

Kansas Department of Health and Environment
Bureau of Child Care and Health Facilities
1000 SW Jackson, Suite 200
Topeka, KS 66612-1274
Phone: 785-296-1270 Fax: 785-296-0803
Website: www.kdheks.gov/kidsnet



**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 or group day care home, this includes all facilities required to be licensed, currently licensed programs that are moving, ownership changes including partnerships, and programs changing from one category to another. Return the required forms and fees to your local child care facility surveyor.
- INTENT TO CONTINUE: (ANNUAL RENEWAL)** 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.
- 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 Closure box and provide the date you closed. Complete Section 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.

You may designate the name of the business if using a name different from the licensee's name in the space provided. You do not need to amend your license if adding a business name and your own name has not changed.

IF THE NAME OF THE DAY CARE HOME owner is changed (married, divorced), 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 is changed due to a move, complete the first box in Section I and complete the rest of the sections of the application. Complete all of the information and attached forms and return the application to your local child care facility surveyor.

FACILITIES LOCATED IN A NON RESIDENTIAL OR COMMERCIAL SETTINGS are required to submit a detailed floor plan of the premises, identifying the childcare area and any other intended uses of the building and indicate the location of the outdoor play area. Include on the floor plan any surrounding businesses located adjacent to or around the 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 their premises.

LEGAL OWNERSHIP TYPES AND REQUIRED INFORMATION.

Private Owner and Partnerships do not require additional information unless the business has a Federal Identification Number to report. If located in a non residential or commercial building see instructions above.

Corporations and LLC Owners must submit the businesses Federal Identification Number and the Kansas Secretary of State's Business Entity ID Number.

Governmental Agency including School District must submit the Federal Identification Number assigned to the legal owner.

STATE FEE. A check or money order made payable to the Kansas Department of Health and Environment in the amount of \$15.00 or complete information on the application form for credit card payment must accompany the Application. The state fee is not refundable.

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.

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.

FIRE SAFETY

NON RESIDENTIAL OR COMMERCIAL SETTINGS. If your facility will be located in a non residential or commercial setting, inform the State Fire Marshal's office because the requirements for approval are different than in a residential setting. Request a written Fire Approval Acceptance Letter. Questions about State Fire Marshal requirements should be directed to the Office of the State Fire Marshal (785-296-3401).

NEW LICENSE INCLUDING A CHANGE OF ADDRESS OR CHANGE OF OWNERSHIP. Carefully read and complete the Life Safety Agreement. Post one copy next to your KDHE license and return one copy with your application forms. If you do not indicate on the Life safety Agreement a date of inspection, a copy of your Life Safety Agreement will be forwarded to the Kansas State Fire Marshal's office for inspection. **Be sure to sign the form.**

RENEWAL OF CURRENT LICENSE (no change of address or change of owner). You are not required to complete a new Life Safety Agreement. You may leave the existing Life Safety Agreement posted with your license. You do not need to return a new signed Life Safety Agreement to KDHE. **Be sure to sign the form.**

To obtain the General Rules or Forms, Fire Fact Links and Information, Instructions for Fire/Life Safety Agreement form, Fire/Life Safety Agreement Form and the Inspection Checklist Items, 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 link**.
3. Scroll down; In the center of the page click on **Home Child Care Requirements** (green) link.
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 in the light blue area at the top of the page.

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 License Day Care/Group Day Care Home be mailed to you.

KBI/SRS 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, put NA in that space. **The required substitute for your facility must be listed.** 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.

THE FOLLOWING ADDITIONAL INFORMATION IS PROVIDED FOR YOUR USE

ANNUAL KDHE INSPECTION.

K.S.A. 65-512 requires that all licensed facilities are to be inspected at least once every twelve months. Your local child care facility surveyor will make an ANNOUNCED inspection for a new application and an UNANNOUNCED inspection for all other inspection types. All inspections survey the entire home and surrounding outdoor area. Inspections 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 time to time. 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.

The Provider Self-Evaluation Checklist does not need to be returned to the local child care facility surveyor or the Kansas Department of Health and Environment. The checklist is for your use to help you determine your own compliance with child care requirements. The checklist does not contain all laws or regulations but it may be a helpful way for you to check your compliance throughout the year. You are not required to complete this form. You are not required to keep the form on file. This checklist is for your use only.

REGULATORY QUESTIONS.

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

OTHER INFORMATION. Once you have received your Temporary Permit or License, you may be eligible for services provided by other agencies.

Child Care Payment for families receiving assistance with child care. For more information about contracting for child care payments for families receiving assistance with child care, please contact the local area Department of Social and Rehabilitation Services 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 foods to the 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 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 the Kansas Association of Child Care Resource and Referral Agencies at 1-877-678-2548.

GOOD BEGINNINGS LAST A LIFETIME!