



Two-Thousand Days to Make a Difference

Family Child Care Business 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 help 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 family child care business. 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.

We encourage all family child care businesses to go through the steps to become licensed; however, there are two types of family child care businesses in the state of Missouri for you to consider:



LICENSED FAMILY CHILD CARE HOME

- Programs may care for up to 10 children
- These programs require licensing and fire and sanitation inspections



EXEMPT (UNLICENSED) FAMILY CHILD CARE HOME

- Programs may care for up to 6 children, including both related and unrelated children, with no more than 3 children being under the age of 2
- These programs are generally not licensed or inspected

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.

Mission

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

Vision

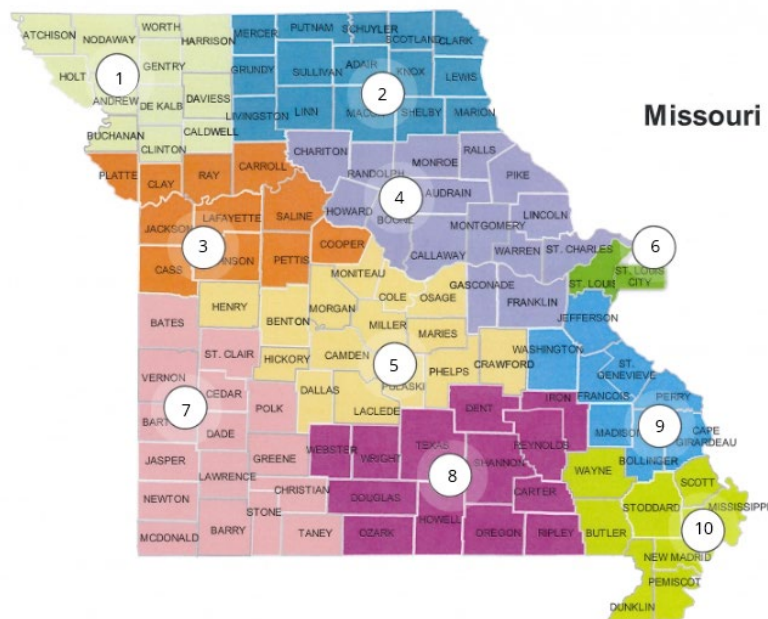
Every child receives safe, quality learning experiences.

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 Department of Social Services, Children's Division, Early Childhood and Prevention Services Section

CHILD CARE AWARE® OF MISSOURI PARTNER CONTACT INFORMATION



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

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

TRACK YOUR PROGRESS

Use this checklist to help track your progress while starting your Family Child Care business.

- Decide if you will open a licensed or exempt-from-licensure family child care program**
 - See pg. 3 for explanations of each type of program
- Reach out to Child Care Aware® of Missouri's Director of Data & Analysis for your area's current child care landscape or [click here](#) to view our county level supply reports.**
 - See pg. 8 for contact information
- Evaluate if your space will be suitable for child care**
 - Check your area's zoning laws
 - Check for any restrictive covenants with your homeowner's association
 - See pg. 5 to view contact information for your local partner for more information on zoning laws
- Visit [ShowMeResource.org](#) to set up your 120 day subscription to Show Me Child Care Resources at no cost to you**
 - You will find many forms/templates to help you meet licensing requirements along with so much more to help you run a successful child care business (see pg. 7 for more information)
- If your program will be licensed, check licensing requirements on the Section for Child Care Regulation's website**
 - Watching licensing video
 - Review licensing regulations (pg. 10)
- Submit application for licensure**
 - see pg. 11 for a checklist of all required items to submit your application
- Coordinate with your licensing specialist after the Section for Child Care Regulation processes your application for a site visit**
- Complete required trainings for licensure (pg. 10)**
 - Required: Safe Sleep training
 - Required: First Aid/CPR training
 - Optional: [Licensing Rules and Best Practices training](#)
 - Explore other training options to meet 12 clock hour requirement
- Set up your business structure, policies, procedures, family handbook, budget, etc. (pg. 13 &14)**
- Consider registering for the Child & Adult Care Food Program (CACFP) and the Missouri Child Care Subsidy Program. (pg. 15)**
- Hire staff or consider arranging for scenarios when you will need a substitute (pg. 17)**
- Market your program to families in your area (pg. 18)**
- Continue your career through the T.E.A.C.H. Scholarship, CDA, Accreditation, and more! (pg. 20-22)**

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 Start-up Page designed specifically with you in mind.

