

**Kansas Department of Health and Environment**  
 Bureau of Family Health  
 Child Care Licensing Program  
 1000 SW Jackson, Suite 200  
 Topeka, KS 66612-1274  
 Phone (785) 296-1270 Fax (785) 559-4244  
 Website: www.kdheks.gov/kidsnet



**APPLICATION FOR A  
CHILD CARE CENTER, PRESCHOOL, HEAD START**

**Good beginnings last a lifetime.** The service you offer to children and youth is important to the community and will have a lasting impact on the children and youth in your program. Kansas child care laws and regulations are designed to reduce the predictable risk of harm to children and youth. By completing and submitting this application you are: 1) requesting a license to operate a child care facility and 2) affirming that you have read and agree to comply with all laws and regulations for licensed child care centers.

**SECTION I: INTENT OF THE APPLICANT/OWNER. COMPLETE ONE OF THE THREE BOXES BELOW.**

<p><b><u>RENEWAL APPLICATION (with no changes)</u></b></p> <p>_____ This application is notification to renew our existing license for another year.</p>
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<p><b><u>NEW APPLICATION / MOVE / PROGRAM CHANGE / OWNERSHIP CHANGE</u></b></p> <p><b>* An Orientation Date is required to process a New, Move, Program Change or Change of Ownership application</b></p> <p>If you <b>have not</b> attended an orientation session, <b>STOP</b> and contact the local child care licensing surveyor for your county at <a href="http://www.kdheks.gov/bcclr/download/county_contacts.pdf">http://www.kdheks.gov/bcclr/download/county_contacts.pdf</a> before continuing with your application.</p> <p align="center">*Orientation Date (MM/DD/YYYY) _____ / _____ / _____                  (Date you attended an orientation session with your local child care licensing surveyor)</p>
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Type of Application:	Select one Program Type:	What is your Anticipated Date to Open:
<p>_____ New application (New Facility)</p> <p>_____ Moving to a new location</p> <p>_____ Changing Program Type</p> <p>_____ Changing Ownership</p>	<p>_____ Child Care Center</p> <p>_____ Preschool</p> <p>_____ Head Start Program</p>	<p align="center">_____ (MM/DD/YYYY)</p>

Requested License Capacity: \_\_\_\_\_

<p><b><u>NOTIFICATION OF CLOSURE (DO NOT SEND UNTIL YOU ARE CLOSED)</u></b></p> <p>_____ This is a notification that I/we no longer provide child care services.</p> <p>Close the child care facility license effective: _____ (MM/DD/YYYY). Please complete Sections II and VI.</p>
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**SECTION II: FACILITY INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.**

Official Name of the Facility to be stated (or as stated) on the license			License #
Name of Facility Contact Person		Name of Qualified Program Director	
Physical Address of the Facility: Street Address		City	Zip Code
County	Email Address <i>(Used for official KDHE Notification)</i>	Phone Number (    )	Fax Number (    )

**SECTION II: FACILITY INFORMATION. (Continued)**

Show Facility Physical Address and Telephone Number on the Website? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Mailing Address of the Facility: Street Address	City	Zip Code
Public Water <input type="checkbox"/> Yes <input type="checkbox"/> No	Public Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No	
Most Recent Fire Inspection Date: (MM/DD/YYYY)	Year Facility Built	

**SECTION III: LEGAL OWNER/OPERATOR INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.**

Name of the Legal Owner/Operator			
Physical Address of the Owner/Operator: Street Address		City	State Zip Code
County	Email Address <i>(Used for official KDHE Notification)</i>	Phone Number (    )	Fax Number (    )
Mailing Address of the Owner/Operator (if different): Street Address		City	State Zip Code
<b>Type of Ownership.</b> The Legal Owner/Operator is a (check <b>ONE</b> of the following):			
<input type="checkbox"/>	Individual or individuals that is/are not incorporated (*Question below is required to be answered) *Is each individual applicant a high school graduate or the equivalent (GED) <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/>	Corporation, LLC, LLP Federal Employer ID No. (FEIN) _____ Business Entity ID No. (BEIN) _____		
<input type="checkbox"/>	Government entity/agency or school district Federal Employer ID No. (FEIN) _____ Business Entity ID No. (BEIN) _____		

**SECTION IV: FACILITY OPERATION INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.**

Indicate the months of the year, hours and days of the week you will be providing services to children and youth (check only one option for each schedule you complete):

\_\_\_\_\_ All Year (Jan through Dec)    \_\_\_\_\_ Summer Only (June through Aug)    \_\_\_\_\_ School Year Only (Sept through May)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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\_\_\_\_\_ All Year (Jan through Dec)    \_\_\_\_\_ Summer Only (June through Aug)    \_\_\_\_\_ School Year Only (Sept through May)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Do you have a Provider Agreement with Department for Children and Families (DCF)?  Yes  No  
If you would like more information about becoming a DCF Provider, please call 1-888-369-4777.

