



Two-Thousand Days to Make a Difference

# Child Care Center Start-up Guide

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*The material and information within this guide are based on suggestion and best practice. Any reliance you place on material or information is strictly at your own risk. We accept no liability to any person as a consequence of reliance upon the information within this document.*

# INTRODUCTION

## **Congratulations on beginning the journey to start your own child care business!**

Child care businesses and early childhood professionals are important to the success of our economy. Quality child care helps prepare the next generation for success in life and allows parents to go to work and contribute to the economy. There are many things to consider when opening your child care center. While the process takes a lot of research, planning, and time, it is well worth the effort! And we are excited you have chosen to start this journey!

This guide is a resource to help you learn what steps you will need to take to get your business going and help it be successful.

There are two types of licensing options for child care centers in the state of Missouri to consider:



### **LICENSED CHILD CARE CENTER**

- Programs typically care for 20 or more children at a separate facility, often grouped by age
- These programs require licensing and fire and sanitation inspections



### **LICENSE-EXEMPT CHILD CARE CENTER**

- Programs run by a religious organization or preschool programs that operate no more than 4 hours per day
- These programs require fire and sanitation inspections but do not have licensing inspections



### **LICENSED GROUP CHILD CARE HOME**

- Programs typically care for 11-20 children cared for at a separate facility or an area separate from the educator's living quarter
- These programs require licensing and fire and sanitation inspections

# ABOUT CHILD CARE AWARE® OF MISSOURI

Child Care Aware® of Missouri believes that the first two-thousand days of a child's life makes a difference. We offer a variety of programs to inform and assist families, child care programs and the community so every young child receives safe, quality learning experiences. Child Care Aware® of Missouri raises the quality of early child care educational experiences in Missouri by improving child care services – through training, education, quality standards, coaching and business support. Visit our website at [www.mochildcareaware.org](http://www.mochildcareaware.org).

## Mission

To raise the quality of early child care educational experiences in Missouri by improving child care services through training, education, quality standards, coaching, business support, and policy work.

## Vision

Every child receives safe, quality learning experiences.

## Values

- **Passion** – dedication to the cause that sets our organization apart
- **Results Driven** – measure our success by *what* is being accomplished; track our success by outcomes, not inputs or outputs
- **Thought Leadership** – lead as informed opinion leaders who are trusted sources that move and inspire others
- **Community Partnerships** – innovative and flexible ways to bring mutual benefits to both partners
- **Integrity** – the quality of being honest and having strong moral principles and moral authority
- **Financial Stewardship** – management of processes and internal health to enable those responsible for the organization's overall performance to execute our strategies
- **Excellence** – we believe in what we are doing and that the value of what we do warrants the persistent commitment to its betterment

Funding for this program is provided by the Missouri Office of Childhood.

# CHILD CARE AWARE® OF MISSOURI PARTNER CONTACT INFORMATION

Child Care Aware® of Missouri has partners throughout the state that help build awareness of the importance of high quality early childhood education experiences and our partners can assist you during your start-up process! Look for your county on the map below to find your designated Child Care Aware® of Missouri Capacity Building Partner:



<b>1</b>	<a href="#">United Way of Greater St. Joseph, Inc.</a> Contact: Bobbie Cronk 118 S. 5 <sup>th</sup> Street St. Joseph, MO 64501 Phone: 816-364-2381
<b>2</b>	<a href="#">Missouri Rural Enterprise and Innovation Center</a> Contact: Carolyn Chrisman 315 S. Franklin St. Kirksville, MO 63501 Phone: 660-665-2003
<b>3</b>	<a href="#">The Family Conservancy</a> Contact: Katrina Minter 444 Minnesota Ave, Suite 200 Kansas City, KS 66101 Phone: 913-342-1110
<b>4</b>	<a href="#">Contact Child Care Aware® of Missouri</a> 1000 Executive Parkway Drive, Suite 103 St Louis, MO 63141 Phone: 314-535-1458
<b>5</b>	<a href="#">The Community Partnership</a> Contact: Jamie Lewis 1101 Hauck Dr. Rolla, MO 65401 Phone: 573-368-2849

<b>6</b>	<a href="#">United 4 Children</a> Contact: Elisa Zieg or Bridget Gale 1310 Papin Street Suite 100B Saint Louis MO 63103 Phone: 314-531-1412
<b>7</b>	<a href="#">The Alliance of Southwest Missouri</a> Contact: Bailey Stehm or Kim Burnett 1601 S. Wall Ave. Joplin, MO 64804 Phone: 417-782-9989
<b>8</b>	<a href="#">Contact Child Care Aware® of Missouri</a> 1000 Executive Parkway Drive, Suite 103 St Louis, MO 63141 Phone: 314-535-1458
<b>9</b>	<a href="#">Southeast Missouri State University- Educare</a> Contact: Stacey Hicks 301 N. Clark Cape Girardeau, MO 63701 Phone: 573-651-9171
<b>10</b>	<a href="#">Dunklin County Caring Council</a> Contact: Venna Oldsen or Melanie Ray 311 Kennett Street Kennett, MO 63857 Phone: 573-717-1158

