

Policy and Procedure Manual

Missouri Accreditation of Programs for Children and Youth
P.O. Box 104175, Jefferson City, MO 65110
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Preliminary Consideration for Accreditation Requirements

The preliminary consideration phase is to help the program determine if they are prepared for the actual accreditation process. Preliminary Consideration for Accreditation Cost can be located on page 33. Programs interested in becoming accredited must follow the step below:

Preliminary Staff Education Review* (required)

- Preliminary Staff Education Review must be completed to assure that **all** program staff meet the Missouri Accreditation (MOA) education requirements before the program MARIT account is activated. The program director/administrator can initiate the preliminary staff education review by submitting a written email to the MOA Executive Director requesting the staff review. MOA office staff will reply to the email with a hard copy Staff Roster to be filled out listing all program staff by classroom assignment and submitted each staff member's education credential documents.
- Once the MOA has completed Preliminary Staff Education Review a letter of results will be sent to the program director via email.The MOA Executive Director will schedule a time with the Program Director to discuss the staff results and to determine if the program is ready to move forward with the next step of the Pre-Initial Application process. Educational Waivers will not be accepted during the Preliminary Consideration Phase.

Preliminary On-Site Visit* (required)

- Preliminary on-site visit provides useful information that can be used to improve the overall program based upon the self-study indicators. For example, the preliminary on-site visit identifies program strength and areas where additional work is needed prior to starting the application accreditation process. The preliminary on-site visit is to help the program prepare for the actual accreditation visit that will determine if accreditation is achievable. The date of the preliminary on-site visit will take place on a determined date with the program director; the length of the on-site pre- visit will vary between 2-4 hours.

MOA Training for Program Staff (not required but strongly encouraged)

- On-site professional development provides knowledge to help staff improve effectiveness and build confidence. MOA suggests all programs interested in MOA accreditation consider utilizing MOA professional development to help build skill sets that help staff build a high-quality classroom. All MOA training sessions provide resources to help staff understand the accreditation process, and how to use the self-studies as an assessment tool to for a high-quality learning experience for the children.

Initial Application Procedure
(The 9 steps in this section only apply to first-time applications)

Step 1: Determine your eligibility

- The childcare program ("Program") must be in operation for a minimum of one (1) year before application for accreditation is accepted.
- The Program must be licensed by and in compliance with the rules and regulations of Missouri Department of Elementary & Secondary Education/ Office of Childhood (DESE/OC) or have a letter for licensed exempt/exempt status.

Step 2: Set up your electronic *MARIT* (Missouri Accreditation Reporting Information Tool) account.

- Each Program must request a MARIT account. Visit the Missouri Accreditation website, http://www.moaccreditation.org/ to request the account.
- MARIT accounts will be activated on the day the MARIT payment clears the bank. See Cost Schedule, page 34.
- MARIT accounts will be active for twelve (12) months from the date that Missouri Accreditation receives MARIT Account payment.
- The application in its entirety must be completed and all payments must be received within twelve (12) months of the activation date. Application cost payments may be made any time prior to MOA approving the Administrative Documents. Programs are encouraged to submit the application cost payments as soon as the program starts the application process. If the application is not completed in its entirety and/or all payments are not received within the twelve (12)-month period, the accreditation application process will be terminated, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.
- When Policy states that the application is to be submitted in its entirety, that includes staff roster, administrative documents, payment and scoring of self-studies.
- Missouri Accreditation shall have the right to deny any request by a potential accreditation applicant to activate a MARIT account. See Denial of MARIT Account Activation, page 38.
- The on-site Program Director must have a username and password. Username is the email address entered into the MARIT Account request.

Once your MARIT Account has been activated, the Program may start the Accreditation Application Process, starting with Step 3, which is listed on page 5.

Step 3: Enter Program Staff in MARIT for Initial Application

- **ALL STAFF** employed by the Program must be listed in the Staff Roster section of MARIT and his/her education credentials must be uploaded in MARIT. Education credentials are not required for support or specialized staff. The Program must list names of all staff, date of hire, and job classification in the MARIT Staff Roster. Education credentials may not be mailed or faxed to Missouri Accreditation as part of the application or annual review. All education credentials must be uploaded as a PDF document in MARIT, NO paper documentation will be accepted by Missouri Accreditation. An education credential is a current CDA certificate or college/university transcript from a regional accredited college or university or current early childhood teaching certificate.
- All staff must be listed in the staff roster by their assigned classroom. For those staff without classification such as support staff, specialized staff, or administration are not required to be listed in an assigned classroom.
- If it is determined that a staff member does not meet the education requirements for the MOA job classification listed in the Program Staff section on MARIT, the Staff Roster will be rejected, and an email will be sent to the Program informing them that the Program Staff section is open and staff information must be changed and resubmitted. The Staff Roster of the Initial Application will be approved when all staff meet the Missouri Accreditation education requirements.
- The application process will not continue until it is determined by Missouri Accreditation that all staff have met the education requirements.
- Programs should allow up to three (3) weeks for the MOA Office to review the Staff Rosters once they have been submitted in MARIT.
- Missouri Accreditation reserves the right to verify the accuracy of submitted information.
- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible and the Staff Roster will be rejected. Missouri Accreditation will not accept "snap shots" or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.
- All transcripts emailed to the Missouri Accreditation Office must be sent as a pdf document attachment, and not sent as part of the body of the email or as a "snap shot."
- All transcripts must include the student's name, name of the institution, and identifying marks of the institution. Any transcript submitted, which does not contain these requirements, will be rejected.
- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- Prior to the hiring of a staff member, a Program is encouraged to have Missouri Accreditation review the proposed staff member's education credentials to determine whether that potential staff member meets Missouri Accreditation standards for accreditation. Please contact Missouri Accreditation when you wish to have proposed staff member's education credentials reviewed prior to hiring them. Since these individuals have not been hired, educational credentials may be submitted for review to Missouri Accreditation via fax or email.
- The Program Staff section must be completed and uploaded within the twelve (12)-month period. The twelve (12)-month period is defined as one year from the date the payment of the MARIT Account is received by Missouri Accreditation. If the application is not completed in its entirety and/or all payments are not received within the twelve (12)-month period, the accreditation application process will be terminated, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.
- Once the staff roster is approved, MARIT closes the staff roster and changes CAN NOT be made. If staff changes occur after the staff roster is approved in MARIT, send an email to MOA Education Specialist and MOA Executive Director, listing the staff member which is no longer employed, new staff member, job classification and assigned classroom. A revised letter with be completed and set to Program Director and the Review team.

Definition for Employment Classifications

- **Program Director**- Responsible for the planning and supervision of programs and activities for children, orientation of new staff, on-site supervision of all staff and provision of on-going, in-service training to each staff member.
- **Lead Teacher**- Responsible for the overall management of the classroom to ensure that a program of quality is provided for the children enrolled. She/he is responsible for the care and education of a group of children as part of a teaching team and for the direct supervision of the classroom including children, staff and learning environment.
- **Teacher Assistant/Aide**-Provides non-instructional support in the classroom, allowing the Lead Teacher to devote more time to lesson planning and teaching.
- **Lead Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Lead Teacher. Substitutes for a Lead Teacher must have a minimum of nine (9) college credit hours. Lead Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Assistant Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Assistant Teacher. Substitutes for a Teacher Assistant/aide must have a minimum of six (6) college credit hours. Assistant Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Para**-A staff member that is assigned to a specific child. Education credentials are not required.
- **Support Staff**-The staff who provide services for children but does not work directly with children such as custodian, administrative assistants, Junior Aide, and cooks. Junior Aide may not be counted in staff/child ratio. Education credentials are not required.
- **Specialized Staff**-Staff who work with children such as PE teachers, Speech Implementers, and Art teachers. Education credentials are not required.

Step 4: Complete and upload all required Administrative Review documents listed in the MARIT program

- Each of the 22 required Administrative Review documents must be saved as a PDF document and must be uploaded into the MARIT program.
- Documents may be uploaded individually or may be uploaded together in a zip file. Administrative Review documents may not be mailed or faxed to Missouri Accreditation as part of the application or annual review. All Administrative Review documents must be uploaded as a PDF document in MARIT.
- The Missouri Accreditation staff will review all the documents uploaded in MARIT to determine if they met the requirements as stated in the Administrative Review Manual.
- Programs should allow up to three (3) weeks for the MOA Office to review the Administrative Documents once they have been submitted in MARIT.
- Missouri Accreditation reserves the right to verify the accuracy of submitted information.
- If it is determined by Missouri Accreditation staff that a document does not meet the requirements, the Administrative Document section will be rejected, and an email will be sent to the Program informing them that the Administrative Documents section is open, must be changed, and resubmitted.
- The Initial application process will not continue until it is determined by Missouri Accreditation that all Administration Documents have been approved.

- Administrative Review documents must be completed and uploaded within the twelve (12)-month period. The twelve (12)-month period is defined as one year from the date the payment of the MARIT Account is received by Missouri Accreditation. If the application is not completed in its entirety and/or all payments are not received within the twelve (12)-month period, the accreditation application process will be terminated, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.

