

Kansas Department of Health and Environment

Bureau of Family Health
Child Care Licensing Program
Curtis State Office Building
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Topeka, KS 66612-1274
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www.kdheks.gov/kidsnet



**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A
LICENSED CHILD CARE CENTER INCLUDING PRESCHOOLS AND HEAD STARTS**

NEW APPLICANTS: This includes all facilities required to be licensed, currently licensed programs that are moving, ownership changes, and programs changing from one category to another. **Applicants must complete ITEMS 1 THROUGH 4 AND 6 THROUGH 10.** If you are applying for a NEW licensed child care center (including Preschools and Head Starts), return the required forms and fees to your local child care facility surveyor.

INTENT TO CONTINUE: COMPLETE THE FORMS LISTED UNDER 1 THROUGH 5 BELOW. If you are renewing your current license, return the required forms and the annual state 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 Child Care Center, Preschool, or Head Start, you must notify KDHE of your intent to close. **Complete the information requested on the application by checking the Notification of Closure box (Section I) and provide the date the facility closed. Complete Sections I (Notification of Closure) & II of the application** and send to KDHE at the above address.

1. **APPLICATION FOR LICENSE.** Applications for a new license must be **submitted a minimum of 90 days prior to the anticipated opening** date of the facility. Applications are processed in the order received. The facility is not authorized to provide child care prior to receiving a temporary permit or license.

CLEARLY PRINT OR TYPE using black ink. Complete all statements and include all requested information as attachments to the application. Please carefully review the complete application prior to mailing to the local child care facility surveyor or the Kansas Department of Health and Environment to be sure that all items as listed on the application are included. **Incomplete applications may be returned.**

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 an online compliance information system.

YEAR FACILITY BUILT. If the facility was built before 1978, it may be helpful to review lead hazard prevention information provided by the KDHE Healthy Homes and Lead Hazard Prevention Program. A pamphlet for child care providers is available on the program's website.

ORIENTATION. If you currently have a license, you do not need to complete this section. If you are applying for a new license, 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.

2. **STATE FEE.** A check or money order made payable to the Kansas Department of Health and Environment for the total license capacity of the facility as being requested by the new applicant or as stated on the most current license must accompany the application. The state fee by type of license follows:

- **Child Care Centers/Head Starts:** \$75 plus \$1 for each child included in the license capacity as printed on the license (no maximum). For example, the initial and annual fee for a license capacity of 120 children is $\$75 + \$120 = \$195$.
- **Preschools:** For facilities with a license capacity of 12 or fewer children, \$15. For facilities with a license capacity of 13 or more children, \$35 plus \$1 for each child included in the license capacity as printed on the license not to exceed \$75. For example, the initial and annual fee for a license capacity of 28 children is $\$35 + \$28 = \$63$.

LOCAL FEE. KDHE contracts with local health departments or private contractors for 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.

3. **FIRE SAFETY as required by K.S.A. 65-508.**

NEW APPLICANTS: Contact the Kansas State Fire Marshal's Office and obtain fire safety acceptance. Acceptance must be submitted with the application. A temporary permit or license will not be issued until fire acceptance is submitted. To obtain the General Rules or Forms as well as obtain requirements for new programs, 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 instructions and forms for a Child Care Center or Preschool be mailed to you.

FIRE SAFETY continued

INTENT TO CONTINUE/ANNUAL RENEWAL: A fire inspection will be conducted annually. The fire inspection report must be provided to the surveyor for review during the annual inspection. If it has been more than one year since the last fire safety inspection, contact the State Fire Marshal at 785-296-3401.

4. REQUEST FOR KBI/DCF CHILD ABUSE REGISTRY CHECK (CCL 002) as required by K.A.R. 28-4-125.

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 that space. Incomplete requests will be returned.

CAREFULLY CHECK the accuracy of the information you are submitting. All of the information requested helps to ensure the accuracy of the background screening process. **EVERY PERSON RESIDING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY MUST BE SUBMITTED EACH YEAR AT THE TIME OF ANNUAL RENEWAL, INCLUDING YOURSELF/APPLICANT. THROUGHOUT THE RENEWAL YEAR, NEW PERSONS MUST BE SUBMITTED WITHIN ONE WEEK. Keep a copy** of the completed request form(s) on file. Please see K.A.R. 28-4-125 for more information.

APPLICANTS TO CONTINUE A CURRENT LICENSE MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING INFORMATION.