# SHOW ME CHILD CARE RESOURCES

Throughout this document, you will notice many links, templates, and information from **Show Me Child Care Resources**. This website offers many tools for the child care and early education community. Child Care Aware® of Missouri typically charges a monthly membership fee but is giving you access **at no cost for 120 days**. Use the information, forms, and available discounts to get your new child care business started!



**As a first step, we encourage you to register for an account and access the featured tools & resources!**

## **Account Request Directions:**

To request an account go to [www.showmeresource.org](http://www.showmeresource.org) and click **Register**. You will need to fill out and submit your information on the Membership Request page. Be sure to complete the Tell Us More About How Your Heard About Us section and type **“Start Up Program.”**

## **Login Directions:**

To login to your account, go to [www.showmeresource.org](http://www.showmeresource.org). Then, enter your username (your email address) and your password. If you cannot remember your password, select ‘Reset Password’ and enter your email address. You will receive an email shortly after with instructions on how to create a new password for your account.

For questions about Show Me Child Care Resources or for more information on continuing your membership after 120 days, please contact [theteam@showmeresource.org](mailto:theteam@showmeresource.org)

*“The Show Me Child Care Resources website is hands down one of my child care’s best resources and we plan to continue using it for a long time.”*

- User of Show Me Child Care Resources

## CURRENT CHILD CARE LANDSCAPE: ASSESS THE SUPPLY AND DEMAND OF YOUR COMMUNITY

As you begin thinking about opening your child care business, be sure to understand the needs of your community. You'll want to know the current child care options and the number of children who may need care in your area. This will be an important step in deciding if opening a child care business is the right decision for you.



Child Care Aware® of Missouri can help you better understand the current child care landscape in your community. Having this information will support you in the first stages of building your business plan and help you answer some very important questions, including:

1. What types of child care is already available in your area?
2. How many families with young children live in your area?
3. Is there a child care need for a specific age group?
4. Is there a need for child care during a specific time of day?
5. What are the typical fees (the market rate) for child care in your area?

Basic County Level Supply Data Reports can be found on the Child Care Aware® of Missouri website at <https://mochildcareaware.org/data-and-community/mo-county-supply-reports/>.

To look at your specific city or zip code, Contact Child Care Aware® of Missouri to submit a data request by calling our Director of Data & Analysis today at (314) 881-4657 or Submit [Your Data Request](#) online at no cost to you!

# CHOOSING A LOCATION: DO YOU HAVE A LOCATION SUITABLE FOR CHILD CARE?

## Finding a Location

If you are considering renting, purchasing, or building a space for your business, think about selecting an area where families live or along their route to work. A local realtor may be able to help you locate properties that would be suitable for your child care business.

## Check Zoning Laws

Zoning laws and local ordinances may limit your ability to open a business in your community. These laws may affect where you can open your child care business.

Check with the local government in your area or call your local Child Care Aware® of Missouri partner for guidance (see page 18 for contact information).

## Check Restrictive Covenants

Housing developers can include restrictive covenants in deeds and homeowners' association agreements. These covenants may limit business activity in the community. The homeowners' association has information on any restrictions. If you rent your property, check with the property owner or your community's homeowners' association about any rules.



*Please note: If zoning laws or covenants do not allow businesses, you cannot open a child care business unless you get a variance (an exception to the law). This is true even if a child care program meets all the state licensing requirements.*



## Check Licensing Requirements

To become a licensed child care program, it is important to evaluate your space to make sure it is safe and appropriate for children. You'll also want to understand what will be required to become licensed. The Department of Health and Senior Services Section for Child Care Regulation provides information about the requirements to become licensed. Below are a few links to get you started and to help track your progress towards licensure:

[Group Child Care Home/Child Care Center Orientation Video](#)

[Licensing Rules for Group Child Care Homes/Child Care Centers](#)

[Child Care Licensing Checklist](#)

[Application for Licensure](#)



The Department of Health and Senior Services' website also provides additional guidance and documents to help you meet the licensing requirements. Visit <https://dese.mo.gov/childhood/child-care/group-child-care-home-child-care-center> to find information and resources on:

- suitable equipment,
- scheduling,
- fire safety requirements,
- sanitation requirements,
- emergency preparedness,
- meal planning,
- and other necessary requirements for licensing.