Step 5: Submit all required payments

- All required Application Payments must be received at the MOA Office before the Program may start scoring their self-studies. See Cost Schedules on page 34.
- Programs are encouraged to submit payment as soon as the program starts the application process.
- NOTE: All required Application Cost Payments may be submitted to the MOA Office:
  - ANY TIME PRIOR to the MOA approving the Administrative Documents,
  - This includes updating and submitting the Staff Roster and completing and uploading all required Administrative Review documents in MARIT,
  - However, all required Application Cost Payments must be submitted to the MOA Office and credited to the Program by the MOA Office BEFORE the self-studies can be scored by the Program.

Step 6: Score and submit Self Studies

- The program will score and submit each required Self-Study in the MARIT Account.
- See page 37 for Self-Studies clarifications.
- A self-study must be completed for **all** age groups served at the Program site: Infant/Toddler, 0-24 months; Early Childhood, 24 months-6 years; and School Ages; 6 years and up or Family Child Care - all ages listed on the license issued by DESE/OC. Program site is the address and age groups listed on the license or exemption letter from DESE/OC**.** Exempt facilities must submit a self-study for each age group served.
- MARIT will indicate which self-studies the Program needs to score and submit based on their license capacity/ages served.
- The Program must submit completed, scored self-studies in order for them to be received by Missouri Accreditation through the MARIT account.
- The Self-studies must be scored within the twelve (12)-month period. The twelve (12)-month period is defined as one year from the date the MARIT Account is activated by Missouri Accreditation. If the application is not completed in its entirety and/or all payments are not received within the twelve (12)-month period, the accreditation application process will be terminated, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.

Step 7: Missouri Accreditation assigns a Review Team to visit the Program.

- Once the accreditation application process has been completed successfully, a Review Team will be assigned to the Program
- The number of Review Team Members will vary depending on license capacity, facility structure and other factors.
- If the Program believes there is a conflict of interest with a team member, they need to contact the Missouri Accreditation Executive Director. All such requests must be submitted to the Missouri Accreditation Executive Director within three (3) working days from the date that the Program receives notification of the Review Team Members.

Step 8: Review Team Sets the 15-Day Window

- The Review Team Leader will call the Program Director/Administrator/Provider, listed in MARIT, to set a fifteen (15) day window for the on-site Review Team Visit.
- The fifteen (15) day window is defined as fifteen (15) *Program* days, not *calendar* days.
- The Program may choose to block out two (2) days within the fifteen (15) day window due to scheduled field trips, Program closures, winter/spring breaks, holidays, etc. This is the Program Director/Provider's opportunity to discuss with the Review Team Leader all possible Program closings so that the Review Team does not arrive when the Program will be closed.
- The Program must provide an alternate contact number that the Review Team Leader may use to contact the Program in the event of an emergency or inclement weather.
- It is the Program's responsibility to contact the Review Team Leader in case of an emergency or program closing due to inclement weather, once the fifteen (15) day window is set.
- Programs do not have the option of refusing the Review Team Visit or objecting to the fifteen (15) day window set by the Review Team. If the visit is refused at the time the Review Team Leader calls to set the window, **the accreditation process ends, and all fees shall be forfeited.** No additional notice will be given to the Program by the team after the fifteen (15) day window has been established.

Step 9: Review Team conducts Review Team Visit, Prepares Review Team Report & Schedules Exit Interview

- When the Review Team arrives, the Children's Portfolio must be completely organized and ready to present to the Review Team Leader for the on-site review. If these materials are not organized and ready for on-site review at the time of arrival, the accreditation process will be terminated, and all fee(s) will be forfeited.
- School age programs are not required to have Children's portfolios.
- If the Program refuses to allow the team to conduct the on-site visit, the accreditation process will be terminated, and all fee(s) will be forfeited.
- If the Review Team arrives at a Program that is closed and the Review Team Leader has not been notified, the accreditation process will be terminated, and all fee(s) will be forfeited.
- The Review Team will arrive at the Program unannounced for the Review Team visit within the preset fifteen (15) day window, except for the two (2) blocked dates and will be present during a significant portion of the day in order to observe all aspects of programming.
- Upon arrival the Program must provide the Review Team a place to review Children's Portfolios and to store personal belongings.
- During the Review Team Visit, all staff and teachers in the Program must wear nametags.
- During the Visit, the team will observe all facets of the Program day for as long as it takes during the facility's normal operating hours to validate each indicator/standard in the submitted Self Study.
- If during the Review Team Visit, a Review Team Member observes child/children placed at risk, the team will call Missouri Accreditation and report the incident. All Review Team Members are mandated reporters of child abuse and neglect.
- At the end of the visit, the results of the visit will not be shared with the Program. The results will be shared during the Exit Interview.

Review Team Report

- Following the visit, the Review Team prepares a Review Team Report, detailing the strengths observed and Indicators Not Validated, if necessary. Indicators Not Validated are written when the Team is unable to validate an indicator receiving a "1" rating. If the Program receives one (1) or more Indicators Not Validated, this will result in the Program receiving a sixty (60)-day Extension or termination of accreditation, rather than accreditation. See Extension Procedures, page 20 to see if your Program is eligible for a sixty (60)-day Extension.
- The Review Team has the option of making suggestions to the Program under "Suggestions," but the Program does not have to incorporate them to receive accreditation.
- The reports will be completed within two (2) weeks from the date of the Review Team Visit and submitted to Missouri Accreditation.

Exit Interview

- The Review Team Leader must schedule an Exit Interview on the day of the Visit before leaving.
- The Exit Interview will to be held in person or by phone with the Program Director/Provider within fifteen (15) working days of the Review Team Visit to go over the Team's Report.
- In some cases, the Missouri Accreditation Executive Director may determine that the Exit Interview may be conducted by the Review Team Leader without other Team Members present.
- The Review Team Leader will conduct the Exit Interview by reviewing the report with the Program Director/Provider and answering any questions.
- The Validation of Program Review form must be signed and dated by the Program Director/Provider on the day of the Exit Interview. The Program must return the Validation of Program Review after Extension form to Missouri Accreditation.

Extension Procedures

- If the Review Team is unable to validate all marked indicators in each Self-Study during the Review Team Visit and the Program has at least sixty (60) calendar days from the date of the Exit Interview before their current accreditation expires, an Extension is granted. The Program must complete the accreditation process within sixty (60) calendar days from the date of the Exit Interview. The unannounced Extension visit will occur sometime during the last 10 days of the sixty (60) days extension. The accreditation process includes: 1) make corrections necessary to bring all indicators up to a "1" rating, 2) pay all outstanding extension costs, and 3) the unannounced Extension Visit.
- An Extension visit will not be granted to any program that has less than sixty (60) calendar days from the date of the Exit Interview to the program's current accreditation certificate expiration date. The Program will be dropped from the accreditation process, their accreditation will not be renewed, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date.
- MOA staff will invoice the Program for the Extension and Review Team Costs. See Cost Schedules, page 34.
- The Program must pay the Extension Fee and Review Team's travel expenses before the Review Team returns for the Extension Visit. See Cost Schedules, page 34. **In the event payment of the Extension Fee and Review Team travel expenses is not received at Missouri Accreditation prior to the last ten (10) days of the Extension period the Review Team will not make the unannounced Extension Visit, accreditation will NOT be granted, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date.**

- Only the aspects of the Program that received Required Changes in the Review Team Report will be observed during the Extension Visit, with the exception of child/staff ratios or observation of the abuse/neglect of a child, which are always subject to observation.
- The Review Team will determine if all the Required Changes are fully met after the Extension Visit is complete.
- The Validation of Program Review form generated in *MARIT* must be signed and dated by the Review Team Members and the Program Director/Provider after the Extension Visit, which acknowledges that all parties have discussed the results of the Extension Visit.
- If all indicators receive the required "1" rating at the Extension Visit, the Program will receive their accreditation certificate once the signed Validation of Program Review form has been received at Missouri Accreditation.
- If all indicators do not receive the required "1" rating at the Extension Visit, the Program will not be accredited, will be dropped from the accreditation process, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date. The Program must then wait **one year** before reapplying for accreditation.

Request for an Early Extension Visit

- A request for an early Extension Visit may be made by the Program if:
  - The program has made corrections to fully meet all the Required Changes to bring all indicators up to a "1" rating, and
  - Missouri Accreditation has received the Program Extension Fee and Review Team's travel expenses.
  - The Program/Director/Provider makes the request for an early Extension visit with in the first forty (40) days of the Extension period.
- The Program/Director/Provider must submit a written request to the Missouri Accreditation Executive Director for an Early Extension Visit.
- If the Missouri Accreditation Executive Director approves the request for an Early Extension Visit, an unannounced Extension Visit will occur.

Once the Program is accredited, each year the Program must submit an Annual Review.