**SECTION V: ADDITIONAL INFORMATION FOR NEW APPLICANTS ONLY. COMPLETE ALL INFORMATION. PLEASE PRINT.**

I/we had a child care license/certificate in the past.  Yes  No If yes, complete the following:

Name on the previous license or certificate \_\_\_\_\_

License/Certificate Number \_\_\_\_\_ Year(s) of operation \_\_\_\_\_

Address on the previous license or certificate \_\_\_\_\_

**SECTION VI: AGREEMENTS AND AUTHORIZED SIGNATURE. READ EACH STATEMENT AND SIGN THE APPLICATION.**

I/We the undersigned, am [are the person(s)] named as the Applicant or the person(s) authorized to represent the owner listed above.

I/We have read the laws and regulations governing the operation of this licensed facility and it is the intention of this applicant to comply. I/We understand that I/we are responsible for meeting and maintaining compliance with all applicable child care licensing laws and regulations at all times.

I/We understand that a **new** application may take up to **90 days for processing** by KDHE, once KDHE receives a complete application. I/We understand that I/we are not authorized to provide services to children and youth prior to receiving a Temporary Permit or License from KDHE.

In accordance with K.S.A. 44-1009, I/we shall not exclude any child from care for reason of race, religion, color, sex, physical handicap, national origin, or ancestry.

I/We attest, under penalty of perjury, that to the best of my/(our) knowledge, that the information provided in this application is true and correct.

<b>Authorized Signature:</b>	<b>Date (MM/DD/YYYY)</b>
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<b>Authorized Signature, if more than one person:</b>	<b>Date (MM/DD/YYYY)</b>
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**FEE: IF PAYING THE LICENSE FEE BY DEBIT OR CREDIT CARD, PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Debit or Credit Card Information – VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS

Card Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Please print clearly)

Amount of the license fee (see instructions): \_\_\_\_\_

Print your name as it appears on the front of the card: \_\_\_\_\_

Signature as it is written on the Card: \_\_\_\_\_  
By signing your name, you authorize KDHE to charge your card for the amount listed above.

Kansas Department of Health and Environment contracts with local health departments or private contractors for local regulatory services. Please contact your local child care licensing surveyor to determine if additional fees are required.

Some local ordinances may apply to your child care facility in addition to the state laws and regulations. Please contact your local child care licensing surveyor to determine if there are local ordinances which may apply to the operation of a child care facility.

For information about requirements of the Americans with Disabilities Act (ADA), contact: Great Plains Disability and Business Technical Assistance Center, University of Missouri at Columbia, 100 Corporate Lake Drive, Columbia, MO 65203, Phone: 1-800-949-4232.

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**SECTION VII: MAILING INSTRUCTIONS. Return the completed and signed application along with the documents listed in one of the three boxes below, as applicable. Follow the mailing instructions provided.**

**NEW APPLICATION / MOVE / PROGRAM CHANGE / OWNERSHIP CHANGE**

Return the following documents:

1. Completed and signed application. \* **YOUR DATE OF ORIENTATION IS REQUIRED ON THE APPLICATION** \*
2. Completed CCL 002 Background and Registry Checks for Child Care Facilities form.  
\*\*Form CCL 002a CCC-PS-HS Affiliate Roles should be used to determine appropriate role for each affiliate.
3. Completed and signed CCL.301b Application Checklist.  
\*\*See CCL.301a Instructions for Completing the Application for additional information.
4. Fire Safety Approval. You must obtain Fire Safety Approval from the Kansas State Fire Marshal Office. Call the State Fire Marshal at 785-296-3401.
5. License Fee: Debit or credit card, check, cashier's check or money order for Child Care Centers, Head Starts, and Preschools fee see instructions. If paying by check, cashier's check or money order make payable to KDHE. If paying by debit or credit card, complete credit card information. The license fee is not refundable.
6. Verification of legal owner/operator.
7. Description of Program Activities and Services.
8. Physical Facility Information.
9. Sanitarian's approval, if applicable.
10. Local Code approval.

**SEND THE ABOVE TO: KDHE, Child Care Licensing Program, 1000 SW Jackson, Suite 200, Topeka, KS 66612-1274.**

**RENEWAL APPLICATION**

Return the following documents:

1. Completed and signed application.
2. Completed CCL.002 Background and Registry Checks for Child Care Facilities form.  
\*\*Form CCL.002a CCC-PS-HS Affiliate Roles should be used to determine appropriate role for each affiliate.
3. License Fee: Debit or credit card, check, cashier's check or money order for Child Care Centers, Head Starts, and Preschools fee see instructions. If paying by check, cashier's check or money order make payable to KDHE. If paying by debit or credit card, complete credit card information. The license fee is not refundable.

**SEND THE ABOVE TO: KDHE, Child Care Licensing Program, 1000 SW Jackson, Suite 200, Topeka, KS 66612-1274.**

**NOTIFICATION OF CLOSURE**

\* **DO NOT SEND UNTIL YOU ARE CLOSED** – You are required to post your current license until you are officially closed. \*

Return the following after you have closed:

1. Completed (Sections I, II, and VI) and signed application.
2. Your License.

**SEND THE ABOVE TO: KDHE, Child Care Licensing Program, 1000 SW Jackson, Suite 200, Topeka, KS 66612-1274.**