After submitting your [application](#) to operate a child care facility, a Licensing Specialist will visit the site to see if it meets the requirements to become a licensed program. They can continue to guide you through the licensing process.

All trainings you'll need to do for licensure can be found on the [Missouri Workshop Calendar](#). For more information on the required trainings for professionals in licensed child care programs and how to navigate the Missouri Professional Development System, [click here](#).

## License-Exempt Programs

Are you considering opening a license-exempt child care program? [Click here](#) to access more information on regulations and requirements. License-exempt programs must document their exemption status with the Department of Health and Senior Services, these programs should file a [Program Evaluation Questionnaire \(DC-20\)](#).

# SECTION FOR CHILD CARE REGULATION

## CHECKLIST FOR INITIAL APPLICANT FOR A GROUP CHILD CARE HOME OR CHILD CARE CENTER

The Section for Child Care Regulation (SCCR) begins a licensing inspection when the owner signs and submits a completed application for licensure. If not privately owned, the board president, chairperson, or designee must sign the application (see application instructions). The application is valid for six (6) months. The applicant must read and become familiar with the licensing rules. All required documentation must be accepted and approved by SCCR. The inspection will determine if the applicant complies with licensing requirements.

### **The applicant shall submit the following documents:**

- A completed application.
- A diagram, sketch, or floor plan of the facility that shows the arrangement of indoor space; location of toileting, diapering, and handwashing sinks; kitchen; office space; exits; and if applicable, infant/toddler space. The space will be measured by the Child Care Facility Specialist and the applicant to determine official capacity.
- A diagram or sketch of the outdoor play area that shows fencing, placement of permanent equipment, and access to the play area from the facility.
- Written policies pertaining to program goals, admission, care, and discharge of children.
- A written description of child care practices, including discipline and guidance policies.
- A written disaster and emergency plan. (A copy should be available in all areas used for child care and business space.)
- Completed safe sleep policy (applicable if requesting licensure for children under 12 months of age).
- A schedule of planned daily activities for day and/or nighttime care for each age level included in the application (infant/toddler, preschool, full day school-age and before and after school).
- A sample weekly menu.
- An itemized list of available materials and equipment to be used by the children.
- A staff sheet.
- Evidence of compliance, if applicable, with local building and zoning requirements.
- Written policies and procedures which clearly establish job responsibilities and lines of administrative authority, as required, including a statement of the authority and duties delegated to the director employed to carry out the program.
- Sample forms used in the daily operations of the facility, other than those supplied by the SCCR.
- If not privately owned, a copy of the Articles of Incorporation, Certificate of Incorporation, the Annual Registration and Certificate of Good Standing from the Office of the Secretary of State or Operating Agreement listing the members/ownership, if an LLC or other legal entity.
- Other information required by the department to make a determination regarding licensure of the facility.

**Note: Please keep a copy of all submitted documents for your records.**

**The applicant shall have the following documents for director approval:**

- Step 1.** *Center Director/Group Day Care Home Provider Certification Request*, along with official verification of education and experience, for evaluation to the Section for Child Care Regulation
- Step 2.** *Facility Director Approval Request* to the Child Care Facility Specialist

**The applicant must have verification of the below on file at the facility for the director / group home provider and caregivers:**

- Required completed medical examination reports and the Tuberculosis (TB) Risk Assessment form.
- Required comprehensive criminal background check results for all child care staff members and volunteers.
- Evidence of completion of department-approved safe sleep training.
- Evidence of age-appropriate CPR/First Aid certification on file. Must have staff with proper certification for every 20 children in the proposed capacity.
- Verification of current Class E, CDL, or Commercial Driver's license for all adults who transport children.

**The applicant must have verifications of the below on file at the facility for children in care:**

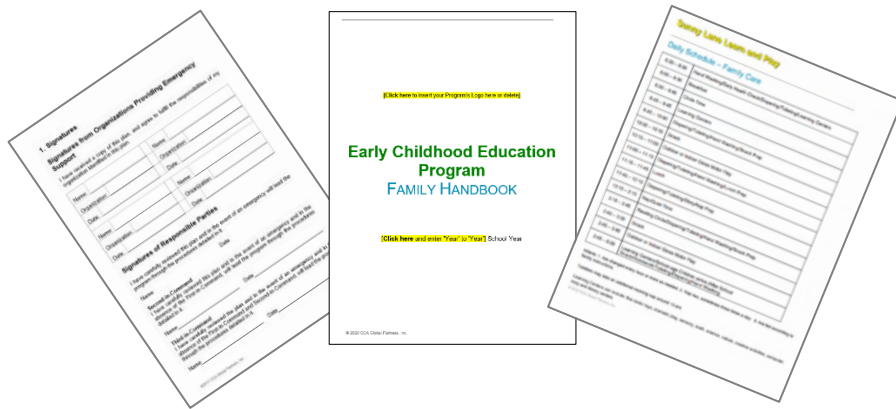
- A completed enrollment form, which includes identifying information, field trip permission, and emergency care instructions.
- A report for each child in care (including school-age) that indicates the child has completed, is in the process of completing, or is exempt from age-appropriate immunizations.
- A medical examination report completed as required for each infant, toddler, or pre-school child.
- A health report completed by the parent for school-age children that includes health history, current health problems, and any restrictions necessary for care.
- A written diet plan for each infant and toddler, if applicable.
- An Individualized Care Plan, if applicable, for all children who have special needs that are not identified on the medical examination report.

