

**Section for Child Care Regulation (SCCR)**  
**Temporary Emergency License**  
**Provider Guidance**  
**March 2020**

**Purpose:** The purpose of this document is to provide guidance for providers who want to open a temporary emergency child care facility for preschool and school-age children, not to exceed 45 days, in response to an emergency situation, such as COVID-19. Infants and toddlers **will not** be included in the age range for a temporary license.

**Step 1:** Submit an application for licensure. An Application for License to Operate a Group Child Care Home and a Child Care Center or an Application for License to Operate a Child Care Home may be obtained on the SCCR website: <https://health.mo.gov/safety/childcare/forms.php>

**Step 2:** Call your local district office to schedule an initial inspection. The contact information for the local district office may be obtained on the SCCR website: <https://health.mo.gov/safety/childcare/offices.php>

**Step 3:** A Child Care Facility Specialist (CCFS) will conduct an inspection and document observations and violations, if observed, on an inspection report. The CCFS will be reviewing & inspecting:

- An indoor diagram. The indoor space will be measured to ensure that there is at least 35 square feet per child to approve the facility for the capacity requested.
- Physical plant requirements must ensure that the facility is safe and suitable for the care of children; windows and doors must be screened; walls, ceilings, and floors must be finished in good condition; the facility must be clean; dry and temperature controlled; must have a working telephone; emergency numbers must be posted.
- Toilets and sinks for handwashing must be available; soap, paper towels, and toilet paper must be accessible; bathrooms must be clean and odor free.
- A fire extinguisher must be available.
- Working smoke detectors must be in each room used by children, including hallways.
- A diagram of evacuation routes from the room(s) must be posted.
- Doors in the means of egress shall not be locked.
- Fire drills must be practiced at least one per month.
- Furniture, play equipment, and sleep equipment shall be available, safe, in good condition, and arranged to provide a clear passage.
- Tables and chairs must be available, safe, and in good condition.
- Outdoor space is not required but if available, it shall be fenced as required if hazards are present; outdoor equipment shall be constructed safely.
- Group child care homes and centers are not required to have an approved group home provider/center director but must have someone in charge to run the daily operations.
- Family child care homes must have a home provider who is present 40 hours per week during the highest attendance.

- Background screenings: results of a Family Care Safety Registry screening are required to be on file for all staff.
- An abbreviated enrollment form and medical for preschool-age children shall be on file. Form is attached in this guide.
- An abbreviated staff medical form shall be on file. Form is attached in this guide.
- If the facility is to provide nighttime care, they must meet all nighttime care rules.
- Staff/child ratios must be maintained.
- The provider must serve meals or have them catered from an approved source.

**Step 4:** Once compliance is met from the initial inspection, CCFS will complete paperwork for supervisory review and processing of the Temporary Emergency License. The license will identify it is a Temporary Emergency License. The license will be emailed to the provider for posting for parents to easily view when entering the temporary location.