- The Annual Review Procedure has three parts:
  - Update and Submit Staff Roster
  - Pay Annual Cost
  - Complete and Submit the Annual Report

Annual Review Procedure
(The 3 steps in this section only apply to the Annual Review)

Step 1: Update Program Staff in MARIT

- The Annual Review Procedure has three parts:
  - Update and Submit Staff Roster
  - Pay Annual Cost
  - Complete and Submit the Annual Report
- Due dates are shown on the Program's site information page in MARIT in the blue box titled Accreditation. This blue box is located on the right-hand side of the screen.
- **ALL STAFF** employed by the Program must be listed in the Staff Roster section of MARIT and education credentials must be uploaded for all staff hired since the last review.
- All programs submitting their annual review must have staff that meet **all** the Missouri Accreditation education requirements at the time of annual review.
- The Annual review process will not continue until it is determined by Missouri Accreditation that all staff have met the education requirements.
- Missouri Accreditation reserves the right to verify the accuracy of submitted information.
- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible and the Staff Roster will be rejected. Missouri Accreditation will not accept "snap shots" or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.
- All transcripts emailed to the Missouri Accreditation Office must be sent as a pdf document attachment, and not sent as part of the body of the email or as a "snap shot."
- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- The Program must submit the Staff Roster and Annual Report, which is programmed in the MARIT account. NO paper copies of staff rosters, annual reports or education credentials will be accepted by Missouri Accreditation for the annual review.
- NOTE-Please allow enough time to complete the Annual Review Process in its entirety by the ninety (90) day timeline. This includes updating the Staff Roster in MARIT, sending the Staff Roster, time for the MOA Office to review the staff roster and for the Program to make revisions in the Staff Roster if necessary, paying the Annual Accreditation Cost, completing the Annual Report, and finally submitting the Annual Report.
- In order to avoid a late fee, Programs must complete the Annual Review Process in its entirety at least ninety (90) days prior to the Program's accreditation anniversary expiration date.
- NOTE-If the Annual Review Process is not completed in its entirety, which includes:
  - updating the Staff Roster in MARIT,
  - submitting the Staff Roster,
  - paying the Annual Accreditation Cost,

- completing the Annual Report and submitting the Annual Report, at least ninety (90) days prior to the Program's accreditation anniversary expiration date, then the Program will be assessed a late fee. See Cost Schedules, page 35.
- NOTE-Prior to the hiring of a staff member, a Program is encouraged to have Missouri Accreditation review the proposed staff member's education credentials to determine whether that potential staff member meets Missouri Accreditation standards for accreditation. Please contact Missouri Accreditation when you wish to have proposed staff member's education credentials reviewed prior to hiring them.

Step 2: Submit all required payments

- The annual accreditation cost payment must be mailed to Missouri Accreditation at **P.O. Box 104175 Jefferson City, MO 65110**. See Cost Schedules, page 35.
- Staff Rosters must be approved by MOA office and annual accreditation cost must be paid BEFORE any information can be entered in the Annual Report Form.
- Programs are encouraged to submit payment as soon as the program receives the automated reminder message in MARIT.
- NOTE: All required **Annual** Accreditation Cost Payments may be submitted to the MOA Office:
  - ANY TIME PRIOR to the MOA approving the Staff Roster,
  - This includes Step 1, updating and submitting the Staff Roster,
  - However, all required Annual Accreditation Cost Payments must be submitted to the MOA Office and credited to the Program account by the MOA Office BEFORE the Annual Report can be opened by the Program.

Step 3: Submit the Annual Report

- The program will complete and submit the Annual Report, which is programmed in the MARIT account.
- The Program must submit the Staff Roster and Annual Report in MARIT. NO paper copies of staff rosters, annual reports or education credentials will be accepted by Missouri Accreditation for the annual review.
- The Program must submit the Staff Roster, Annual Accreditation Cost, and Annual Report ninety (90) days before the Program's accreditation certificate expiration date, or a late fee will be assessed. See Cost Schedule, page 35.
- Programs accredited with a four year or five-year accreditation cycle prior to July 2003 are "grandfathered" at that cycle. A Program will lose its grandfathered status should the Program fail to file *an Annual Report* no later than ninety (90) days prior to the Accreditation date listed on the Accreditation certificate.
- Missouri Accreditation must receive the MARIT staff roster listing all staff that has the education credentials for new staff hired since last review, annual accreditation cost payment, and the *Annual Report* in MARIT by the accreditation certification expiration date or the program accreditation will be terminated, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.
- NOTE-Email reminder messages about MARIT account due dates will come from chicory.noreply.messenger@gmail.com. Make sure your spam filters are set to accept this email address.
  - The first reminder message will be sent ninety (90) days prior to your Annual Review due date, this is not the same date as your accreditation certificate expiration date.
  - Note—This is (6) months prior to your accreditation certification expiration date.

- This reminder message is a notice for the Programs to start the Annual Review process so it can be finished by the due date.
- Invoices and reminder messages are offered as a courtesy by Missouri Accreditation and Missouri Accreditation does not guarantee that Programs will receive invoices and reminder messages.

Renewal Application Procedure
(The 8 steps in this section only apply to renewal applications)

Step 1: Update *MARIT* (Missouri Accreditation Reporting Information Tool) account update.

- Due dates are shown on the Program's site information page in MARIT in the blue box titled Accreditation. This blue box is located on the right-hand side of the screen.
- Review the Site Information contained in the Program's MARIT account to assure that it is up-to-date and accurate. This includes addresses, email address, change in licensing, name of directors, number of children served, etc.
- Requests for changes in the location, director, and Program name must be made in the Program Change link in MARIT. These changes may only be made in MARIT by the Missouri Accreditation Executive Director.
- The on-site Program Director or Family Childcare Provider must have a username and password.
- All applications must be completed, and all payments must be received six months prior to the Program's accreditation certificate expiration date. If all applications are not completed in its entirety and/or all payments are not received six (6) months prior to the Program's accreditation certificate expiration date, the Program will be assessed a late fee. See Cost Schedules, page 36. If the entire accreditation process, including the Review Team visit, is not completed by the Program's accreditation certificate expiration date, due to the Program not meeting the six (6)-month requirement, the accreditation application process will be terminated, the Program will lose their accreditation, and all monies paid will be forfeited. The Program must then wait **one year** before reapplying for accreditation.
- In order to avoid a late fee, Programs must complete the Renewal Application Process in its entirety at least six (6) months prior to the Program's accreditation anniversary expiration date.
- NOTE-If the Renewal Application Process is not completed in its entirety, which includes:
  - updating and submitting the Staff Roster in MARIT,
  - completing and uploading all required Administrative Review documents,
  - paying the Renewal Application Cost,
  - scoring and submitting each required Self-Study, at least six months prior to the Program's accreditation anniversary expiration date, then the Program will be assessed a late fee. See Cost Schedules, page 36.
- NOTE-Allow enough time to complete the Renewal Application Process in its entirety (Staff Roster, Administrative Document Review, Payments, Self-Studies) by the six (6)-month timeline. This includes updating the Staff Roster in MARIT, submitting the Staff Roster, time for the MOA Office to review the staff roster, time for the Program to make revisions in the Staff Roster if necessary, gathering the Administrative Review documents, submitting the Administrative Review documents, time for the MOA Office to review the Administrative documents, time for the Program to make revision to the Administrative Review documents if necessary, making the Accreditation Renewal Cost payment, scoring Self-studies and uploading the Self-Studies.
- NOTE-Steps cannot be opened until the previous step has been completed. For example, a program cannot open the administrative review until the Staff Roster has been submitted and approved by Missouri Accreditation, a program cannot open the self-studies until the Staff Roster has

been submitted and approved AND the Administrative Review documents have been submitted and approved AND the Accreditation Renewal Cost payment has been received and credited to the Program's account by Missouri Accreditation.

- NOTE-Email reminder messages about MARIT account due dates will come from chicory.noreply.messenger@gmail.com. Make sure your spam filters are set to accept this email address.
  - The first reminder message will be sent six (6) months prior to your Renewal Application due date. This is not the same date as your accreditation certificate expiration date.
  - Note—This is twelve (12) months prior to your accreditation expiration date.
  - This reminder message is a notice for the Programs to start the Renewal Application process so it can be finished by the due date.
  - Invoices and reminder messages are offered as a courtesy by Missouri Accreditation and Missouri Accreditation does not guarantee that Programs will receive invoices and reminder messages.

Step 2: Update Program Staff in MARIT

- **ALL STAFF** employed by the Program must be listed in the Staff Roster section of MARIT and his/her education credentials must be uploaded in MARIT. Programs do not have to re-submit education credentials for staff which were previously approved by Missouri Accreditation. The Program must list names of all staff, date of hire, and job classification in the MARIT Staff Roster. Education credentials may not be mailed or faxed to Missouri Accreditation as part of the application or annual review. All education credentials submitted must be uploaded as a PDF document in MARIT. An education credential is a college/university transcript from a regional accredited college or university or current early childhood teaching certificate or a current CDA certificate.
- All staff must be listed in the staff roster by their assigned classroom. For those staff without classification such as support staff, specialized staff, or administration are not required to be listed in an assigned classroom.
- If it is determined that a staff member does not meet the education requirements for the Missouri Accreditation job classification listed in the Program Staff section on MARIT, the Staff Roster will be rejected and an email will be sent to the Program informing them that the Program Staff section is open and staff information must be changed and resubmitted. The Staff Roster of the Initial Application will be approved when all staff meet the Missouri Accreditation education requirements.
- All programs applying for Renewal of Accreditation must have staff that meet **all** the Missouri Accreditation education requirements at the time of application.
- The application process will not continue until it is determined by Missouri Accreditation that all staff have met the education requirements.
- Programs should allow up to three (3) weeks for the MOA Office to review the Staff Rosters once they have been submitted in MARIT.
- Missouri Accreditation reserves the right to verify the accuracy of submitted information.
- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible and the Staff Roster will be rejected. Missouri Accreditation will not accept "snap shots" or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.
- All transcripts emailed to the Missouri Accreditation Office must be sent as a pdf document attachment and not sent as part of the body of the email or a "snap shot."
- All transcripts must include the student's name, name of the institution, and identifying marks of the institution. Any transcript submitted, which does not contain these requirements, will be rejected.

- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- Prior to the hiring of a staff member, a Program is encouraged to have Missouri Accreditation review the proposed staff member's education credentials to determine whether that potential staff member meets Missouri Accreditation standards for accreditation. Please contact Missouri Accreditation when you wish to have proposed staff member's education credentials reviewed prior to hiring them.
- The application for renewal must be completed in its entirety in MARIT six (6) months prior to the Program's accreditation certificate expiration date or the Program will be assessed a late fee. See Cost Schedule page 36.
- The Program will lose their accreditation and all monies paid will be forfeited if the Program does not complete the application process in its entirety (Staff Roster, Administration Documents, Cost Payment, Self-Studies, Review Team visit, exit interview, and signed validation) by the Program's certificate expiration date. The accreditation application process will be terminated. The Program must then wait **one year** before reapplying for accreditation.

Definition for Employment Classifications

- **Program Director**- Responsible for the planning and supervision of programs and activities for children, orientation of new staff, on-site supervision of all staff and provision of on-going, in-service training to each staff member.
- **Lead Teacher**- Responsible for the overall management of the classroom to ensure that a program of quality is provided for the children enrolled. She/he is responsible for the care and education of a group of children as part of a teaching team and for the direct supervision of the classroom including children, staff and learning environment.
- **Teacher Assistant/Aide**-Provides non-instructional support in the classroom, allowing the Lead Teacher to devote more time to lesson planning and teaching.
- **Lead Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Lead Teacher. Substitutes for a Lead Teacher must have a minimum of nine (9) college credit hours. Lead Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Assistant Teacher Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Assistant Teacher. Substitutes for a Teacher Assistant/aide must have a minimum of six (6) college credit hours. Assistant Teacher Substitutes are exempt from the Missouri Accreditation requirements for professional development hours.
- **Para**-A staff member that is assigned to a specific child. Education credentials are not required.
- **Support Staff**-The staff who provide services for children but does not work directly with children such as custodian, administrative assistants, and cooks. Education credentials are not required.
- **Specialized Staff**-Staff who work with children such as PE teachers, Speech Implementers, and Art teachers. Education credentials are not required.

Step 3: Complete and upload all required Administrative Review documents listed in the MARIT program

- Each of the 22 required Administrative Review documents must be saved as a PDF document and must be uploaded into the MARIT program.
- Documents may be uploaded individually or may be uploaded together in a zip file. Administrative Review documents may not be mailed or faxed to Missouri Accreditation as part of the application or annual review. All Administrative Review documents must be uploaded as a PDF document in MARIT.
- The Missouri Accreditation staff will review all the documents uploaded in MARIT to determine if they met the requirements as stated in the Administrative Review Manual.
- Programs should allow up to three (3) weeks for the MOA Office to review the Administrative Documents once they have been submitted in MARIT.
- Missouri Accreditation reserves the right to verify the accuracy of submitted information.
- If it is determined by Missouri Accreditation staff that a document does not meet the requirements, the Administrative Document section will be rejected, and an email will be sent to the Program informing them that the Administrative Documents section is open, must be changed, and resubmitted.
- The renewal application process will not continue until it is determined by Missouri Accreditation that all Administration Documents have been approved.
- The application for renewal must be completed in its entirety in MARIT six (6) months prior to the Program's accreditation certificate expiration date or the Program will be assessed a late fee. See Cost Schedule page 36.
- The Program will lose their accreditation and all monies paid will be forfeited if the Program does not complete the application process in its entirety (Staff Roster, Administration Documents, Cost Payment, Self-Studies, Review Team visit, exit interview, and signed validation) by the Program's certificate expiration date. The accreditation application process will be terminated. The Program must then wait **one year** before reapplying for accreditation.

Step 4: Submit all required payments

- All required Payments must be received at the MOA Office before the Program may start scoring their self-studies. See Cost Schedules on page 36.
- Programs are encouraged to submit payment as soon as the program receives the automated reminder message in MARIT.
- NOTE: All required **Renewal** Application Cost Payments may be submitted to the MOA Office:
  - ANY TIME PRIOR to MOA approving the Administrative Documents,
  - This includes updating and submitting the Staff Roster and completing and uploading all required Administrative Review documents in MARIT,
  - However, all required Renewal Application Cost Payments must be submitted to the MOA Office and credited to the Program account by the MOA Office BEFORE the self-studies can be scored by the Program.

Step 5: Score and submit Self Studies

- The program will score and submit each required Self-Study in the MARIT Account.
- See page 37 for Self-Studies clarifications.
- A self-study must be completed for **all** age groups served at the Program site: Infant/Toddler, 0-24 months; Early Childhood, 24 months-6 years; and School Ages; 6 years and up or Family Child Care - all ages listed on the license issued by DESE/OC**.** Exempt facilities must submit a self-study for each age group served.
- MARIT will indicate which self-studies the Program needs to score and submit based on their license capacity/ages served.
- The Program must submit completed, scored self-studies in order for them to be received by Missouri Accreditation through the MARIT account.
- The application for renewal must be completed in its entirety in MARIT six (6) months prior to the Program's accreditation certificate expiration date or the Program will be assessed a late fee. See Cost Schedules page 36.
- The Program will lose their accreditation and all monies paid will be forfeited if the Program does not complete the application process in its entirety (Staff Roster, Administration Documents, Cost Payment, Self-Studies, Review Team visit, exit interview, and signed validation) by the Program's certificate expiration date. The accreditation application process will be terminated. The Program must then wait **one year** before reapplying for accreditation.

Step 6: Missouri Accreditation assigns a Review Team to visit the Program.

- Once the accreditation application process has been completed successfully, a Review Team will be assigned to the Program
- The number of Review Team Members will vary depending on license capacity, facility structure and other factors.
- If the Program believes there is a conflict of interest with a team member, they need to contact the Missouri Accreditation Executive Director. All such requests must be submitted to the Missouri Accreditation Executive Director within three (3) working days from the date that the Program receives notification of the Review Team Members.

Step 7: Review Team Sets the 15-Day Window

- The Review Team Leader will call the Program Director/Administrator/Provider, listed in MARIT, to set a fifteen (15) day window for the on-site Review Team Visit.
- The fifteen (15) day window is defined as fifteen (15) *Program* days, not *calendar* days.
- The Program may choose to block out two (2) days within the fifteen (15) day window due to scheduled field trips, Program closures, winter/spring breaks, holidays, etc. This is the Program Director/Provider's opportunity to discuss with the Review Team Leader all possible Program closings so that the Review Team does not arrive when the Program will be closed.
- The Program must provide an alternate contact number that the Review Team Leader may use to contact the Program in the event of an emergency or inclement weather.
- It is the Program's responsibility to contact the Review Team Leader in case of an emergency or program closing due to inclement weather, once the fifteen (15) day window is set.

- Programs do not have the option of refusing the Review Team Visit or objecting to the fifteen (15) day window set by the Review Team. If the visit is refused at the time the Review Team Leader calls to set the window, **the accreditation process ends, and all fees shall be forfeited.** No additional notice will be given to the Program by the team after the fifteen (15) day window has been established.

Step 8: Review Team conducts Review Team Visit, Prepares Review Team Report & Schedules Exit Interview

- When the Review Team arrives, the Children's Portfolio must be completely organized and ready to present to the Review Team Leader for the on-site review. If these materials are not organized and ready for on-site review at the time of arrival, the accreditation process will be terminated, and all fee(s) will be forfeited. The Program must then wait **one year** before reapplying for accreditation.
- School age programs are not required to have Children's portfolios.
- If the Program refuses to allow the team to conduct the on-site visit, the accreditation process will be terminated, and all fee(s) will be forfeited.
- If the Review Team arrives at a Program that is closed and the Review Team Leader has not been notified, the accreditation process will be terminated, and all fee(s) will be forfeited.
- The Review Team will arrive at the Program unannounced for the Review Team visit within the preset fifteen (15) day window, with the exception of the two (2) blocked dates and will be present during a significant portion of the day in order to observe all aspects of programming.
- Upon arrival the Program must provide the Review Team a place to review Children's Portfolios and to store personal belongings.
- During the Review Team Visit, all staff and teachers in the Program must wear nametags.
- During the Visit, the team will observe all facets of the Program day for as long as it takes during the facility's normal operating hours to validate each indicator/standard in the submitted Self Study.
- If during the Review Team Visit, a Review Team Member observes child/children placed at risk, the team will call Missouri Accreditation and report the incident. All Review Team Members are mandated reporters of child abuse and neglect.
- At the end of the visit, the results of the visit will not be shared with the Program. The results will be shared during the Exit Interview.