**The SCCR will obtain the following documents prior to licensure:**

- Evidence of compliance with state fire safety requirements.
- Evidence of compliance with state sanitation requirements.

*For questions regarding the child care home license process, please contact your local Section for Child Care Regulation office. Find the contact information for your local office [here](#).*

# DEVELOP POLICIES AND PROCEDURES



In the state of Missouri, you must have several plans and documents in place in order to become licensed. Developing strong policies and procedures allows your new program to start and run as smoothly as possible. Show Me Child Care Resources has emergency plan samples and templates, daily schedule templates and suggestions, family handbooks, and program policies.

Below are links to some great resources to help you develop these much-needed policies and procedures for your child care program:

1. [Emergency Preparedness Plan Templates](#)
2. [Daily Schedule Samples and Templates](#)
3. [Family Handbooks](#)
4. [Employee Handbooks](#)

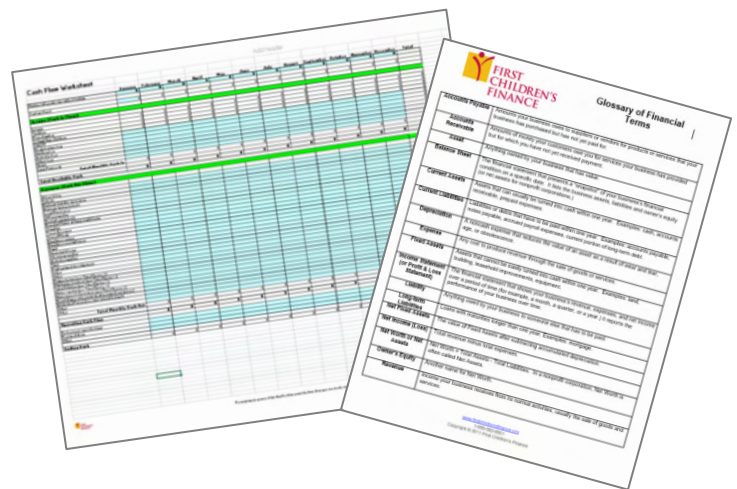
*Note: The above links require an account with Show Me Child Care Resources. Please log in or request your free 120 day access at [www.showmeresource.org](http://www.showmeresource.org).*

# PREPARE A BUDGET

Preparing a budget gives you a picture of whether your expected income from your business will cover the anticipated expenses. Some pieces to consider may include how many children you plan to serve, tuition fees, staffing costs, necessary equipment and materials, and startup costs such as application fees and marketing efforts. Use some of the forms here to help guide you in creating your program's own budget.

Show Me Child Care Resources offers templates to help you develop your program budget and better understand the financial components of your child care program.

1. [Budget Template](#)
2. [Cash Flow Worksheet Template](#)
3. [Financial Terms](#)



*Note: The above links require an account with Show Me Child Care Resources. Please log in or request your free 120 day access at [www.showmeresource.org](http://www.showmeresource.org).*

## Other Funding Opportunities to Help Support Your Business:

### Child & Adult Care Food Program (CACFP)

The Child & Adult Care Food Program (CACFP) may reimburse child care programs for the cost of offering nutritious meals and snacks. CACFP is operated by the Missouri Department of Health and Senior Services (DHSS) and funded by US Department of Agriculture. Learn more about CACFP, eligibility requirements, and how you can apply: [https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child\\_care.php](https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child_care.php)

### MO Source Link

Explore the funding information provided here, including types of funding to consider, grant and loan opportunities, and resources to help improve credit. Visit <https://www.mosourcelink.com/>.

## **Missouri Child Care Subsidy Program**

**We highly encourage all child care businesses to register with The Missouri Department of Social Services, so you can receive payment for child care services provided to families that are eligible for Child Care Subsidy.**

There are a variety of benefits associated with registering to accept subsidy. By becoming registered to accept Child Care Subsidy, you may increase the number of families interested in your program. Programs accepting subsidy are also often eligible to participate in additional programs that help support the program, educators, and the children served!