5. PROGRAM DIRECTOR'S ANNUAL REPORT FORM. Complete all information. The license capacity must reflect the total license capacity as printed on the facility's most current license. **Sign and date the form.**

APPLICANTS FOR A NEW LICENSE MUST ALSO COMPLETE AND SUBMIT THE FOLLOWING INFORMATION.

6. VERIFICATION OF THE LEGAL OWNER OR OPERATOR.

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. Submit a copy of the lease or deed for the property, and, pursuant to K.S.A. 1991 Supp. 74-139, a copy of the Social Security Card, Driver's License, or Birth Certificate for each owner. If located in a church, school, or other building not owned by the individual(s), include authorization signed by the owner of the property granting permission for the operation of the program on the premises. If more than one applicant is applying for a license, both applicants must sign the initial application.

Corporate and LLC/LLP Owners.

Submit the Federal Identification Number and the Kansas Secretary of State's Business Entity ID Number. If located in a church, school, or other building not owned by the corporation, include authorization signed by the owner of the property granting permission for operation of the program on their premises.

Governmental Agency including School District.

Submit the Federal Identification Number assigned to the legal owner. If located in a church, school, or other building not owned by the government agency, include authorization signed by the owner of the property granting permission for the operation of the program on their premises.

7. PROGRAM INFORMATION.

- A. **Description of Services to be provided.** Include information such as number and ages of children to be served, meals/snacks (catered or prepared on the premises), transportation, educational services, etc.
- B. **Qualified Program Director.** Provide documentation to verify the Program Director is qualified. Submit a KDHE Program Director Approval certificate if available. **Please see K.A.R. 28-4-429 for more information. The Program Director approval application is available on the KDHE website at: www.kdheks.gov/kidsnet**

8. PHYSICAL PLANT INFORMATION.

A. Floor plan.

- i. Specify the location and linear dimensions (not total square footage) for each unit to be used, and mark all exits from each unit to be used for children's activities.
- ii. Include a drawing of the building (all levels) showing how the units fit into the overall floor plan.
- iii. Identify the age groups to be served in each of the units.
- iv. Indicate the location and number of toilets, changing tables/diaper changing area (if applicable) and hand sinks in the units or restrooms, the source of drinking water, and indicate how restrooms and drinking water are accessed by the children.
- v. Mark all of the exits that lead directly to the outside.
- vi. Indicate on the floor plan which direction is north.

- B. **Outdoor play area. NOTE:** Outdoor play area is not required for preschools unless the preschool program includes outdoor play. **OUTDOOR PLAY AREAS MAY NOT BE SHARED WITH ANOTHER FACILITY OR PROGRAM. Outdoor play space must be on the premises.**
- i. Specify the location and linear dimensions of the fenced outdoor play area.
 - ii. Identify the type and height of the fence (must enclose the play area).
 - iii. Indicate the route children will take to enter and exit the playground.
 - iv. Indicate the location of drinking water and restrooms and route children will take to access them. **NOTE:** If the plan is for children to access drinking water and restrooms inside the building, children must be supervised, and staff to child ratio must be maintained on the playground.
 - v. Mark the location of stationary play equipment (swings, climbers, slides, etc.), and indicate the distance between each piece.
 - vi. Specify the type of impact-absorbing material under and around stationary equipment and indicate the type of outdoor surface material on the remaining playground.
9. **SANITARIAN'S APPROVAL.** If the facility is not connected to public water or sewage, a sanitarian's approval is necessary.
10. **LOCAL CODE APPROVAL.** Local codes and ordinances may prescribe other requirements for the legal operation of a preschool or a child care center. Applicants must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

FOR YOUR INFORMATION AND USE

KDHE INSPECTION.

K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial, scheduled inspection will be requested by KDHE when a **complete** application is received and the facility is ready for occupancy. Your local child care facility surveyor will make an **ANNOUNCED** initial inspection of the facility and the surrounding outdoor area. All future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual inspection will not necessarily occur at the time of your annual renewal date. KDHE provides dates for inspection 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 REQUIRED FORMS.

Current KDHE forms are enclosed for your use. **Please make copies of these forms for future program use.** Destroy all unused copies of out-of-date forms, if you have any. Forms are also available for download at the KDHE website at www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS.

The local child care facility surveyor is your first and primary contact for questions about your child care facility, child care regulations, and laws. Surveyors have a supply of Law and Regulation books. To request a regulation book, contact your local surveyor or download the laws and regulations from the KDHE website at www.kdheks.gov/kidsnet. Surveyors are also a good source of information about other local services including educational opportunities that may be available to child care facility owners and staff.

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 www.ks.childcareaware.org.

Good Beginnings Last A Lifetime!