

Kansas Child Care Licensing Program  
Background Check Requirements

**Background Check Requirements for School Age Programs and Drop-In Programs**

**Who is required to have a comprehensive fingerprint-based background check?**

- ✓ *Each applicant, applicant with a temporary permit and licensee;*
- ✓ *each employee regardless of position or access to children;*
- ✓ *each volunteer counted in the supervisory ratio; and*
- ✓ *any other individual at least 16 years of age present in the facility whose activities involve unsupervised access to children.*

**Who is required to have a name-based background check?**

- ✓ *Each volunteer limited to supervised access to children;*
- ✓ *each student at least 16 years of age assigned to the facility as part of a high school or college class provided the student is not counted in the supervisory ratio and is limited to supervised access to children in care; and*
- ✓ *each individual at least 18 years of age present in the facility whose activities are limited to supervised access to children, for example, resource specialists including: resource and referral coaches and staff members of the local unified school district or special education cooperative*

**Who is not required to have a background check?**

- ✓ *Any child enrolled in care;*
- ✓ *parents/guardians present for the purpose of interacting with their own child;*
- ✓ *parents/guardians volunteering to help with a special event or field trip, provided that they do not have unsupervised access to the other children in care;*
- ✓ *parents/guardians visiting the facility prior to enrolling their child, provided that they do not have unsupervised access to children in care; and*
- ✓ *tradesmen or service workers, for example, plumbers, emergency repair professionals and lawn service workers, provided that they do not have unsupervised access to children in care.*

**What does unsupervised access to children mean?**

*Unsupervised access to children means the potential to be left alone with any child or group of children in care.*

**What does supervised access to children mean?**

*Supervised access to children means that contact with any child or group of children in care takes place in the direct line of sight of a designated supervising employee of the facility who has passed a comprehensive fingerprint-based background check within the last five years.*

**I currently have a license; may current staff continue to work in the facility before passing their background check?**

*Yes. Staff hired and submitted prior to your renewal date between October 2018-September 2019 may work in the facility prior to notification of comprehensive background check results.*

**May new staff hired and submitted for a background check on or after my renewal date work in the facility before passing their background check?**

*No. Individuals must complete and pass the required background checks before being allowed to work, volunteer or reside in the facility.*