**Below are the links to get you started!**

[Information for Licensed Programs](#)

[Information for License-Exempt Programs](#)

For more information contact The Department of Social Services at [askcd@dss.mo.gov](mailto:askcd@dss.mo.gov).

## **Collaborate with your local Head Start Program**

Head Start provides child care services, often in collaboration with child care centers and in-home child care. To learn more about Head Start- Child Care Partnerships, visit <https://eclkc.ohs.acf.hhs.gov/local-early-childhood-partnerships>. Contact your nearest Head Start grantee to discuss partnership opportunities. The list of grantees in Missouri can be found here: <http://www.moheadstart.org/Contact%20Us.aspx>.

## **Small Business Loans**

Missouri Department of Economic Development- Small Business Loan Program. These low-interest direct loans help small businesses take steps toward expanding and creating jobs. <https://ded.mo.gov/programs/business/small-business-loan-program>.

## **Community Development Financial Institutions (CDFIs)**

CDFIs are private financial institutions that provide responsible, affordable loans to small business underserved by mainstream finance. Find the CDFIs that serve Missouri by searching at <https://ofn.org/cdfi-locator>.

# Legal, Tax, and Insurance Considerations

Legal, tax, and insurance considerations are important pieces in building a stable business. Please keep in mind, information provided here is not legal advice. Child Care Aware® of Missouri is not a tax, insurance or legal entity. You should consult with an expert for further advice on these topics.



## Legal Considerations

In Missouri, there are four different business structures a business can operate under:

- Sole Proprietorship
- Partnership – general and limited
- Corporation
- Limited Liability Company – LLC

A description of these forms of business structures can be found at: [https://www.sos.mo.gov/business/outreach/startup\\_guide](https://www.sos.mo.gov/business/outreach/startup_guide).

Registration forms for these structures along with information on other legal issues regarding operating a business in Missouri can be found on the Secretary of State's website: <https://www.sos.mo.gov/business/corporations/forms>.

Legal resources, advice and lawyer referrals can be found through the Missouri Bar Association at <http://missourilawyershelp.org/find-lawyer/>.

## Tax Considerations

As a small business, you will need to file business income tax information. Taxes should be a part of your child care business' plan and budget. You may want to consult with a tax professional, such as an accountant or a lawyer that specializes in business practices, to help you.

Some tax and employment benefits family child care providers can take advantage of may include:

- Direct expenses such as food, toys, equipment, and insurance that are 100% tax deductible
- Indirect expenses such as real estate taxes, mortgage interest, rent, utilities, etc.

If you need help locating tax services, please reach out to your local Child Care Aware® of Missouri partner (see page 18 for contact information).

## Insurance Considerations

Business insurance is not a licensing requirement, but a general recommendation is that you have appropriate business insurance and have an agent that checks in with you at least once a year to evaluate any changes within your business. You may need to consider ensuring your business to cover property, general liability, and child accidents.

Property insurance covers the building, contents, and business income. Property insurance protects your property from things like fires, hail, windstorms, tornados, and water overflow and/or backup, depending on your policy and coverage selected. General liability insurance covers your business in case of things like a slips/fall of visitors, improper supervision, negligence, or leaving a child unattended. Additional options you might want to discuss with your agent is coverage in case of a slip or fall of child or other accidents children.

Helpful information can be found through the Missouri Department of Insurance: <https://insurance.mo.gov/>.

## HIRE STAFF



The size and capacity of your child care business will help determine the number of staff members you will need. For licensed child care programs, you must follow the adult to children ratio requirements outlined in Missouri's licensing regulations. An explanation of these requirements can be found [here](#).

Show Me Child Care Resources offers a great deal of resources to help you through the hiring process, including:

1. [Job Advertisements](#)
2. [Job Description Templates](#)
3. [Interview Guides](#)
4. [Employee Orientation Toolkit](#)
5. [Organization Charts](#)

[Acquire4hire](#) is a job board accessible through Show Me Child Care Resources that allows you to create job listings and automatically distributes them to nine job boards including Indeed, LinkedIn, Google, CareerJet, and more!