Account Request Directions:

To request an account, go to 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. 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

“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://mo.childcareaware.org/data-and-community/mo-county-supply-reports/>.

To look at your specific city or zip code, contact Child Care Aware® of Missouri's Director of Data & Analysis at (314) 881-4657 or Submit [Your Data Request](#) online at no cost to you!

EVALUATE YOUR SPACE: IS IT SUITABLE FOR CHILD CARE?

Check Zoning Laws

Zoning laws and local ordinances may limit your ability to open a small 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 5 for contact information).

Check Restrictive Covenants

Housing developers can include restrictive covenants in deeds and homeowners' association agreements. These covenants may limit the kind of business activity that can be done in your home. Your 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 licensed or unlicensed 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

If you are interested in becoming 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:

[Family Child Care Orientation Video](#)

[Licensing Rules for Family Child Care Homes](#)

[Application for Licensure](#)

Child Care Licensing Checklist (see pg. 11)



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/family-child-care-homes> 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](#).

SECTION FOR CHILD CARE REGULATION

CHECKLIST FOR INITIAL APPLICANT(S) FOR A CHILD CARE HOME LICENSE

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 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 the indoor space; location of toilet and handwashing sinks, kitchen, and exits. 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 regarding 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.
- A sample weekly menu.
- An itemized list of available materials and equipment to be used by the children.
- Sample forms used in the daily operation of the facility that are not supplied by the SCCR.
- If not privately owned, a copy of the Articles of Incorporation, Certificate of Incorporation, 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.
- Approved assistant(s) who may be used at any time during the licensing period.
- Other information required by the SCCR to make a determination regarding licensure of the facility.

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

The applicant must have verification of the following on file at the facility:

- Applicant's completed medical examination report and Tuberculosis (TB) Risk Assessment form as required; and
- Completed medical examination reports and Tuberculosis (TB) Risk Assessment form for any assistant and/or volunteer who is present at the facility more than 20 hours per month.
- Required comprehensive criminal background check results for applicant, assistants, and household members 17 years and older.
- Evidence of completion of department-approved safe sleep training for the provider and all assistants, if requesting licensure for children under 12 months of age.
- Evidence of age-appropriate CPR/First Aid certification on file for applicant and assistants.

Verification of current Class E, CDL, or Commercial Driver's license for all adults who transport children.

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

A completed enrollment form, which includes identifying information, field trip information, 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.

An Individualized Care Plan, if applicable, for all children who have special needs that are not identified on the medical examination report.

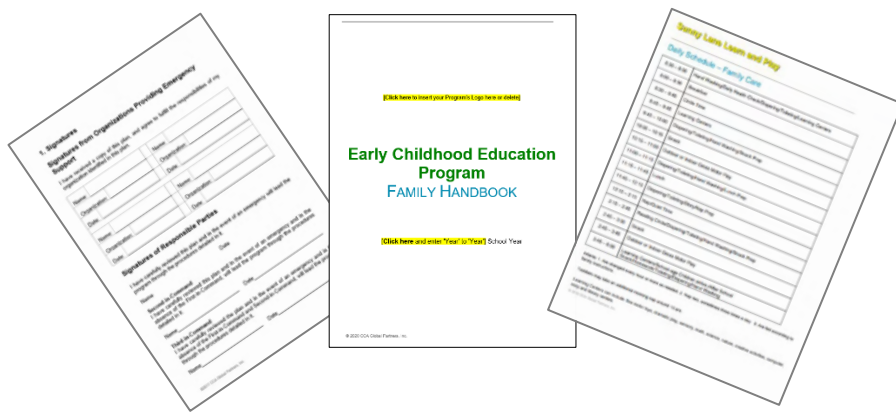
The SCCR will obtain the following documents prior to licensure:

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.

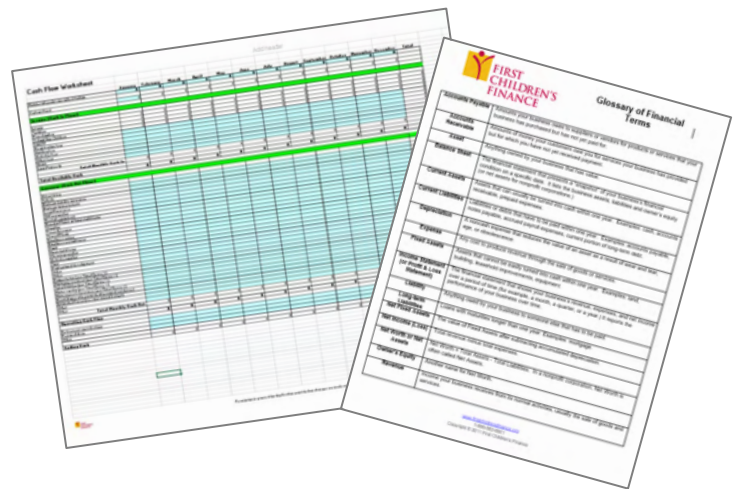
PREPARE A BUDGET

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.