Review Team Report

- Following the visit, the Review Team prepares a Review Team Report, detailing the strengths observed and Indicators Not Validated, if necessary. Indicators Not Validated are written when the Team is unable to validate an indicator receiving a "1" rating. If the Program receives one (1) or more Indicators Not Validated, this will result in the Program receiving a sixty (60)-day Extension or termination of accreditation, rather than accreditation. See Extension Procedures, page 20 to see if your Program is eligible for a sixty (60)-day Extension.
- The Review Team has the option of making suggestions to the Program under "Suggestions," but the Program does not have to incorporate them to receive accreditation.
- The reports will be completed within two (2) weeks from the date of the Review Team Visit and submitted to Missouri Accreditation.

Exit Interview

- The Review Team Leader must schedule an Exit Interview on the day of the Visit before leaving.
- The Exit Interview will to be held in person or by phone with the Program Director/Provider within fifteen (15) working days of the Review Team Visit to go over the Team's Report.
- In some cases, the Missouri Accreditation Executive Director may determine that the Exit Interview may be conducted by the Review Team Leader without other Team Members present.
- The Review Team Leader will conduct the Exit Interview by reviewing the report with the Program Director/Provider and answering any questions.
- The Validation of Program Review form must be signed and dated by the Program Director/Provider on the day of the Exit Interview. The Program must return the Validation of Program Review after Extension form to Missouri Accreditation.

Extension Procedures

- If the Review Team is unable to validate all marked indicators in each Self-Study during the Review Team Visit and the Program has at least sixty (60) calendar days from the date of the Exit Interview before their current accreditation expires, an Extension is granted. The Program must complete the accreditation process within sixty (60) calendar days from the date of the Exit Interview. The unannounced Extension visit will occur sometime during the last 10 days of the sixty (60) days extension. The accreditation process includes: 1) make corrections necessary to bring all indicators up to a "1" rating, 2) pay all outstanding extension costs, and 3) the unannounced Extension Visit.
- An Extension visit will not be granted to any program that has less than sixty (60) calendar days from the date of the Exit Interview to the program's current accreditation certificate expiration date. The Program will be dropped from the accreditation process, their accreditation will not be renewed, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date.
- MOA staff will invoice the Program for the Extension and Review Team Costs. See Cost Schedules, page 36.
- The Program must pay the Extension Fee and Review Team's travel expenses before the Review Team returns for the Extension Visit. See Cost Schedules, page 36. **In the event payment of the Extension Fee and Review Team travel expenses is not received at Missouri Accreditation prior to the last ten (10) days of the Extension period the Review Team will not make the unannounced Extension Visit, accreditation will NOT be granted, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date.**
- Only the aspects of the Program that received Required Changes in the Review Team Report will be observed during the Extension Visit, with the exception of child/staff ratios or observation of the abuse/neglect of a child, which are always subject to observation.
- The Review Team will determine if all the Required Changes are fully met after the Extension Visit is complete.
- The Validation of Program Review form generated in *MARIT* must be signed and dated by the Review Team Members and the Program Director/Provider after the Extension Visit, which acknowledges that all parties have discussed the results of the Extension Visit.
- If all indicators receive the required "1" rating at the Extension Visit, the Program will receive their accreditation certificate once the signed Validation of Program Review form has been received at Missouri Accreditation.

- If all indicators do not receive the required "1" rating at the Extension Visit, the Program will not be accredited, will be dropped from the accreditation process, all fees will be forfeited, and their accreditation will expire on their accreditation certificate expiration date. The Program must then wait **one year** before reapplying for accreditation.

Request for an Early Extension Visit

- A request for an early Extension Visit may be made by the Program if:
  - The program has made corrections to fully meet all the Required Changes to bring all indicators up to a "1" rating, and
  - Missouri Accreditation has received the Program Extension Fee and Review Team's travel expenses.
  - The Program/Director/Provider makes the request for an early Extension visit with in the first forty (40) days of the Extension period.
- The Program/Director/Provider must submit a written request to the Missouri Accreditation Executive Director for an Early Extension Visit.
- If the Missouri Accreditation Executive Director approves the request for an Early Extension Visit, an unannounced Extension Visit will occur.

Program Change

- All Program requests for changes must be made in MARIT.
- Request for changes for the Director, Program Name, Physical Location or Age Groups Served must be made in the Change Restricted Information link in MARIT.
- Programs must open the Change Restricted Information link in MARIT, select the item they wish to change, complete all requirements listed, and submit to MARIT. Missouri Accreditation Executive Director will contact the Program concerning the requested change.
- Director Change
  - If at any time there is a change in a Program's Director, Missouri Accreditation Executive Change information and credentials should be submitted within thirty (30) calendar days to Missouri Accreditation.
  - Open MARIT and select Director Change
  - Enter the required information: Previous Director name, New Director's name, New Director's email address, answer the two questions listed
  - Upload New Director's education credentials
  - Submit
- Program Name Change
  - Program must submit State Childcare license with Program name change request.
  - Name change for a program may only be made after contacting Missouri Accreditation.
  - Open MARIT and select Program Name Change
  - Enter the required information: Program's Previous Name and Program's New Name
  - Submit
- Physical Location Change
  - Select this option if you are moving your program to a different address or physical location on same property, adding or moving a classroom in a different location.

- Open MARIT and select Physical Location Change
- Enter the required information: Program's Previous Address, Program's New Address, Program's New Phone Number, and Program's New Fax Number
- Upload the required documents listed in the MARIT.
- Submit
- An On-site visit is required, and an On-site visit cost will be invoiced. See Cost Schedules, pages 34-36. All costs must be paid before an on-site visit will be made and the Location Change approved. Not notifying Missouri Accreditation of a change in location may result in the loss of the Program's Accreditation.

- Age Group Served
  - Select this option if the Program is serving additional age groups.
  - Open MARIT and select Age Group Change
  - Select the Age Groups the Program is adding
  - Upload the required documents
  - An On-site visit is required, and an On-site visit cost will be invoiced. See Cost Schedules, pages 34-36. All costs must be paid before an on-site visit will be made and the Age Group Served Change approved. Not notifying Missouri Accreditation of a change in Age Groups served may result in the loss of the Program's Accreditation.

Terminating the Accreditation Application Process

- The Program may request to discontinue its accreditation application process. Written notification concerning the request must be sent to the Missouri Accreditation Executive Director and received by Missouri Accreditation via e-mail or regular mail.
- A Program which chooses to terminate the accreditation application process **forfeits all fees.**
- When a Program applies for accreditation, if the application is not completed and/or all payments are not received by Missouri Accreditation within the required period, the accreditation application process will be terminated, the program will not be accredited, and all monies paid will be forfeited.
- Missouri Accreditation shall have the right to discontinue the application process for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.
- Programs must wait **one year** before reapplying for accreditation.

Maintaining Accreditation

- Missouri Accreditation reserves the right to make unannounced visits to any Program that is accredited by Missouri Accreditation.
- Any action/discipline by DESE/OOC may result in termination of accreditation.
- Missouri Accreditation shall have the right to terminate accreditation for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.
- When a Program decides to not continue their accreditation with Missouri Accreditation, the superintendent or Program owner must send a written statement stating their desire to no longer maintain their MOA accreditation and return their MOA Accreditation Certificate.

- Programs which are no longer accredited by Missouri Accreditation must remove the Missouri Accreditation name and logo from all brochures, signs, handbooks, or other promotional materials. Furthermore, within ten (10) days of no longer being accredited by Missouri Accreditation, Programs must notify the parents of the children served by the Program that they no longer have a Certificate of Accreditation granted by Missouri Accreditation and return their Missouri Accreditation Certificate of Accreditation and MOA decal to the MOA Office.

- Programs accredited with a four (4) year or five (5) year accreditation cycle prior to July 2003 are "grandfathered" at that cycle. A Program will lose its grandfathered status should the Program fail to:
  - File an Annual Report in its entirety ninety (90) days prior to the accreditation date listed on the certificate; or
  - File the Renewal Application in its entirety less than six (6) months prior to the certificate expiration date.
- Upon satisfaction of all requirements mandated by Missouri Accreditation for accreditation, in the sole and complete discretion of Missouri Accreditation, Missouri Accreditation will issue a three-year accreditation to qualified Programs. Whether a Program will receive accreditation or be denied accreditation will be determined on a case-by-case basis. Each Program that seeks accreditation from Missouri Accreditation agrees to indemnify, defend, and hold harmless Missouri Accreditation and its agents, employees, representatives, successors and assigns against any and all claims, actions, demands, fees, court costs and expenses of litigation and expenses on account thereof (including attorney's fees regardless of whether litigation is commenced) arising out of or indirectly related to accreditation decisions made by Missouri Accreditation. Upon submission of an accreditation application or renewal, each Program will be asked to agree to and accept the terms and conditions of indemnification provided for herein.
- Missouri Accreditation reserves the right, in the sole and complete discretion of Missouri Accreditation, to issue an accreditation of duration that is less than three (3) years. Missouri Accreditation will determine whether a Program will receive less than a three-year and/or a conditional accreditation on a case-by-case basis. Programs may not petition Missouri Accreditation for conditional accreditation. Programs receiving conditional accreditation shall be responsible for the traditional fees charged to accredited Programs.
- Missouri Accreditation reserves the right to make unannounced visits to any Program. The Program will be responsible for any Review Team fees and Review Team travel fees incurred by Review Teams for unannounced visits.

