



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

Save

Print

Reset

OFFICE USE ONLY
DVN

INSTRUCTIONS

To determine regulatory status for exempt or license-exempt child care programs, complete this form and return to:

Office of Childhood - Child Care Compliance PO
 Box 480, Jefferson City, MO 65102
 Fax: (573) 526-5345 or Email: childcare@dese.mo.gov

IDENTIFYING INFORMATION

Name of Program	
Program Address (Street, City, State, Zip Code)	County
Mailing Address (Street, City, State, Zip Code)	Facility Phone Number
Web Address	E-mail Address

ADMINISTRATION

Name of Owner(s), Organization, or Corporation operating the program	
Address (Street, City, State, Zip Code)	Telephone Number
Contact Person (Name and Title)	Telephone Number

PROGRAM INFORMATION

Is the program currently in operation?
 Yes, date operation began _____ No, target opening date _____

Number of Children	Age Range of Children _____ Through _____	Hours of Operation From _____ to _____ From _____ to _____
--------------------	--	--

Days of Operation (check any that apply)
 Sun Mon Tue Wed Thu Fri Sat

Months of Operation (check any that apply)
 All 12 Months Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Maximum number of hours a child may attend each day	Number of employees' children enrolled in the program
---	---

Explain how you are/will be compensated for providing your service (this can include any type of funding received):

Explain what type of activities your program does/will offer:

Does this owner or organization operate any other child care program(s)? Yes No
 If yes, provide program(s) DVN and address _____

Are there other regulated child care programs located within the same building? Yes No
 If yes, provide a diagram of the building, identifying the locations of each child care program.

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.

SUPPORTING DOCUMENTS & REGULATORY STATUS

The following documents must be submitted with the completed questionnaire. Additional documents may be required as noted under each regulatory status.

- Parent policies, handbook, registration, and enrollment form. This must include:
 - ❖ A description of the program.
 - ❖ A written explanation of the disciplinary philosophy.
 - ❖ A copy of the form parents sign indicating they are aware that the program is exempt from licensure.
- Organizational Chart. This chart must show the structure of the administrative lines of authority between the child care program and the individual or organization that owns/operate the program.

Check the Regulatory Status of your program.

- Religious Organization.** A church, synagogue, or mosque; an entity that has or would qualify for federal tax-exempt status as a nonprofit religious organization under Section 501(c) 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.

Additional document required:

- Evidence that the administration is a religious organization.

- Nursery School.** Program for preschool children that is operated for no more than four (4) hours per child per day.

- Public School.** Program operated by a public school system, elementary, or secondary school.

- Religious School.** Program operated by a religious organization, elementary, or secondary school.

Additional document required:

- Evidence that the administration is a religious organization.

- Private School.** Program operated by a private organization, elementary, or secondary school.

Additional documents required:

- Completion of the School Review Form for Child Care Exemption.
- A sample student transcript, as evidence that a student enrolled will be accepted by another school for transfer.

- Montessori School.** Program operated by a school that subscribes to Maria Montessori's educational philosophy.

Additional document required:

- A copy of documentation that the school 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.

- Summer Camp.** 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 five (5) years of age, and providing no care for children younger than five (5) years of age in the same building or in the same outdoor play area.

- Religious Organization Academic Preschool.** A child care program exclusively for four (4) and five (5) year old children that is operated by a religious organization.

Additional document required:

- Evidence that the administration is a religious organization.

- Business of convenience of its customers.** Business establishment which provides child care as a convenience for its customers or its employees for no more than four hours per day.

- Department of Mental Health.** Licensed by the Department of Mental Health which provides care, treatment and diagnosis of mental disorder, mental illness, mental retardation or developmental disability.

Additional document required:

- A copy of the license issued by the Department of Mental Health.

- Neighborhood Youth Development Program.** Program provides activities designed for recreational, educational and character building purposes for children six (6) to seventeen (17) years of age and is affiliated and in good standing with a national congressionally chartered organizations standards under Title 36, Public Law 105-225.

Additional document required:

- 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.

SIGNATURES

The undersigned are responsible for the information on this form and affirm that the information is true and accurate.

Name of the Director of the Program (Please Print)

Signature of the Director of the Program

Date

Name and Title of the Owner(S)/Board President/Administrator/Designee (Please Print)

Signature of the Owner(S)/Board President/Administrator/Designee

Date