



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD - CHILD CARE COMPLIANCE

CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER APPROVAL REQUEST

INSTRUCTIONS

To request approval for a certified individual to work as the director in a specific licensed child care center, complete this form and return it to your Assigned Child Care Compliance Inspector or [Regional Compliance Office](#).

TO BE COMPLETED BY CHILD CARE FACILITY OWNER/DESIGNEE

LEGAL NAME OF CHILD CARE FACILITY	DVN	LICENSED CAPACITY	
STREET ADDRESS	CITY	STATE	ZIP CODE
CHILD CARE FACILITY EMAIL ADDRESS	TELEPHONE NUMBER	COUNTY	
NAME OF CENTER DIRECTOR/GROUP CHILD CARE HOME PROVIDER			DATE OF HIRE

DOCUMENTS REQUIRED TO BE ON FILE AT THE FACILITY & PROVIDED TO COMPLIANCE INSPECTOR

- ☐ COPY OF THE CHILD CARE COMPLIANCE DIRECTOR CERTIFICATION (MO500-3296)
- ☐ RESULTS FROM BACKGROUND SCREENINGS (PER RULE 5 CSR 25-600)

AGREEMENTS

1. The facility director/group child care home provider shall be routinely on duty on the premises a minimum of 40 hours per week during the hours of highest attendance.
2. If the facility operates less than 40 hours per week, the center director or group child care home provider shall be routinely on duty on the premises at least 50 percent of the operating hours.
3. The duties and responsibilities of the center director/group child care home provider shall be defined clearly in writing.
4. In the absence of the center director/group child care home provider, another responsible individual shall be designated in charge of the facility.
5. The owner(s), board president or chairperson shall notify the Department of Elementary and Secondary Education (DESE) immediately if the approved center director/group child care home provider is no longer employed in that position.

SIGNATURE OF FACILITY OWNER/DESIGNEE	DATE
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FOR OFFICE USE ONLY

APPROVAL DETERMINATION

THE PROPOSED DIRECTOR OR GROUP CHILD CARE HOME PROVIDER NAMED ABOVE

- ☐ IS APPROVED
- ☐ IS NOT APPROVED

TO BE THE QUALIFIED DIRECTOR OF THE ABOVE NAMED FACILITY.

CERTIFICATION DATE	CAPACITY
BACKGROUND SCREENING DATE	<input type="checkbox"/> UP TO 20 CHILDREN <input type="checkbox"/> 21- 60 CHILDREN <input type="checkbox"/> 61-99 CHILDREN <input type="checkbox"/> 100+ CHILDREN

<input type="checkbox"/> APPROVED WITH VARIANCE CONDITIONS ➤ VARIANCE EXPIRATION DATE: _____	DATE VARIANCE CONDITIONS MET	RESCINDED DATE (CONDITIONS NOT MET)
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Director approval requests approved under a variance will not be valid if variance conditions are not continuously met.

SIGNATURE OF REVIEWER	DATE
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