

APPLICATION CHECKLIST FOR SCHOOL AGE PROGRAMS

Instructions: Review CCL.351a Application Instructions. The KDHE Child Care Licensing Unit review will take 60-90 days from the receipt of a *completed application*. All required documentation must be sent in at the same time.

NOTE: Please complete, sign, and return this checklist with the application and all required documents.
If completing online application, please ensure all documents are attached prior to adding payment information.

Facility Name _____

Program Type _____

Facility # (if previously licensed) _____

(Building Based, Mobile, Outdoor)

General Information

- Application
- Orientation date
- License Fee
- Kansas State Fire Marshal Approval
- Background and Registry Check Completed (online or paper form)
- Sanitarian's Approval (if needed)
- Local Code Approval Letter (local/county zoning ordinances)

Legal Owner/Operator Documentation

- Individual, partnership, or Association (not Inc.)
- LLC
- Corporation
- Government Agency/Schools
- Church/Religious Board
- Permission to use premises as a licensed child care facility (renting or leasing property)

Documents

- Business Entity Identification Number (BEIN)
- Federal Employer Identification Number (FEIN)

Program Information

- Qualified Program Director (name and supporting qualifying documentation)
- Description of Services
 - Meals/Snacks (if offered)
 - Transportation
 - Education

Physical Plant Information

Indoor Premises Floor Plan

- Linear dimensions (label length & width, NOT total square footage)
- Drawing of how units fit into overall building
- All levels of building represented on floor plans
- # of toilets_____ and hand sinks_____ in bathrooms (1:30 SAP – 1 urinal subs for each additional in boys)
- Source of drinking water_____
- Access to water_____
- All exits to outside marked
- North indicated on plans

Outdoor Premises/Activity Area

(If on premises)

- Location and linear dimensions of fenced area (label length & width, NOT total square footage)
- Fence type (if in place) _____
- Fence height _____
- Route children take to playground shown
- Location of water & restrooms accessible to outdoor play area.
- Hazards/Shade Identified
- Location of stationary equipment/distance between each
- Type of impact-absorbing material

- Other outdoor surface identified

Printed Name: _____

Signature: _____