equipment (high chair trays, table tops, potty chairs, etc.) will be cleaned after every use.

\_\_\_ The toys and equipment available are safe and clean.

### **Emergency Preparedness**

\_\_\_ Phone number and school address are posted in case an emergency call must be made.

\_\_\_ Local community emergency numbers posted including police, fire, ambulance, hospital or emergency room, and poison control are posted.

\_\_\_ Tornado, Fire, Flood, Intruder, and all other Emergency Plans are written and posted; drills are practiced regularly.

\_\_\_ The following fire prevention steps have been taken & are checked regularly:

- A. smoke alarms and carbon monoxide detectors;
- B. fire extinguishers in the kitchen and other appropriate areas;
- C. two means of exit from all child care areas for children and adults;
- D. an emergency evacuation plan.

\_\_\_ Policies and procedures for handling emergency medical care exist and are made aware to parents/guardians.

\_\_\_ Emergency contact information is obtained for parents/guardians as well as additional emergency contacts if parents/guardians are not able to be reached.

\_\_\_ Children's emergency contact information and a first aid kit are taken when classes are leaving the premises.

\_\_\_ I will contact the Department of Social Services at 800-392-3738 if I suspect child abuse or neglect.



**Additional Agreements**

\_\_\_I agree to practice enrollment/hiring policies, which do not discriminate based on race, color, ethnicity, national origin, age, pregnancy/parenthood, gender, religion, disability, or sexual preference.

\_\_\_I will notify Child Care Aware® of Missouri of any changes in my information such as my phone number, address, or licensing status.

\_\_\_I understand that Child Care Aware® of Missouri reserves the right, in its sole and absolute discretion, to make an independent decision regarding the listing, or excluding, of any program with the resource and referral service.

\_\_\_I understand that complaints about the program may be referred to the Department of Social Services, Department of Health and Senior Services, or other appropriate agency as deemed necessary.

\_\_\_I understand that myself and my employees are responsible for self-reporting any instances of child abuse and neglect, criminal activity, or child fatalities related to the children in care to Child Care Aware® of Missouri, the Section for Child Care Regulation, local law enforcement, coroner, etc. for investigation and questioning.

**By completing and signing this agreement, I understand what is expected and certify that my program meets the conditions necessary to be listed in the Child Care Aware® of Missouri database. I will uphold this agreement and understand it is my responsibility to enforce these standards with all employees in my program.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Infant Safe Sleep Practices Agreement**

Creating a safe sleep environment and using best practices related to safe sleep are crucial to the health and wellbeing of babies in your care. Those who care for infants need to know about Sudden Unexpected Infant Death (SUID) and the latest recommendations to reduce the risk of this. SUID describes a sudden unexpected death of an infant with causes including:

- accidental suffocation: when something, such as a pillow, covers the baby's face and nose, blocking ability to breathe;
- accidental strangulation: when something presses on or wraps around the baby's neck, blocking the airway;
- accidental entrapment: when the baby becomes trapped between two objects, such as a mattress and a wall, and cannot breathe;
- or Sudden Infant Death Syndrome (SIDS): deaths that cannot be explained by other causes.

### **What is SIDS?**

Sudden Infant Death Syndrome (SIDS) is the unexplained death of an infant under 1 year of age and is the leading cause of death in babies ages birth to one year old. SIDS happens in families of all social, economic, and ethnic groups; often occurs during sleep; and in most cases, the baby seems healthy.

### **Safe Sleep Practices**

While SUIDs are not always preventable or predictable, research does show that certain practices can help reduce this risk. As a child care provider, you can help lower the risk of SUID for infants less than one year of age by following these safe sleep practices:

1. Place baby to sleep on their back every time. Babies who are used to sleeping on their backs, but who are then placed to sleep on their stomachs, like for a nap, are at very high risk for SIDS. Unless an infant has a sleep position waiver signed by their physician specifying otherwise, infants shall be placed on their back for sleeping. A notice will be posted near the crib for those infants with a waiver.
2. Swaddling (wrapping a light blanket or special wrap snugly around a baby): If swaddling a baby, be sure to place them on their back to sleep. Stop swaddling when the baby starts to roll.
3. Babies who can roll back and forth between their back and tummy should still be placed on their backs for sleep. If a baby has rolled from his back to his side or stomach on their own, they can be left in that position.
4. Do not use a car seat, stroller, swing, infant carrier, infant sling, or similar products as baby's regular sleep area.



5. Use a firm, flat sleep surface, such as a crib mattress, that fits tightly within the crib and is covered with a fitted sheet.
6. Babies must sleep in a crib, bassinet, portable crib or play-yard that conforms to the safety standards of the Consumer Product Safety Commission (CPSC).
7. Do not put soft objects, toys, crib bumpers, or loose bedding under baby, over baby, or anywhere in the sleep area. Keeping these items out of baby's sleep area reduces the risk of SIDS and suffocation, entrapment, and strangulation.
8. Only one infant in a crib at a time.
9. Babies should not sleep on adult beds, waterbeds, couches, pillows, bean bag chairs or other soft surfaces. Do not use fluffy blankets or comforters under the baby.
10. Do not allow smoking around the infant or in the infant's environment. Smoking in the infant's environment is a major risk factor for SIDS.
11. Do not let babies get too hot during sleep. Room temperature should not exceed 75° F. Dress babies in sleep clothing, such as a wearable blanket, designed to keep them warm without the need for loose blankets and do not over bundle. Watch for signs of overheating, such as sweating or the baby's chest feeling hot to the touch. The infant's head shall remain uncovered during sleep.
12. Caregivers will visually check on infants every 15 minutes while the infant is sleeping.
13. Give infants plenty of supervised tummy time. This helps strengthen neck muscles and helps prevent flat spots on the head. Always stay with infants during tummy time and make sure they are awake.

I affirm that I have read and agree to follow the Infant Safe Sleep Practices Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

