



**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A
LICENSED DAY CARE HOME OR LICENSED GROUP DAY CARE HOME**

- NEW APPLICANTS:** If you are applying for a NEW Licensed Day Care Home (LDCH) or Group Day Care Home (GDCH), this includes all facilities required to be licensed: currently licensed programs that are moving, ownership changes including a second applicant, and programs changing category of care. Return the required forms and state and local fees to your local child care facility surveyor. **NOTE: A complete orientation date is required to be included on the application.**
- INTENT TO CONTINUE:
(ANNUAL RENEWAL)** If you are renewing your current license, return the required forms and the annual licensing fee to the Kansas Department of Health and Environment (KDHE) at the above address. Send the local fee, if any, to your local child care facility surveyor.
- INTENT TO CLOSE:** If you are no longer operating your LDCH or GDCH, you must notify KDHE of your closure. Complete the information requested on the form by checking the **Notification of Closure** box and provide the date you closed or plan to close. Complete Sections II & VI of the application and send to KDHE at the above address.

INSTRUCTIONS FOR APPLICATION:

CLEARLY PRINT OR TYPE all additional information as requested.

OFFICIAL NAME OF THE FACILITY will be printed on the license. You may designate a business name if preferred. If nothing is listed in this space, the applicant's name will be printed on the license.

IF THE NAME OF THE DAY CARE HOME OWNER CHANGES due to marriage or divorce, a request for a license amendment must be completed. Contact your local child care facility surveyor immediately or download the request for license amendment form from the KDHE website at www.kdheks.gov/kidsnet. Complete the form and send it to the local child care facility surveyor.

IF THE PHYSICAL ADDRESS OF THE FACILITY changes due to a move, complete the first box in Section I, and complete the rest of the application. Return the required forms and state and local fees to your local child care facility surveyor.

SHOW FACILITY ADDRESS ON WEBSITE. Checking "yes" to this question authorizes KDHE to publish the facility address and phone number on a compliance report made available to the public through the online compliance information system.

FACILITIES LOCATED IN A NON-RESIDENTIAL OR COMMERCIAL SETTING are required to submit a detailed floor plan of the indoor and outdoor premises, identifying the child care areas and location of the outdoor play area. Provide information on any other intended uses of the building. Identify any surrounding businesses located adjacent to or nearby the child care premises. If located in a church, school, or other building not owned by the applicant, include authorization signed by the owner of the property granting permission for the operation of the program on the premises.

YEAR FACILITY BUILT. If the facility was built before 1978, it may be helpful to review lead poisoning prevention information provided by the KDHE Healthy Homes and Lead Poisoning Prevention Program. A pamphlet for child care providers is available on the website www.kshealthyhomes.org/.

FIRE SAFETY

NON-RESIDENTIAL OR COMMERCIAL SETTINGS. If the physical facility is a non-residential or commercial setting, inform the State Fire Marshal's Office. Day care home fire safety requirements for a commercial setting are different than a residential setting. Request a written Fire Review Acceptance letter/fire approval for the facility and submit the approval with the application. Questions about State Fire Marshal requirements should be directed to the Kansas State Fire Marshal's Office at 785-296-3401.

FIRE SAFETY (continued)

NEW LICENSE (including a change of address or change of owner) AND RENEWAL OF THE CURRENT LICENSE (no change of address or change of owner). Carefully read, complete and sign the Fire/Life Safety Agreement (FLSA). If the day care home has been inspected for fire safety, complete the date of the inspection on the application. If the home has not been inspected for fire safety, leave the date of inspection blank. Post a copy of the FLSA next to the license. If a date of inspection is not indicated on the application, a representative from the Kansas State Fire Marshal's Office will contact you to schedule an inspection. Only the main/ground level of the home may be used for child care unless a 2nd level or basement is approved. **A 2nd level or basement may not be used without prior approval.**

To obtain general fire rules or forms, Fire Fact links and information, instructions for completing the Fire/Life Safety Agreement form, Fire/Life Safety Agreement form, and the Inspection Checklist, please contact the Kansas State Fire Marshal's Office one of the following ways:

ONLINE:

Visit the website at: www.kansas.gov/firemarshal.

TELEPHONE:

If you do not have access to a computer, call the Kansas State Fire Marshal's Office at 785-296-3401. Request that the instructions and forms for a Licensed/Group Day Care Home be mailed to you.

