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**Rules of**  
**Department of Elementary and**  
**Secondary Education**  
**Division 60—Vocational and Adult Education**  
**Chapter 90—Extended Day Child Care Program**

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**Title 5—DEPARTMENT OF  
ELEMENTARY AND SECONDARY  
EDUCATION**

**Division 60—Vocational and Adult  
Education**

**Chapter 90—Extended Day Child Care  
Program**

**5 CSR 60-90.010 Standards and Opera-  
tional Requirements**

*PURPOSE: This rule establishes the policies and standards to assist any district in establishing before- and after-school child care programs for school-age children who are enrolled in the district and who are between the ages of five and fourteen years. A district may establish such a program directly or through contract with any not-for-profit corporation.*

**(1) General Staff Requirements.**

(A) Child care personnel shall be of good character and intent and shall be qualified to provide developmentally appropriate care conducive to the welfare of children.

(B) Child care and district personnel shall cooperate with the Department of Elementary and Secondary Education.

(C) Individuals eighteen (18) years of age or older shall be counted in meeting the required staff to child ratios (see section (4)).

(D) Caregivers shall be capable of carrying out assigned responsibilities and shall be willing and able to accept training and supervision.

(E) Caregivers shall have knowledge of the needs of children and shall be sensitive to the capabilities, interests and problems of children in care.

(F) Caregivers shall be capable of handling emergencies promptly and intelligently.

(G) Caregivers, other personnel or volunteers shall not be under the influence of alcohol or illegal drugs while on the premises. These individuals shall not be in a state of impaired ability due to use of medication while on the premises.

(H) No person shall be employed who has been convicted of a crime against children.

(I) All programs are required to meet current state laws regarding child abuse and neglect screening of child care providers.

**(2) Staff Training Requirements.**

(A) Program administrator and staff working with school-age children should have training in early childhood education, child development, recreation, elementary education, school-age child care or other child-related fields.

(B) All adults working with children must be trained in appropriate first aid and emer-

gency procedures.

(3) Cost and Expense Standards/Fee Schedule Guidelines. Fees charged should reflect the economic standards of the local community. Division of Family Services reimbursement rates should also be considered when establishing fees.

(4) Minimum Staff to Child Ratios. There should be at least one (1) adult for every sixteen (16) children in the program. Consideration should be given to the ages of the children being served. If children with disabilities are included in the program, and require additional supervision or assistance, that district may need to alter the staff to child ratios. Special staffing arrangements may only be necessary during specific activities.

(5) Physical Space Requirements. School-age programs must provide access of thirty-five (35) square feet minimum usable space “both indoor and outdoor” per child. Usable space must consist of both primary and auxiliary space. The following areas can be included as auxiliary space: gym, media centers, multipurpose rooms, libraries, industrial arts rooms, arts and crafts rooms, kitchens, community center activity rooms, or cafeterias. Park areas within walking distance of no more than one-quarter (1/4) mile from the program site can be considered outdoor play space. Any facility selected must be accessible for children with disabilities. The site must also adhere to all of the requirements set forth in the Americans with Disabilities Act.

**(6) Nutrition Requirement.**

(A) During full-day care, children may be permitted to bring sack meals as opposed to hot lunches; however, provider will supply one (1) serving of milk with each sack meal and will supply nutritious snacks.

(B) Children will be served a nutritious snack after school.

(C) Meals and snacks must follow “Meal and Snack Chart Guidelines” as established by the United States Department of Agriculture.

(7) Standards for the Provisions of Emergency Services in a Program. A form containing the following information must be on file for each child:

(A) The child’s full name, address, birthdate and the date care begins and ends;

(B) Full name of the parent(s), guardian or legal custodian, home address, employer’s name and address, work schedule, and home and work telephone numbers;

(C) Name, address and telephone number of another individual (friend or relative) who might be reached in an emergency when the

parent(s), guardian or legal custodian cannot be reached;

(D) Name and phone number of the family physician, hospital, or both, to be used in an emergency;

(E) Name of the individual(s) authorized to take the child from the facility;

(F) Field trip and transportation authorization; and

(G) List of all allergies.

(8) Standards for Medication Authorization. A form containing the following information must be on file for each child receiving medication:

(A) Parental authorization for medication including child’s name, the date the medication should be taken, the dosage, time(s), possible side effects, and parent or guardian signature;

(B) Record of medication administered including staff name, date, medication name, dosage and time; and

(C) All prescription and nonprescription medication shall be in their original containers with the child’s name and instructions for administration.

**(9) Application Guidelines and Deadlines.**

(A) Districts will be notified of availability of grant applications and guidelines.

(B) If awarded grant, money must be spent within school year grant was received.

(C) All requirements of application and guidelines must be fulfilled.

**(10) A Method for Establishing Priority of Applicants.**

(A) Funding will be awarded on a competitive basis and may be limited by availability of grant funds.

(B) An evaluation form will be completed for each application which will assign a “rank” for each application according to the established criteria.

(C) In awarding grants, consideration will also be given to adequate distribution to metropolitan, urban and six (6)-director districts and according to geographic location throughout the state.

(D) Priority will be given to those school districts who meet the following special considerations:

1. Regarding ages of children enrolled in the program—

A. First priority shall be given to programs for children in grades kindergarten through three (K–3);

B. Second priority shall be given to programs for children in grades four through six (4–6); and



C. Third priority shall be given to programs for children in grades seven through nine (7-9);

2. Low-income and/or special-needs children;

3. High poverty area;

4. High or low population density area;  
and

5. New programs.

*AUTHORITY: sections 167.290–167.296 and 167.300–167.310, RSMo (1994) and 167.298, RSMo (Cum. Supp. 1996).\* Original rule filed Oct. 31, 1996, effective June 30, 1997.*

*\*Original authority: Please refer to the Missouri Revised Statutes 1994 and Cumulative Supplement 1996.*