Communication and Correspondence

- The Program's representative, mailing address, e-mail address, and phone number listed on the information page in *MARIT* will be used for all communications and correspondence from Missouri Accreditation.
- The Program Director/Administrator/Provider is responsible for notifying Missouri Accreditation of any address changes and updating the Program's information in *MARIT.*

Recording Professional Development Hours

- All Programs must maintain documentation of the professional development training that all teaching and administrative staff attended January to December.
- The Program must submit a copy of their current OPEN Toolbox record listing all staff and professional development hours.
- Just because the professional development training is listed on the Training Calendar does not guarantee that Missouri Accreditation will accept the professional development training hours. For example, Missouri Accreditation does not accept any professional development hours by the

Applebaum Training Institute. It is recommended that you contact the Missouri Accreditation Office before you have staff participate in professional development training.

- For any training not recorded in the OPEN Toolbox, a certificate, containing the Training Approval Number, must be uploaded verifying the training.
- Professional development requirements--All staff must attend eighteen (18) or more clock hours per year.
- Required professional development hours will be prorated for all Program staff who have been employed less than 12 months, 1.5 hours for each month of their employment.
- Substitutes are exempt from the Missouri Accreditation requirements for first aid/CPR training and professional development hours.
- Part-time staff working nineteen (19) or fewer hours is not required to have first aid/CPR training. However, Missouri Accreditation does recommend that all staff, including all part-time staff, have first aid/CPR training.
- No more than nine (9) hours of on-line training will be accepted in a twelve (12)-month period and Missouri Accreditation 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).
- Required professional development hours will be prorated for all part-time staff based upon the part time percentage. For example, a half time staff member would be required to attend one half the required clock hours or nine (9) hours in the last twelve (12) months of which only 4.5 hours may be on-line.
- For Programs with school-year operation, professional development hours should be counted January to May and August to December. Reduced prorated hours may only be counted for the months of June and July.

Deferment

- Due to extenuating circumstances, (e.g., storm damage to the building, broken water lines or outbreak of a communicable disease, etc.), a Program may request a deferment to reschedule its fifteen-day window.
- The deferment request may be submitted to the Executive Director prior to the Review Team being in route to conduct the Review Team Visit.
- Missouri Accreditation reserves the right to approve or deny the deferment request on an individualized basis.
- In the event that the Program receives an approval for a deferment, a Reschedule Fee of $200.00 must be paid to Missouri Accreditation. In the event that the deferment request is denied, the Program may appeal the denial within forty-eight (48) hours with Missouri Accreditation.
- In the event that the deferment request for a Review Team visit due to extenuating circumstances is denied, the Program may appeal. Use same procedure described in appeal process.

Specification for Missouri Accreditation Education Credentials

- Missouri Accreditation reserves the right to refuse education credentials that are marked up or illegible.
- Missouri Accreditation will not accept “snap shots” or photos of educational credentials or transcripts. All education credentials must be uploaded as a PDF document in MARIT.

- All transcripts emailed to the Missouri Accreditation Office for prior approval must be sent as a pdf document attachment, and not sent as part of the body of the email or as a "snap shot."
- MOA will only accept credit hours for classes that the student has received a grade of C or higher. Grades of D or lower will not be accepted for staff education requirements.
- Missouri Accreditation will accept a current CDA certificate as verification for a lead teacher determination. The CDA certificate must be current and not expired to be accepted.
- Missouri Accreditation will only accept the actual CDA certificate.
- The program must submit a PDF copy of the CDA certificate once it is received.

Staffing During Nap Time

- Staff/child ratios for infants and toddlers must be maintained at all times, including while they are napping or sleeping. Staff shall be able to see and hear children if they have difficulty during napping or when they awaken. At all times, at least one caregiver in the room must meet the Missouri Accreditation requirements for first aid/CPR training.
- One caregiver shall remain in the room with preschool and school-age children while they are napping or sleeping. Staff shall be able to see and hear children if they have difficulty during napping or when they awaken. Furthermore, staff/child ratio must be maintained on the premises. At all times, at least one caregiver in the room must meet the Missouri Accreditation requirements for first aid/CPR training.

Replacement Certificates

- Original certification certificates are provided when a Program receives accreditation and when a Program's accreditation is renewed. Extra/replacement copies of certificates will be provided for a processing fee $25 for Program Accreditation certificates, per copy requested. Replacement copies will be issued upon Missouri Accreditation receiving a written request and payment for the additional copies.

Violations of Staff Certification

- Each staff member employed by the Program must always meet all the Missouri Accreditation education requirements during their employment for the job classification in which they are working.
- Failure to have staff working in areas for which they meet all the Missouri Accreditation education requirements will result in:
  - Revocation of Program's accreditation,
  - Revocation of Program's application, and
  - Termination of Program's application process.
- Prior to the hiring of a staff member, an accredited Program may submit the proposed staff member's education credentials to Missouri Accreditation to determine whether the credentials of that potential staff member meet all the Missouri Accreditation education requirements. This service is offered at no cost to the Program.

Staff MOA Educational Waivers

- To help Programs meet the staff educational requirements, Missouri Accreditation (MOA) will allow an employee who has a MOA Educational Waiver approved and signed by the MOA Executive Director to be counted in child/staff ratio during the waiver process period. Additionally, for a staff member to be counted in the child/staff ratio, all the requirements for the MOA Waiver must be met. Programs may not have over 50% of the staff on MOA Educational Waivers.

1) Missouri Accreditation (MOA) Educational Waiver Guidelines

- For staff to be counted in the child/staff ratio, all the following requirements must be met:
  - The MOA Educational Waiver must be submitted with signatures of the staff member and program director.
  - The program / employee member must have an approved MOA Educational Waiver which has been approved by MOA and the class schedule from the college before the staff member can be counted in child/staff ratio.
  - Employee must be at least eighteen (18) years old
  - Employee must have a HS diploma or a GED
  - Employee must work at least twenty (20) hours a week in a childcare program working directly with children ages birth to 12 years old
  - Employee must attend classes regularly, complete all assigned course work, and successfully pass each course with a grade of C or higher.
  - The Program must provide the MOA office with a class schedule from the regionally accredited college of the classes the employee will be taking, which will be reviewed by the MOA office to assure that the classes meet the MOA requirements.
  - Each college course or CDA must be completed by the MOA issued due date.
  - The Program must provide Missouri Accreditation with a copy of the employee's grades, by the MOA issued due date.
  - The Program must notify Missouri Accreditation within 5 workdays if an employee terminates their MOA Educational Waiver.
  - A Staff member, with a fully executed MOA Educational Waiver, may be counted in the child/staff ratio until the waiver due date.
  - If a Program has more than 5 staff which do not complete the independent on-line CDA courses and present the CDA certificate, that Program will be taken to the MOA Board with the possibility of losing the right to apply for MOA Educational waivers.

2) Missouri Accreditation (MOA) Educational Waiver Guidelines for Program Director

- If the Program has a candidate for Program Director, the Program may submit a MOA Educational Waiver if:
  - The candidate has met the child-related credit hour requirement, which have been approved by MOA, and the staff member has met at least half of the required total college credit hours **OR**
  - The candidate has met the total college credit hour requirement and has at least half of the child-related credit hours, which have been approved by MOA
- The MOA Educational waiver must include a class schedule documenting class enrollment
- A new MOA Educational waiver form must be submitted each semester with a new class schedule.
- Once MOA has approved the MOA Educational Waiver the staff member can then be counted as the Program Director while earning the remaining credit hours.

3) Missouri Accreditation (MOA) Educational Waiver Guidelines for Lead Teacher

- **College credit option**:
  - If a staff member has at least 6 child-related credit hours, which have been approved by MOA, then a MOA Educational waiver can be submitted with a class schedule documenting enrollment in at least 3 child-related credit hours. Once MOA has approved the MOA Educational Waiver the staff member can then be counted in the child/staff ratio as lead teacher while earning the last 3 child-related credit hours.
  - If the MOA office determines a potential staff member does not meet the MOA Educational requirements as lead teacher, the staff member can partake in the MOA Educational Waivers, by submitting a completed MOA Educational Waiver form, and fully executed T.E.A.C.H. Missouri contract with a class schedule documenting enrollment at a regionally accredited college/university and enrolled in at least three (3) child related college credit hours per semester (child-related classes must be approved by the MOA office). Once the first MOA Educational Waiver is completed by submitting a grade of C or higher, a new MOA Educational Wavier must be submitted until a total of nine (9) college credit hour of child related course work is earned with a grade of C or higher. The staff member can count in child/staff ratio as lead teacher under the MOA Educational Waiver once the waiver is approved by the MOA office
- **CDA option:**
  - A staff member must submit a MOA Educational Waiver, T.E.A.C.H. Missouri (Childcare Aware of Missouri) Participation Agreement documenting enrollment working toward a CDA certification, and then a MOA Educational Waiver form can be submitted. Once MOA has approved the MOA Educational Waiver, the staff member can then be counted in child/staff ratio as lead teacher while earning a CDA Credential. Any staff member under an approved MOA Educational Waiver working on a CDA credential can count in child/staff ratio as lead teacher under the MOA Educational Waiver for a limit of one year and must submit the CDA certificate to the MOA office once received. Once the staff member submits the current CDA certificate to the MOA office, the staff member will meet as lead teacher until the CDA expires.
  - Successful Pathways Child Development Associate (CDA) Pre-Credentialing Training Program (a.k.a. Successful Pathways) by YWCA Metro St. Louis Early Educational Program. This option is only for staff members that are employees of the YWCA Head Start.

