



PROGRAM EVALUATION QUESTIONNAIRE (PEQ)

INSTRUCTIONS

Child care programs must complete this evaluation to determine whether they are required to be licensed as described in Sections [210.211](#) and [210.201](#) RSMo. All required fields and supporting documentation must be completed and returned to:

Office of Childhood — Child Care Regulation
P.O. Box 480
Jefferson City, MO 65102
Fax: 573-526-5345 or Email: childcare@dese.mo.gov

IDENTIFYING PROGRAM INFORMATION

Type of evaluation (check only one): <input type="checkbox"/> New program applicant <input type="checkbox"/> Change/update to existing program		Service provided (check all that apply): <input type="checkbox"/> Infant/toddler child care <input type="checkbox"/> School-age child care <input type="checkbox"/> Preschool child care	
NAME OF CHILD CARE PROGRAM			
PROGRAM ADDRESS (STREET, CITY, STATE, ZIP CODE)		COUNTY	
MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE) <input type="checkbox"/> CHECK IF SAME AS PROGRAM ADDRESS		PROGRAM PHONE NUMBER	
EMAIL ADDRESS		WEB ADDRESS	

IDENTIFYING ADMINISTRATION INFORMATION

LEGAL NAME OF OWNER(S), ORGANIZATION, OR CORPORATION OPERATING THE PROGRAM (AS FILED WITH THE OFFICE OF THE SECRETARY OF STATE OF MISSOURI)	
OWNER ADDRESS (STREET, CITY, STATE, ZIP CODE)	OWNER PHONE NUMBER
CONTACT PERSON (NAME AND TITLE)	CONTACT PHONE NUMBER

PROGRAM OPERATIONAL DETAILS

Provide information on program operations below:

Is the program currently in operation?
 Yes. Date operation began: _____ **No.** Target opening date: _____

HOURS OF OPERATION	DAYS OF OPERATION	MONTHS OF OPERATION
TOTAL NUMBER OF CHILDREN IN CARE	AGE RANGE OF CHILDREN IN CARE	TUITION
MAXIMUM NUMBER OF HOURS A CHILD MAY ATTEND EACH DAY		NUMBER OF EMPLOYEES' CHILDREN ENROLLED IN THE PROGRAM

Explain how you are (or will be) compensated for providing your service. The explanation can include any type of funding received.

Is this program currently accepting or planning to accept child care subsidy pay for children in care? Yes No

Explain what type of activities your program offers (or will offer).

Does this owner or organization operate any other child care program? Yes No
➤ If yes, provide DVN and address of program. _____

Are there any other regulated child care programs located within the same space? Yes No
➤ If yes, provide a diagram of the space used by both programs that indicates they do not share the same space simultaneously.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

Check the Regulatory Status that best applies to your child care program below and indicate supporting documentation:

- Religious Organization.** Child care program owned and operated exclusively by a church, synagogue, or mosque; an entity that qualifies for federal tax exemption status as a not-for-profit religious organization under Section 501(C)(3) of the Internal Revenue Code; or an entity whose real estate on which the child care facility is located is exempt from taxation because it is used for religious purposes.
 - Evidence that the administration is a religious organization.
- Nursery School.** Child care program for preschool children that is operated for no more than four hours per child per day.
- Graded Boarding School.** Child care program operated by an organization requiring in seat attendance to provide education.
- Public School System.** Child care program operated by public school system elementary and secondary schools.
- Religious School.** Child care program operated by religious organization elementary and secondary schools.
 - Evidence that the administration is a religious organization.
- Private School.** Child care program operated by private organization elementary and secondary schools.
 - Evidence that a student enrolled will be accepted by another school for transfer.
- Montessori School.** Child care program operated by a school that is accredited by, actively seeking accreditation by, or maintains an active school membership with the American Montessori Society, the Association Montessori Internationale, the International Montessori Counsel, or the Montessori Educational Programs International.
 - Evidence that the school is accredited, actively seeking accreditation, or maintains an active school membership.
- Weekly Sunday School or Vacation Bible School.** A ministry outreach child care program provided by a religious organization to provide religious education to children; child care made available while parents or guardians are attending worship services; other meetings and activities conducted or sponsored by a religious organization for religious education of children.
 - Evidence that the administration is a religious organization.
- Summer Camp.** Child care program operated from May to September by a person or organization with the primary function of providing a summer recreational program for children no younger than 5 years old, and providing no care for children younger than 5 years old in the same space or in the same outdoor play area simultaneously.
- Day Camp.** Child care program operated between the hours of 6:00 a.m. and 7:00 p.m. when a local school system is not in session requiring student attendance, with the primary function of providing a recreational program for children 5 years old or older who are enrolled in kindergarten or above, and providing no care for children younger than 5 years old in the same space or in the same outdoor play area simultaneously.
 - A copy of the program’s calendar of operations while the local school system is not in session requiring student attendance.
- Religious Organization Academic Preschool.** Child care program exclusively for 4- and 5-year-old children that is operated by a religious organization.
- Business of convenience of its customers.** Business establishment which provides child care as a convenience for its customers or employees for no more than four hours per day while the customers or employees remain on site.
- Hospital.** Licensed or regulated to provide medical treatment, nursing, or convalescent care for children.
 - Documentation that the program is licensed or regulated by another state of Missouri entity.
- Department of Mental Health.** Licensed by the Department of Mental Health, which provides care, treatment, and diagnosis of mental disorder, mental illness, intellectual disability, or developmental disability.
 - A copy of the license issued by the Department of Mental Health.
- Neighborhood Youth Development Program.** Child care program that provides activities for children 5 to 18 years old and is affiliated and in good standing with a national, congressionally chartered organization.
 - A copy of documentation showing that the program is affiliated and in good standing with a national, congressionally chartered organization’s standards under [Title 36, Public Law 105-225](#).
 - Information indicating the program meets requirements set forth by Section [210.278](#) RSMo.

DISCLOSURE STATEMENTS

I certify that the program will notify parents in writing of the child care program’s unlicensed status and keep a signed copy of this notice on file at the facility after enrollment as required in Section 210.211.3 RSMo.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I certify that the program will provide the child care program’s disciplinary philosophy to parents as required in Section 210.211.3 RSMo.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I certify that the program will provide the child care program’s policies to parents as required in Section 210.211.3 RSMo.	<input type="checkbox"/> YES <input type="checkbox"/> NO

SIGNATURES

By signing below, I hereby confirm that the above description of the program is accurate, true, and complete.

NAME OF THE DIRECTOR OF THE PROGRAM (PLEASE PRINT)	
SIGNATURE OF THE DIRECTOR	DATE
NAME AND TITLE OF THE OWNER(S)/ BOARD PRESIDENT/ ADMINISTRATOR/ DESIGNEE (PLEASE PRINT)	
SIGNATURE OF THE OWNER(S)/BOARD PRESIDENT/ADMINISTRATOR/ DESIGNEE	DATE