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. To be eligible for CACFP, a program must be licensed with DHSS or be registered for the Child Care Subsidy program with the Department of Social Services. Learn more about CACFP and find your local sponsoring organization here: <https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/buildinggoodnutritionthroughregisteredhomes.pdf>.

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 licensed and exempt-from-licensure 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!

[Review Necessary Requirements](#)

[Submit a Child Care Provider Agreement](#)

For more information visit: [The DSS Website](#) or contact The Department of Social Services at 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.

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:

- Home business tax write-offs to offset expenses
- 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 insuring 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 child accidents.

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

HIRE STAFF



Even if you are not planning to hire staff for your family child care business, there may be times where you are unable to provide care to the children if you are ill, have a family emergency, or are on vacation and may need a qualified substitute provider to come to your home.

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](#)

[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.

MARKET YOUR PROGRAM

Whether you are a licensed or exempt family child care 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.

As a licensed child care provider, 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.

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 and a form titled "Contact Information". The form includes fields for Business Name, Address, City, State, ZIP, and Contact. There are also checkboxes for "Check if you have had a different address, uncheck if you do not" and "Telephone Primary".

All Exempt (unlicensed) Family Child Care Homes can list in our database by submitting an [Exempt Program Listing Packet](#). For more information on how to list as an exempt child care program please contact us at referralcenter@mo.childcareaware.org.

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.irs.gov/publications/p587> The IRS provides guidelines for business use in your home that includes child care providers.

<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, with specific information and resources for family child care programs.

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 provider, 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://mo.childcareaware.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@mo.childcareaware.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://mo.childcareaware.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.



[National Association for Family Child Care \(NAFCC\)](#)

For over 25 years, the National Association for Family Child Care has worked to promote high-quality early childhood experiences and prioritize access, affordability, and quality of early care and education specifically in the licensed family child care environment. The NAFCC strives for progress in the investment and implementation of the Child Care and



National Association for Family Child Care

Development Block Grant, Early Head Start-Child Care Partnerships, and the Child and Adult Care Food Program in the Child Nutrition Reauthorization. Other core focuses include strengthening the early childhood workforce and increasing the availability of high-quality child care in rural communities, for infants and toddlers, and for families who work non-traditional hours.

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.

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Child Care Aware of Missouri: www.mochildcareaware.org

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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/>

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Show Me Child Care Resources: www.showmeresource.org

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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/>

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Family Child Care Orientation Video: <https://info.mo.gov/dese/childhood/familyhomesorientation/>

Licensing Rules for Family Child Care Homes:

<https://s1.sos.mo.gov/cmsimages/adrules/csr/current/19csr/19c30-61.pdf>

Child Care Licensing Checklist: <https://dese.mo.gov/media/pdf/office-childhood-family-child-care-home-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/family-child-care-homes>

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

Missouri Professional Development System Information: <https://dese.mo.gov/childhood/child-care/training-info>

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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/>

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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 Sponsoring Organizations:

<https://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/pdf/buildinggoodnutritionthroughregisteredhomes.pdf>

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

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Child Care Subsidy Necessary Requirements: <https://dss.mo.gov/cd/info/forms/pdf/child-care-provider-checklist-cm-5.pdf>

Subsidy Child Care Provider Agreement: <https://dss.mo.gov/cd/info/forms/pdf/child-care-provider-agreement-cm-5.pdf>

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>

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

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Business Structure Descriptions: 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/>

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

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/>

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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/>

Exempt Program Listing Packet: <https://mo.childcareaware.org/wp-content/uploads/2020/08/Exempt-Family-Child-Care-Listing-Packet.pdf>

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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>

IRS: <https://www.irs.gov/publications/p587>

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

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

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

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

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

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

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

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

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

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National Association for Family Child Care (NAFCC): <https://www.nafcc.org/Accreditation>

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>