Missouri Accreditation

Administrative review checklist

Last update: November 2014

Below is list of files that you will need to gather to complete the administrative review checklist.

Each file should be converted to a PDF file. For electronic files, newer versions of Windows have a feature built in to save or print a file as a PDF. There are also a number of free PDF tools available on the Internet. Maker sure that you download from a reputable website.

Paper records will need to be scanned and saved as PDF files.

NOTE: if you would like to upload all of these files at once, see the instructions for creating and uploading an Administrative Review Zip file.

	## I. Licensing documents
1	License or license exemption letter
2	Licensing inspection / compliance report
3	Fire / sanitation inspection report
4	Family Care Safety check results *Combine multiple results into a single pdf document.*
5	Determination letters *Combine multiple letters into a single pdf document.*
	## II. Staff orientation
6	Staff orientation procedure
7	Staff orientation agenda
	## III. Staff development
8	Professional development plan
9	Professional development documentation
10	First aid certifications
	## IV. Staffing patterns
11	Copy of staffing pattern in each classroom

12	Plan to transfer authority in emergencies
	V. Staff internal communication
13	Staff meeting agendas
	VI. Program items
14	Daily schedule
15	Facility sketch
16	Business plan
17	Parent evaluation
18	Improvement plan
19	Emergency plans
20	Family handbook
21	Eat Smart certificate
22	Shared space agreement