*Note: The above links require an account with Show Me Child Care Resources. Please log in or request your free 120 day access at [www.showmeresource.org](http://www.showmeresource.org).*



# MARKET YOUR PROGRAM

It is time to start marketing your program to families! It is important to start thinking about what makes your program unique and how you can meet the needs of children and families. Getting the word out about your child care program is an essential part of maintaining and growing your business. For tips and ideas on how to market your program, check out Show Me Child Care Resources for additional resources:

1. [Marketing How To](#)
2. [Navigating Family Tours and Phone Calls](#)
3. [Marketing Templates](#)



*Note: The above links require an account with Show Me Child Care Resources. Please log in or request your free 120 day access at [www.showmeresource.org](http://www.showmeresource.org).*

**As a licensed or license-exempt child care program, your program will automatically be entered into Child Care Aware® of Missouri's child care referral database!**

Your basic contact information is included from your child care license but adding additional information and photos to your profile is a great way to market your program! Keeping your information up to date helps your program stand out to families.

You can include details such as: the curriculum you use, family involvement opportunities, activities and field trips, meal options, experience with special needs, and so much more!

We also encourage you to add a personal message for prospective families searching for child care. Customizing your profile allows families to learn more about you and gives the best first impression for families exploring child care options.

For more information contact us at [referralcenter@mochildcareaware.org](mailto:referralcenter@mochildcareaware.org).

A screenshot of the Child Care Aware of Missouri website. The page displays the organization's logo and contact information at the top. Below this, there is a navigation menu with options like "Home", "About Us", "Services", "Referral Center", "Training", and "Resources". The main content area is titled "Contact Information" and contains a form with various input fields. The form includes fields for "Business Name", "Address", "City", "State", "Zip Code", "Phone", and "Email". There are also checkboxes for "Check if you receive mail at a different address, uncheck if you do not" and "Check if you are a home-based provider, uncheck if you do not". The form is designed to collect contact details for child care programs.

## ADDITIONAL BUSINESS SUPPORTS

Below are a few other entities that provide business supports.

<https://openforbiz.mo.gov> 24/7 Missouri provides information on how to start, manage, and grow a business on a state and federal level.

<https://www.mosourcelink.com/guides/start-a-business> MO Source Link provides a nine-step guide to starting a business. This guide walks you through how to evaluate your business idea, form a business plan, and offers personal support in planning out your next steps. Call 866-870-6500 to discuss your business and get a free personal action plan. You'll also find instructions on how to register with the Missouri Secretary of State, obtain an employer identification number, and register for Missouri business taxes.

<https://extension2.missouri.edu/find-your-interest/business-and-community/business-development> The Missouri Business Development Program provides basic courses in starting and maintaining a business.

<https://www.sba.gov/business-guide> The Small Business Administration provides a guide to manage and grow your business.

<https://united4children.org/> United 4 Children's Inclusion Specialists offer on-site or telephone technical assistance, short term observations, consultation, and training specific to the needs of a particular child to assist you as you work to meet the needs of children with special needs in your child care program. This service is provided free of charge.



<http://www.firstchildrensfinance.org/> First Children's Finance provides business-development assistance.

## RESOURCES FOR ADVANCEMENT AND ENGAGEMENT

Below you will find programs, certifications, and resources that may be beneficial to you! Contact us at 866-892-3228 to learn more.

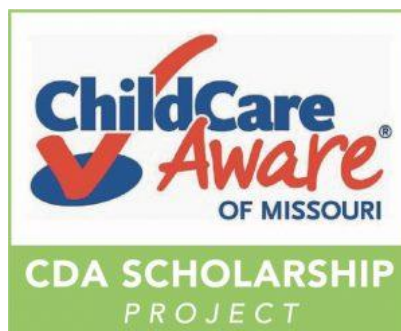
### T.E.A.C.H. Early Childhood® Missouri Scholarship Program



As a licensed child care educator, you may be eligible to participate in The T.E.A.C.H. Early Childhood® Missouri Scholarship program, which provides scholarships for early childhood educators to get their Associates or Bachelors degree! The goal of T.E.A.C.H. MISSOURI is to increase the quality of child care delivered by educating and empowering the child care professional. You could have the opportunity to grow your business and be compensated! Learn more at <https://teach-missouri.org/>.

### Child Development Credential (CDA) Scholarship Project

Another benefit of registering for The Child Care Subsidy Program is the opportunity to earn your Child Development Credential (CDA) for absolutely no cost! Whether by earning training clock hours or college credit hours in early childhood education, this unique project is designed to support you through the entire process and even award you with a bonus upon earning your national CDA credential! Visit <https://mochildcareaware.org/child-care-educators/cda-scholarship-project/>.



### Professional Development Opportunities



Each year, licensed child care providers are required by The Department of Health and Senior Services, Section for Child Care regulation to complete 12 clock hours of training. The Missouri

Workshop Calendar for Early Childhood and Youth Development Professionals is the place to go to find those state approved training options and a wide variety of session topics! Sessions offered by Child Care Aware® of Missouri include basic knowledge curriculum – infant/toddler and early learning, social and emotional foundations for

learning, supervision of children, and preventing child abuse and neglect. View training opportunities at <https://www.moworkshopcalendar.org/>.

