



**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A
LICENSED CHILD CARE CENTER INCLUDING PRESCHOOLS,
HEAD START AND SCHOOL AGE CENTERS**

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. These types of applications must complete **ITEMS 1 THROUGH 4 AND 7 THROUGH 11**. If you are applying for a **NEW** licensed child care center (including Preschools, Head Start and School Age Centers), return the required forms and fees to your local child care facility surveyor.

INTENT TO CONTINUE: (ANNUAL RENEWAL): **COMPLETE THE FORMS LISTED UNDER 1 THROUGH 6 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 at the above address. Send the local fee, if any, to your local child care facility surveyor.

CLOSURE: If you are no longer operating your Child Care Center, you must notify KDHE of your intent to close. Complete the information requested on the form by checking the Closure box and provide the date you closed. Complete Section II & VI of the application and send to KDHE at the above address.

1. APPLICATION FOR LICENSE.

Applications for a new license are to be **submitted a minimum of 90 days prior to the anticipated opening** 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 carefully and include all requested information as attachments. 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.**

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.

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 for a license capacity of 12 or fewer children is \$15.00. The state fee is \$35 plus \$1 for each child included in the license capacity **not to exceed \$75.00** for facilities with 13 or more children. For example, the annual fee for a total 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.

To obtain the General Rules or Forms, New License, Applicant Responsibilities, New Program, Existing Program, and Fire Facts and information, please follow these instructions:

BY COMPUTER:

1. The State Fire Marshal's internet address is www.kansas.gov/firemarshal.
2. On the middle of the page under the **Divisions** heading; click on the **Fire Prevention Division**.
3. Scroll down; In the center of the page click on Day Care Centers and Preschools.
4. All the information you may need is listed as you scroll down the page. To print Fire Facts, click on the Fire Fact Link.
5. To download or print packet and forms, follow the instructions found on the website.

BY TELEPHONE/EMAIL:

If you do not have access to a computer, please contact the Kansas State Fire Marshal's Office at 785.296.3401. Request that the instructions and forms for a Preschool, or Child Care Center, be mailed to you.

NEW APPLICANTS: You must contact and obtain acceptance of fire safety from the Office of the State Fire Marshal (785-296-3401). Acceptance is to be submitted with the application.

INTENT TO CONTINUE/ANNUAL RENEWAL:

Programs will receive an annual Fire Safety inspection. The inspection report is to be posted for the surveyor review during your annual inspection. If it has been more than one year since your last fire safety inspection, contact the State Fire Marshal at 785-296-3401.

4. KBI/SRS SCREENING FORM 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, put 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 LIVING, WORKING OR REGULARLY VOLUNTEERING AT THE FACILITY IS TO BE SCREENED EACH YEAR AT THE TIME OF ANNUAL RENEWAL, INCLUDING YOURSELF. THROUGHOUT THE RENEWAL YEAR, NEW PERSONS ARE TO BE SUBMITTED WITHIN ONE WEEK. Keep a copy of the completed request form 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. IMMUNIZATION REPORT FORM. PRINT the name of the facility as it is stated on the license and the license number on each page of the form needed (copy enough pages so that all children are included).** The information included on this form is used by the KDHE immunization section to determine the percentage of children in care that are fully immunized. This percentage is reported to the Center for Disease Control. The percentage of children in Kansas child care facilities that are fully immunized is about 96% each year. Thank you for doing your part to help control illnesses preventable by immunization. Please consult with your local health department for more information about immunizations.
- 6. PROGRAM DIRECTOR'S ANNUAL REPORT FORM.** Complete all information carefully. The license capacity is to reflect the total license capacity as stated on the most current license. **Complete and sign the form.**

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

- 7. VERIFICATION OF THE LEGAL OWNER OR OPERATOR.**
 - Private Owner or Partnership that is not Incorporated.**

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 or Driver's License or Birth Certificate for each owner or partner. If located in a church, school, or other building not owned by the individual or partnership, include authorization signed by the owner of the property granting permission for the operation of the program on their premises.
 - Corporate and LLC 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.
- 8. PROGRAM INFORMATION.**
 - a. Description of Services to be provided.** Include items such as transportation, educational services, etc.
 - b. Staffing plan.** Position titles and job descriptions for all staff at the center (including administrator, program director, program staff, secretary, cook, janitor, etc. as applicable) **Include staff schedule for each unit based on projected capacity.**
 - c. Qualified Program Director.** Submit a KDHE Program Director Approval letter if available. If not available, complete and return the Program Director's Application included in this packet.

9. PHYSICAL PLANT INFORMATION.

A. Floor plan.

- a) Specify the linear dimensions for each unit to be used and mark the exits from each unit to be used for children's activities.
- b) Include a drawing showing how the units fit into the overall floor plan of the building.
- c) Identify the age groups to be served in each of the units. Identify the interest areas in each unit.
- d) Indicate the number of toilets and hand sinks in the restrooms, the source of drinking water, and show how restrooms and drinking water are accessed by the children.
- e) Mark all of the exits to the outside.
- f) Indicate on the floor plan which direction is north.

B. Outdoor play area. (Outdoor play area is not required for preschools unless the preschool includes outdoor play as part of its program.) OUTDOOR PLAY AREAS MAY NOT BE SHARED WITH ANOTHER FACILITY. Outdoor play space must be on the premises.

- a) Specify the location and linear dimensions of the fenced outdoor play area and include the height of the fence.
- b) Show the route children will take to enter the playground.
- c) Indicate the location of drinking water and of restrooms, and how accessed by the children.
- d) Mark the location of pieces of stationary play equipment (swings, climbers, slides, etc.) and indicate the distance between them.
- e) Specify the type of impact-absorbing material under and around the equipment, and the outdoor surface material on the remaining playground.

10. SANITARIAN'S APPROVAL. If not connected to a public water or sewage, sanitarian's approval is necessary.

11. LOCAL CODE APPROVAL. Local codes and ordinances may prescribe other requirements for the legal operation of a preschool or a child care center. Applicant 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 announced inspection will be requested by KDHE when a **complete and reviewed** 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. However, all future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual review inspection will not necessarily occur at the time of your annual renewal date for your Intent to Continue Licensure. KDHE provides dates for inspection to the local child care facility surveyor. Inspection dates may change from time to time. 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 may also be downloaded from the KDHE website at www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS.

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

OTHER INFORMATION.

Once you have obtained a temporary permit or license, you may be eligible for services provided by other agencies. Please contact your local child care facility surveyor, local area Department of Social and Rehabilitation Services office, and your local child care resource and referral agency to find out what is available in your area.

Good Beginnings Last A Lifetime!