4) Missouri Accreditation (MOA) Educational Waiver Guidelines for Assistant Teacher

- If MOA Educational waivers are being used when utilizing the on-line CDA course, the following three (3) items of documentation will need to be submitted. If a Program has more than 5 staff which do not complete the independent on-line CDA courses and present the CDA certificate, that Program will be taken to the MOA Board with the possibility of losing the right to apply for MOA Educational waivers.
  - 1) MOA Educational Wavier Form, 2) Proof of payment, AND 3) copy of the *The Child Development Associate (CDA) Credential Application* form.
  - MOA Educational Waiver can be submitted for staff working on Child Development Associate (CDA) credential. Any staff member under an approved MOA Educational Waiver working on a CDA credential can count in child/staff ratio as an assistant teacher for a limit of one year or until CDA certificate (if completed within the one-year time limit) is earned and submitted to the MOA office. Once the staff member submits the current CDA certificate to the MOA office, the staff member would meet as lead teacher until the CDA expires.

Staff Education Requirements for Directors, Infant/Toddler, Preschool and School-Age

On-Site Program Director Education Requirements:

Licensed Capacity of Program	Education Requirements	Education Credential/Documents Accepted
20 Children or Less	Thirty (30) college semester hours, with six (6) of the thirty (30) hours in early childhood, youth development or child/family related courses; or Current CDA credential	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
21-60 Children	Sixty (60) college semester hours with twelve (12) of the sixty (60) hours in early childhood, youth development or child/family related courses	Same as listed above.
61-99 Children	Ninety (90) college semester hours. Eighteen (18) of the ninety (90) hours in early childhood, youth development or child/family related courses	Same as listed above.
100 or More Children	One hundred twenty (120) College hours. Twenty-four (24) of the one hundred twenty (120) must be in early childhood, youth development or child/family related courses	Same as listed above.

Early Childhood, Pre-school, & Infant Toddler Staff Education Requirements

Job Classification/Title	Education Requirements	Educational Credential/Documents Accepted
Lead Teacher	Minimum of nine (9) college credit hours in early childhood, child development, youth development, child/family related courses; **OR** Current CDA credential*. Missouri Accreditation will only accept the PDF copy of the current CDA certificate and not the confirmation email received stating the certificate is granted. Also, expired CDA certificates will not be accepted.	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Assistant Teacher or Teacher Aide	A minimum of six (6) college credit hours (**DOES NOT** have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Lead Teacher	A minimum of nine (9) college credit hours (**DOES NOT** have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Substitute for Assistant Teacher or Teacher Aide	A minimum of six (6) college credit hours (**DOES NOT** have to be in early childhood, child development, youth development, or child/family related courses)	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
Para	No specific educational requirements Para must be assigned to a specific child See Definition for Employment Classifications-Para, page 6.	Educational Credentials not required See Definition for Employment Classifications-Para, page 6.

***CDA credential is not required in addition to college credits**

School Age On-Site Program Director Education Requirements:

Licensed Capacity of Program	Education Requirements	Education Credential/Documents Accepted
20 Children or Less	Thirty (30) college semester hours or Current CDA credential	Copy of legible college transcript from a Regional Accredited College or University; or Copy of current CDA Credential; or Copy of current State Teaching Certificate in Early Childhood
21-60 Children	Sixty (60) college semester hours	Same as listed above.
61-99 Children	Ninety (90) college semester hours.	Same as listed above.
100 or More Children	One hundred twenty (120) college semester hours	Same as listed above.

School Age Staff Education Requirements

Job Classification/Title	Education Requirements	Educational Credential/Documents Accepted for Determination
Lead Teacher	Minimum of nine (9) college credit hours.	Copy of legible college transcript from a Regional Accredited College or University, or current Missouri State Teaching Certificate.
Assistant Teacher or Teacher Aide	A minimum of three (3) college credit hours.	Same as listed above.
Substitute	A substitute must meet the education requirements of the staff member for whom they are substituting.	Same as listed above.
Para	No specific educational requirements See Definition for Employment Classifications-Para, page 6	Educational Credentials not required. See Definition for Employment Classifications-Para, page 6.

Missouri Accreditation Staff/Child Ratios

Each program must meet the staff/child ratios as defined below. Only adults that meet Missouri Accreditation education requirements may be counted in staff/child ratio or on MOA Waiver

One (1) MOA qualified lead teacher required in each classroom/age group at the highest attendance of the day (highest attendance of the day is defined by MOA as 8:00 am to 4:00 pm for full day programs). **Assistant teachers** can open and close the program during the lowest attendance of the day (lowest attendance of the day defined by MOA as early morning 5:00 am to 8:00 am and late afternoon 4:00 pm to 7:00 pm).

Infant/ Toddler (Birth to 24 months)	Early Childhood (24 months to 6 years)	School Age (Kindergarten through Secondary School Age)
Ages Birth through 2 years: Groups composed of mixed ages through 2 years shall have no less than 1 adult to 4 children, with a maximum group size of 8 children. Ages 2 years: Groups composed solely of two (2) year old children shall have no less than 1 adult to 8 children, with a maximum group size of 16 children.	Ages 2 years: Groups composed solely of two, (2) year old children shall have no less than 1 adult to 8 children, with a maximum group size of 16 children. Ages 3 and 4 years: Groups composed of 3 and 4-year-old children shall have no less than 1 adult to 10 children, with a maximum group size of 20 children. Mixed ages of child: Groups composed of mixed ages of children 2 years and older shall have not less than 1 adult to 10 children with a maximum of four () two (2) years old children, with a maximum group size of 20 children. When there are more than four (4) two (2) year olds in a mixed group, the staff/child ratio shall be no less than 1 adult to 8 children, with a maximum group size of 16 children.	Ages 5 years and older: Groups composed of school age children shall have no less than 1 adult to 16 children, with a maximum group size of 32 children.

Fee Structure – Childcare Center/Preschools/ Before & After School Programs

- Review Team Travel for the first on-site visit has been included in the application fee.
- If the Program receives an Extension, an Extension fee and Review Team Travel will be assessed at that time.
- Each Program must pay all fees (MARIT, Application Fee, Review Team Fee, Travel, and Annual Fee) BEFORE the Review Team is assigned.
- Accredited Programs must pay its annual Accreditation Fee and complete its *Annual Report* in MARIT **prior to the accreditation date.**
- All fees must be accompanied by the tracking forms created in *MARIT* to help assure that fees are applied to the correct Program.
- If the Program's name used in *MARIT* is a fictitious name, and the check is issued to Missouri Accreditation under the sponsoring agency it is the responsibility of the Program to make sure Missouri Accreditation is aware of the Program to which it belongs to ensure payment is properly credited.
- Checks should be made out to Missouri Accreditation and be accompanied by the tracking form in MARIT found in the Program's *Document* section.
- Missouri Accreditation does not accept purchase orders, debit, or credit cards. Checks must be payable to Missouri Accreditation, and mailed to P.O. Box 104175, Jefferson City, MO 65115
- Accreditation may be terminated, denied, or not renewed or extended upon a Program's failure to pay any and all requisite fees by the deadline for payment.
- Annual Fees are based on license capacity NOT enrollment (See Annual Accreditation Cost column below).

Preliminary Consideration costs are required for Programs interested in seeking and applying for Missouri Accreditation certification.

Preliminary Application *Costs

Preliminary Staff Education Review	Preliminary On-Site Visit	MOA Training for Program Staff
$70	**$550**	**$280 (up to 4 hours)**
Preliminary Staff Education Review must be completed to assure that **all** program staff meet the Missouri Accreditation (MOA) education requirements before the program MARIT account is activated.	Preliminary on-site visit provides useful information that can be used to improve the overall program based upon the self-study indicators.	On-site professional development provides knowledge to help staff improve effectiveness and build confidence. This is not required but is highly recommended.

Required costs when seeking and applying for Initial Missouri Accreditation certification. These costs apply to Programs that do not already have Missouri Accreditation certification.

Accreditation Initial Application Costs

MARIT Cost	Application Cost	Annual Accreditation Cost	Review Team Cost	Review Team Travel	Total
$375	$150	1-60 Children $375	$350	$250	$1,500
$375	$150	61-120 Children $450	$350	$250	$1,575
$375	$150	121-240 Children $525	$450	$300	$1,800
$375	$150	241-360 Children $600	$450	$300	$1,875
$375	$150	361-480 Children $675	$550	$350	$2,100
$375	$150	481-600 Children $750	$650	$350	$2,275
$375	$150	601-720 Children $825	$750	$400	$2,500
$375	$150	721-840 Children $900	$850	$400	$2,675
$375	$150	841-960 Children $975	$950	$450	$2,900
$375	$150	961-1080 Children $1050	$1050	$450	$3,075

*Possible *Additional Costs*

Cancellation/Reschedule of Review Team Visit 15-day window	Extension Cost
$200	$550
If the Program cancels or reschedules the 15-day window given by the Review Team, cancellation/reschedule fee must be paid before a new 15-day window is set.	If the Program receives an Extension that requires the Review Team to return for a follow -up visit, the Extension Fee ($300) and Travel Fee ($250) must be paid prior to the scheduling of the Extension visit.