## **Business Training and Consulting Services**

Child Care Aware® of Missouri offers seven business trainings that provide overviews and best practices for all areas of business. Consulting services are offered for 1-on-1 coaching and consulting regarding specific child care business issues and questions. Guidance is offered through training and education on business related tasks and issues. Email [info@mochildcareaware.org](mailto:info@mochildcareaware.org) or call 314-754-1608.

## **Child Care Aware® of Missouri Action Center**

Want to make a difference? Sign up for our Action Center today and receive notifications when there are opportunities to take action on issues that support Missouri's children and families, and child care professionals! Go to this link to sign up and ensure your voice is heard: <https://mochildcareaware.org/action-center/>.

## **Kids Win Missouri**

Kids Win Missouri is a coalition of organizations and individuals dedicated to improving the well-being of Missouri children through advocating for policies that support the health, education, safety and development of children and their families, especially those who are at risk because of poverty, abuse, neglect, racial inequities or other risk factors. Visit <http://kidswinmissouri.org/> to stay informed on topics that affect you and the families you serve and get involved.

## **Accreditation**

Once licensed, consider working towards program accreditation. Accreditation shows families that you meet quality standards well-above the minimum standards of licensing.

### [Missouri Accreditation of Programs for Child and Youth \(MOA\)](#)

Missouri was the first state to establish and apply quality accreditation standards for programs providing care and education for children. Missouri Accreditation (MOA) works to enhance the physical, social, emotional, and intellectual growth opportunities available to children in early learning and school age programs across Missouri. MOA provides ongoing monitoring, evaluation, and recognition of programs who have met and maintained Missouri Accreditation standards. Accreditation criteria include the areas of children's relationships and interactions, physical environment, programming and curriculum, family and program connections, administration, as well as health, safety, and nutrition.



## Breastfeeding Friendly Recognition



Breastfeeding gives moms and babies many health benefits- yet many moms worry that going back to work will make it hard to breastfeed. Helping moms continue to breastfeed can be done with just a little time and resources. Becoming a Breastfeeding Friendly Child Care is a voluntary recognition program available to Missouri child care facilities to show your support of breastfeeding mothers. Learn

more at <https://health.mo.gov/living/wellness/nutrition/breastfeedingfriendlychildcare/>.

## MOve Smart Child Care Recognition

Physical activity is important for children's bodies and brains. MOve Smart Child Care is a program that offers recognition for child care facilities that follow best practices in physical activity for young children. MOve Smart recognition is available for any early care and education facility including child care centers,

Head Start sites, family child care homes and group homes. Learn more at <https://health.mo.gov/living/wellness/nutrition/movesmartguidelines/application.php>.



## WEBSITE LINKS

In case you were unable to open any of the links throughout this document, we've provided each of those here. Please copy and paste these into your browser to access each site.

### Page 4

Child Care Aware of Missouri: [www.mochildcareaware.org](http://www.mochildcareaware.org)

### Page 5

United Way of Greater St. Joseph, Inc.: <https://www.stjosephunitedway.org/>

Missouri Rural Enterprise and Innovation Center: <https://www.mreic.org/>

The Family Conservancy: <https://www.thefamilyconservancy.org/>

The Community Partnership: <https://www.thecommunitypartnership.org/>

United 4 Children: <https://united4children.org/>

The Alliance of Southwest Missouri

Southeast Missouri State University- Educare: <https://semo.edu/educare/>

Dunklin County Caring Council: <https://www.caringcouncil.org/>

### Page 6

Show Me Child Care Resources: [www.showmeresource.org](http://www.showmeresource.org)

### Page 7

County level supply data <https://mo.childcareaware.org/data-and-community/mo-county-supply-reports/>

Your Data Request: <https://mo.childcareaware.org/data-and-community/data-request-mailing-list-form/>

### Page 9

Group Child Care Home/Child Care Center Orientation Video:

<https://info.mo.gov/dese/childhood/ghcenterorientation/>

Licensing Rules for Group Child Care Homes and Child Care Centers:

<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-62.pdf>

Child Care Licensing Checklist: <https://dese.mo.gov/media/pdf/office-childhood-group-child-care-home-and-child-care-center-licensing-checklist>

Application for Licensure: <https://dese.mo.gov/media/pdf/mo500-3293-application-license-operate-child-care-facility>

Licensing requirements documents: <https://dese.mo.gov/childhood/child-care/group-child-care-home-child-care-center>

Training information: <https://dese.mo.gov/childhood/child-care/training-info>

Missouri Workshop Calendar: <https://www.moworkshopcalendar.org/>

Information on License-exempt programs:

