



Administration Review Manual

Missouri Accreditation of Programs for Children and Youth
P.O. Box 104175, Jefferson City, MO 65110
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Directions:

The following documents must be submitted electronically in the Program's MARIT 2 account as part of the accreditation application. The application process is stopped until ALL required documents have been received and approved by the MOA staff. The applicant does not score the administration self-study, as the MOA Staff will evaluate it for accuracy. All required documents must be uploaded before the application can be submitted. If the application is accepted a MOA review team will evaluate the program site for compliance with each indicator listed in the self-study.

I. Licensing Documents:

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| 1. Copy of current State Child Care licenses or a letter of licensed exempt status from Missouri Department of Health & Senior Services/Section Child Care Regulation (MO/DHSS/SCCR). | UPLOAD |
| 2. Copy of licensing inspection/compliance report received within the last six (6) months. | UPLOAD |
| 3. Copy of State of Missouri fire and sanitation inspection report received within the last twelve (12) months. | UPLOAD |
| 4. Copy of the Family Care Safety results from <i>Missouri Department of Health and Senior Service</i> screening that have been processed within the last two years for all staff members and volunteers included in the staff/child ratio. | UPLOAD |
| 5. If any currently employed staff member has a finding of child abuse/neglect or a criminal record, then a copy of the determination letter from MO/DHSS/SCCR must be submitted. Programs that do not have any findings from MO/DHSS/SCCR must upload a letter from the Program administrator stating "There were no findings of child abuse/neglect or criminal records for any of the currently employed staff members." All Programs must upload either a determination letter or a letter stating they do not having any findings of child abuse/neglect or staff criminal record. A MOA accredited program cannot employ any individual who has been convicted of a felony. | UPLOAD |

II. Staff Orientation:

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| 6. Copy of a written orientation procedure for all Program staff. | UPLOAD |
| 7. Copy of the dated agenda from the last staff orientation must contain the signatures on the agenda page of all the individuals who attended that orientation. | UPLOAD |

III. Staff Development:

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| <p>8. Copy of the procedure (Program’s Professional Development Plan) used to determine the goals and activities selected for staff development (writing goals for staff development, planning which workshops staff members should attend, regular scheduled time to meet with a supervisor or mentor to monitor progress toward career goals, T.E.A.C.H. scholarship and other career funding opportunities).</p> | <p>UPLOAD</p> |
| <p>9. Documentation of the professional development training that all teaching and administrative staff staff attended in the last 12 months. All programs must upload a completed/signed OPEN Toolbox Third Party Agreement form and copies of verification certificates for any professional development training not recorded in the OPEN Toolbox.</p> <p>Professional development requirements--All staff must attend 18 or more clock hours per year. No more than nine (9) hours of on-line training will be accepted in a 12-month period and MOA must approve all on-line professional development training. A qualified professional from inside the program may provide no more than six (6) hours of professional development training: training certificates for this training must contain the Training Approval Number and/or be recorded in the OPEN program. Training topics are limited to child specific topics (curriculum (pre-k, infant/toddler or school age), child development, child assessment, discipline, health and safety, nutrition, child abuse/neglect, or business administration). The Program administrator must ensure that the staff list is accurate in the OPEN Toolbox in order for individual training records to be viewed on the program training report. For any training not recorded in the OPEN Toolbox, a certificate must be uploaded verifying the training.</p> <p>The Program must complete the Toolbox Third Party Agreement form to allow MOA staff permission to review Program training reports through the OPEN Toolbox. A copy of that agreement form can be found on the MOA website.</p> | <p>UPLOAD</p> |
| <p>10. Copy of current valid certification of first-aid and CPR for all staff.</p> | <p>UPLOAD</p> |

IV. Staffing Patterns (There must be a lead teacher on site at all times the Program is open):

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| 11. Copy of the staffing pattern in each classroom showing which MOA certified staff are assigned for each age group and are present during all hours of operation. (A MOA-certified lead teacher must be present in each classroom during the majority of the attendance day.) | UPLOAD |
| 12. Copy of the plan that addresses which appropriate on-site person (by name and title) is designated to assume authority and to take action in an emergency in the event of the Program Director’s absence. | UPLOAD |

V. Staff Internal Communication:

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| 13. Copy of agenda and minutes of three facility-wide staff meetings with a signature page of all staff members who attended each of those three staff meetings. | UPLOAD |
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VI. Program Items:

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| 14. Copy of current actual daily schedule for facility and each individual classroom (no generic daily schedules will be accepted). | UPLOAD |
| 15. Copy of facility floor plan and each individual classroom floor plan. (All floor plans must be legible with all classroom labeled by name and age groups. Facility plans must identify all bathrooms, dining rooms, water fountains and sinks used by the Program. Classroom floor plans must show room arrangement, with all bathrooms, water fountains and sinks labeled.) | UPLOAD |
| 16. Copy of the Program’s written business plan or strategic plan. | UPLOAD |
| 17. Copy of the survey tool (blank form) used annually by parents to evaluate the Program. | UPLOAD |
| 18. Copy of the written plan for Program improvement based on the data from the parent survey. | UPLOAD |

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19. Documentation of emergency plans, drill schedules and drill logs.
- Copy of disaster plans for each of the following: tornado, intruder, earthquake, hazardous materials, bomb threat, power failure, carbon monoxide exposure, and fire.
 - Copy of drill schedule documents showing when all drills are scheduled to be practiced.
 - Copy of drill logs showing documentation of at least one fire drill monthly and at least one of the following disaster drills per month: tornado, earthquake, or intruder.

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20. A copy of the printed Family Handbook, it **must** include all the items below:
- Date that the Family Handbook was updated, which should be displayed on the front cover (updated annually).
 - Description of Program's overall philosophy.
 - Program's goals and objectives, which reflects the Program's philosophy.
 - A paragraph describing the Program's MOA approved curriculum.
 - Description of Program's guidelines & policies regarding fees.
 - Description for parent to understand how behavior will be handled.
 - Description of policy regarding ill children and when they can return to the Program
 - Written action plan for identifying and addressing children suspected of having developmental delays.
 - Description of injury/accident guidelines outlining step-by-step procedures.
 - Description of the process for orientating the child/family to the Program. This would include children who enroll at any time during the year.
 - Description of child abuse/neglect policies and procedures for mandated reporting.
 - Description of how parent can have access to State Licensing compliance/inspection reports and licensing regulation handbook
 - Policy for how parents can have access to their child's personal file.

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21. Copy of Missouri Eat Smart certificate. (Not required but may be submitted if the Program has one.) UPLOAD
22. If a Program space is shared with other Programs, then a copy of the contract/lease showing a sharing space agreement must be uploaded. Programs that do not share space must upload a letter from the Program administrator stating, “This Program does not share space with other Programs.” All Programs must upload either a contract/lease or a letter stating they do not share space. UPLOAD