LEGAL OWNERSHIP TYPES AND REQUIRED INFORMATION.

- **Private/Individual Owner(s):** As of July 1, 2010, each applicant must be a high school graduate or the equivalent (GED) to apply for a license. There is no other information required unless the owner has a Federal Identification Number.
- **Corporation, LLC or LLP:** Submit the Federal Identification Number and the Kansas Secretary of State's Business Entity ID Number.
- **Government Entity including School Districts:** Submit the Federal Identification Number.

ORIENTATION

If you currently have a license, you do not need to complete this section. If you are applying for a new license, (including a Move, Program Change or Change of Ownership), please complete the date of your orientation. If you have not attended an orientation session, please contact the local child care facility surveyor **prior to submitting an application.**

STATE FEE

A check or money order made payable to the Kansas Department of Health and Environment in the amount of \$85 for a Licensed Day Care Home or \$87 for Group Day Care Home must accompany the application. If payment is made by credit card, include complete information as required on the application. The state application fee is not refundable.

LOCAL FEE

KDHE contracts with local health departments or private contractors to provide local regulatory services. Local contractors may charge a local fee. Please contact your local child care facility surveyor to determine the amount of the local fee, and submit that fee directly to the local contractor per their instructions.

KBI/DCF SCREENING FORM.

CLEARLY PRINT OR TYPE IN ALL INFORMATION REQUESTED FOR EACH PERSON USING BLACK INK. All blanks need to be completed; however, the Social Security number is optional. If a section is not applicable, write NA in the space. Incomplete requests will be returned.

CAREFULLY CHECK the accuracy of the information you are submitting. All of the information requested increases accuracy of the background screening process. **EVERY PERSON LIVING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY MUST BE SUBMITTED EACH YEAR AT THE TIME OF ANNUAL RENEWAL, INCLUDING YOURSELF. THROUGHOUT THE RENEWAL YEAR, NEW PERSONS MUST BE SUBMITTED WITHIN ONE WEEK.**

Keep a copy of all the completed request forms on file. Please see K.A.R. 28-4-125 for more information.

THE FOLLOWING ADDITIONAL INFORMATION IS PROVIDED FOR YOUR USE

ANNUAL KDHE INSPECTION.

K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. Your local child care facility surveyor will make an ANNOUNCED/SCHEDULED inspection for a new application and an UNANNOUNCED inspection for all other inspections. All inspections involve a survey of the entire home and surrounding outdoor area. Inspections will not necessarily occur at the time of your annual renewal date. KDHE provides inspection dates to the local child care facility surveyor. Inspection dates may change from year to year. If you have questions or comments about your inspection, please contact the Kansas Department of Health and Environment.

KDHE CHILD CARE FORMS.

One copy of current KDHE forms are enclosed for your use. Please make copies of these forms. Destroy all unused copies of out-of-date forms, if you have any. Additional forms are available on the KDHE website at www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS.

The local child care facility surveyor is your first and primary person to contact for questions about your day care home and child care laws and regulations. Surveyors have a supply of License/Group Day Care Home Law and Regulation books. If you need to replace an old version or missing law or regulation book, contact your local surveyor for a replacement. You can also download the regulations from the KDHE website at www.kdheks.gov/kidsnet. Surveyors are also a valuable source of information regarding other local services including local education and training opportunities that may be available to child care providers.

OTHER INFORMATION:

Once you receive your Temporary Permit or License, you may be eligible for services provided by other agencies.

Child Care Reimbursement for families receiving assistance with child care. For more information about contracting with the Department for Children and Families (DCF) to receive child care payments from families receiving assistance with child care, please contact the DCF local area office. The local child care facility surveyor or child care resource and referral agency can provide you with the contact information for your area.

Child and Adult Care Food Program. You may be eligible for partial reimbursement for providing nutritious meals and snacks to children in your care. Contact the food program sponsor serving your area. The local child care facility surveyor or child care resource and referral agency can provide you with the contact information for a sponsor in your area.

Child Care Resource and Referral Agencies are available to assist you with training and referral services. For more information, contact the local child care resource and referral agency or Child Care Aware at 1-877-678-2548 or visit the website www.ks.childcareaware.org.

Good Beginnings Last A Lifetime!