<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-60.pdf>

Program Evaluation Questionnaire: <https://dese.mo.gov/media/pdf/mo500-3297-program-evaluation-questionnaire>

### Page 11

Section for Child Care Regulation District Offices: <https://dese.mo.gov/childhood/child-care/district-offices>

## Page 12

Emergency Preparedness Plan Templates: <https://www.showmeresource.org/successful-program-management/nutrition-health-safety/safety/emergency-preparedness/planning/>

Daily Schedule Sample and Templates: <https://www.showmeresource.org/in-the-classroom/teacher-resources/daily-schedule/>

Family Handbooks: <https://www.showmeresource.org/engaging-families/admin-tools/family-handbook/>

Employee Handbooks: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/employee-handbook/>

## Page 13

Budget Template: <https://www.showmeresource.org/successful-program-management/financial-management/budget-tools/for-family-child-care-programs/>

Cash Flow Worksheet Template: <https://www.showmeresource.org/successful-program-management/financial-management/budget-tools/for-family-child-care-programs/>

Financial Terms: <https://www.showmeresource.org/successful-program-management/financial-management/budget-tools/more-financial-tools-resources/>

CACFP Information and Eligibility:

[https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child\\_care.php](https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/child_care.php)

MO Source Link: <https://www.mosourcelink.com/>

## Page 14

Child Care Subsidy Information for Licensed Programs: <https://dese.mo.gov/childhood/quality-programs/child-care-subsidy/licensed>

Child Care Subsidy Information for License-Exempt Programs: <https://dese.mo.gov/childhood/quality-programs/child-care-subsidy/licensed-exempt>

Head Start- Child Care Partnership Information: <https://eclkc.ohs.acf.hhs.gov/local-early-childhood-partnerships>

Missouri Head Start Grantees: <http://www.moheadstart.org/Contact%20Us.aspx>

Missouri Department of Economic Development- Small Business Loan Program: <https://ded.mo.gov/programs/business/small-business-loan-program>

Community Development Financial Institutions: <https://ofn.org/cdfi-locator>

## Page 15

Business Structure Descriptions: [https://www.sos.mo.gov/business/outreach/startup\\_guide](https://www.sos.mo.gov/business/outreach/startup_guide)

Business Registration Forms: <https://www.sos.mo.gov/business/corporations/forms>

Missouri Bar Association: <http://missourilawyershelp.org/find-lawyer/>

## Page 16

Missouri Department of Insurance: <https://insurance.mo.gov/>

Ratio Explanations: <https://mochildcareaware.org/wp-content/uploads/2021/04/Ratios-Consumer-Ed-v032021.pdf>

Job Advertisements: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/job-ads/>

Job Description Templates: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/job-descriptions/>

Interview Guides: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/interview-guides/>

Employee Orientation Toolkit: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/employee-orientation-toolkit/>

Acquire4hire: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/show-me-jobs/>

Organization Charts: <https://www.showmeresource.org/successful-program-management/becoming-an-hr-expert/organization-charts/>

## Page 17

Marketing How To: <https://www.showmeresource.org/successful-program-management/marketing-your-program/how-to-s/>

Navigating Family Tours and Phone Calls: <https://www.showmeresource.org/successful-program-management/marketing-your-program/family-tour-phone-best-practices/>

Marketing Templates: <https://www.showmeresource.org/successful-program-management/marketing-your-program/templates/>

## Page 18

24/7 Missouri: <https://openforbiz.mo.gov>

MO Source Link: <https://www.mosourcelink.com/guides/start-a-business>

Missouri Business Development Program: <https://extension2.missouri.edu/find-your-interest/business-and-community/business-development>

Small Business Administration: <https://www.sba.gov/business-guide>

United 4 Children: <https://united4children.org/>

First Children's Finance: <http://www.firstchildrensfinance.org/>

## Page 19

T.E.A.C.H. Early Childhood® Missouri Scholarship program: <https://teach-missouri.org/>

Child Development Credential (CDA) <https://mochildcareaware.org/child-care-educators/cda-scholarship-project/>

Missouri Workshop Calendar: <https://www.moworkshopcalendar.org/>

## Page 20

Child Care Aware of Missouri Action Center: <https://mochildcareaware.org/action-center/>

Kids Win MO: <http://kidswinmissouri.org/>

Missouri Accreditation of Programs for Child and Youth (MOA): <http://www.moaccreditation.org/>

## Page 21

Missouri Breastfeeding Friendly Child Care:  
<https://health.mo.gov/living/wellness/nutrition/breastfeedingfriendlychildcare/>

MOve Smart Child Care Recognition:  
<https://health.mo.gov/living/wellness/nutrition/movesmartguidelines/application.php>