Required Annual Review Costs when the Program is not in a renewal year.

Annual Review Costs

MARIT Cost	Annual Review Cost	Total
$100	1-60 Children $375	$475
$100	61-120 Children $450	$550
$100	121-240 Children $525	$625
$100	241-360 Children $600	$700
$100	361-480 Children $675	$775
$100	481-600 Children $750	$850
$100	601-720 Children $825	$925
$100	721-840 Children $900	$1000
$100	841-960 Children $975	$1075
$100	961-1080 Children $1050	$1150

*Possible *Additional Costs*

Annual Report Late Cost	Relocation Cost
$100	$550
The *Annual Report* must be completed electronically in MARIT, and annual Accreditation Fee received ninety (90) days before the Program's accreditation date to avoid a late fee of $100.	This fee is paid if the Program has moved its physical location, or the classroom is adding age group(s). (See page 21-22.)

Required Accreditation Renewal Costs in years when the Program is seeking renewal of their Missouri Accreditation Certificate.

Accreditation Renewal Costs

MARIT Cost	Application Cost	Annual Accreditation Cost	Review Team Cost	Review Team Travel	Total
$375	$150	1-60 Children $375	$350	$250	$1,500
$375	$150	61-120 Children $450	$350	$250	$1,575
$375	$150	121-240 Children $525	$450	$300	$1,800
$375	$150	241-360 Children $600	$450	$300	$1,875
$375	$150	361-480 Children $675	$550	$350	$2,100
$375	$150	481-600 Children $750	$650	$350	$2,275
$375	$150	601-720 Children $825	$750	$400	$2,500
$375	$150	721-840 Children $900	$850	$400	$2,675
$375	$150	841-960 Children $975	$950	$450	$2,900
$375	$150	961-1080 Children $1050	$1050	$450	$3,075

*Possible *Additional Costs*

Renewal Late Cost	Cancellation/Reschedule of Review Team Visit 15-day window	Extension Cost	Relocation Cost
$100	$200	$550	$550
All Renewal materials and fees must be received 6 months prior to a Program's accreditation certificate expiration date to avoid a late fee of $100.	If the Program cancels or reschedules the 15-day window given by the Review Team, cancellation/reschedule fee must be paid before a new 15-day window is set.	If the Program receives an Extension that requires the Review Team to return for a follow -up visit, the Extension Fee ($300) and Travel Fee ($250) must be paid prior to the scheduling of the Extension visit.	This fee is paid if the Program has moved its physical location, or the classroom is adding age group(s). (See pages 21-22.)

Early Childhood Self Study Clarifications

- To meet Early Childhood Indicators 31, 33, and 38 children must have opportunities to work with natural materials for sensory such as soil, sand, water, and clay. If any other items are used in the sensory bins, such as food, feathers, paper, etc., the indicators will not be met.
- Full Day Programs must have one hour of free choice play indoor AND one hour of free choice play outdoor during the highest attendance hours of the day. Blocks, sensory materials, and other materials are required for the outdoor play to meet the indicator.
- Half Day Programs must have one hour of free choice play indoor AND 1/2 hour (30 minutes) of free choice play outdoor during the highest attendance hours of the day. Blocks, sensory materials, and other materials are required for the outdoor play to meet the indicator.
- Professional Development Registration--All Program staff must be registered members in the MO PD Registry.
- Children help set tables for meals (plates, flatware, napkins, etc.)
- Family Style meals-
    - Food is set on the table in bowls,
    - Adult/teacher will sit at the table first
    - Adults and children will sit at each table and eat together
    - The adult will start the serving process by taking the first serving on their plate, role modeling for the children how to put the food on their plate,
    - Then the bowl will be passed to the children, allowing the children to place food on their plate and passing the food to the next child,
    - Adults will talk with children modeling appropriate social conversation,

Insufficient Funds Policy

Insufficient checks are subject to all fees charged by the bank plus $25.00. If an account submits more than two (2) non-sufficient funds checks, it will be placed on CASH ONLY status for life. CASH ONLY programs may pay using certified checks, money orders, or cash. All fees which are the results of an insufficient funds check must be received by Missouri Accreditation no later than thirty (30) days after notification of the insufficient funds. If all fees, including those due for insufficient funds and the fees intended to be paid by the original check, are not received within this thirty (30)-day time period, the Program's accreditation and the accreditation process will be terminated. Programs must wait one (1) year to re-apply for accreditation.

Release of Information

Each Program will be required to check the Acknowledgement of Policy and Procedure and Release of Information boxes in *MARIT* before Missouri Accreditation staff may discuss a Program's information.

Accreditation Appeal Process

A facility that completes the accreditation process and disagrees with the findings of the Review Team may appeal the Review Team finding decision to the Missouri Accreditation Board of Directors by sending a written letter stating the reason/s it disagrees with the findings of the Review Team. The written letter should be addressed to the Missouri Accreditation Board President, at P.O. Box 104175, Jefferson City, MO 65110 This written appeal must be received by Missouri Accreditation within fifteen (15) days from the Exit Interview. The decision of the Missouri Accreditation Board on appeal will be final.

Denial of MARIT Account Activation

Missouri Accreditation shall have the right to deny any request by a potential accreditation applicant to activate a MARIT account, which is a condition precedent to submitting an application for accreditation, for any lawful reason if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so. The Accreditation Appeal Process does not apply to any applicant whose request for activation of a MARIT account is denied.

Denial of Accreditation Application

Missouri Accreditation shall have the right to deny accreditation to an applicant for any lawful reason prior to completion of the accreditation application process if Missouri Accreditation, in its sole and absolute discretion, believes that it is in the best interest of Missouri Accreditation to do so.
The Accreditation Appeal Process does not apply to any Program whose application is denied prior to completion of the accreditation application process, with the exception of denials of requests for deferment of a Review Team Visit due to extenuating circumstances.

Falsification of Records

If a Program submits falsified information to Missouri Accreditation at any time during the accreditation process the Program's accreditation will be terminated, and all fees submitted to Missouri Accreditation will be forfeited. The Program will not be allowed to reapply for accreditation for two (2) years.

Complaint

A staff member, parent, or community member may submit a complaint against an accredited Program to Missouri Accreditation. A detailed, written statement of the complaint must be **signed** and sent to the Board President at Missouri Accreditation, 2012 Cherry Hill Drive, Rosewood Building Suite 206, Columbia, MO 65203. Missouri Accreditation will respond within one hundred- twenty (120) days of receipt of the complaint. Upon the receipt of such a complaint, Missouri Accreditation reserves the right to have a designated representative visit the accredited Program, announced or unannounced, for a determination of the accuracy of the complaint.

Special Needs

The Americans with Disabilities Act (ADA) mandates that all childcare programs establish policies and procedures that accommodate the special needs of each individual child. This mandates educators to find ways to adjust programs and facilities to meet the widely divergent special strengths and needs of each student. A child may possess disabilities extreme enough to require special staff training. It is important that all persons working in the Program understand the varying needs of these children and know how to guide and to implement an appropriate program for each child in its care. Throughout the self-study there are helpful quality indicators that characterize such a program.

Use of Logo

Until Programs have been granted a Certificate of Accreditation, the Missouri Accreditation name or logo may not be used on any childcare brochures, signs, or other promotional materials, even with a disclaimer that the Program is in the process of "preparing for" accreditation. Programs which are no longer accredited by Missouri Accreditation must remove the Missouri Accreditation name and logo from all brochures, signs, handbooks, or other promotional materials within 10 days of losing their MOA accreditation and return their Missouri Accreditation Certificate of Accreditation and decal to the MOA office.

Disclaimer

The purpose of accreditation is to provide early childhood education and school age childcare programs with guidelines for best practices and procedures. The awarding of a Certificate of Accreditation indicates that, in the view of the Program's self-study and the Review Team, the Program has met the guidelines as set forth in the accreditation standards at the time of the on-site Program review. Missouri Accreditation does not warrant, guarantee, or ensure that compliance with the guidelines will mitigate or prevent any or all injury or loss that may be caused by or associated with any person's use of the facilities, equipment, activities, or Programs that have been awarded a Certificate of Accreditation, nor does Missouri Accreditation assume any responsibility or liability for any such injury or loss. Further, Missouri Accreditation does hereby expressly disclaim any responsibility or liability for any injury or loss to any person arising from the failure of any Program, director, or staff to adhere to the accreditation standards

Each Program that seeks accreditation from Missouri Accreditation agrees to be bound by these Policies & Procedures. Missouri Accreditation reserves the right at any time to change, delete or add to any provision in the Policies & Procedures in its sole discretion, with or without notice. Should any provision of these Policies and Procedures be found unenforceable and invalid, such finding only invalidates that particular provision and not the remaining Policies & Procedures. These Policies & Procedures replace any and all other or prior Policies & Procedures, whether written or oral, of Missouri Accreditation.

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