

APPLICATION CHECKLIST FOR CHILDCARE CENTERS, PRESCHOOLS, AND HEADSTARTS

Instructions: Review CCL.301a 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 _____
(Childcare Center, Preschool, HeadStart)

Facility # (if previously licensed) _____

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 (Program Director Approval Certificate or qualifying documentation)
- Description of Services
 - Number & Ages of Children
 - Meals & Snacks (onsite/catered)
 - Transportation (why and how)
 - Educational Services/Program Plan

Physical Plant Information

Indoor Premises Floor Plan

- Linear dimensions of each unit (label length & width, NOT total square footage)
- Drawing of how units fit into overall building; include kitchen layout and use
- All levels of building represented on floor plans
- Room name/number identified per unit
- Age group identified per unit
- Infant sleep/play space identified
 - barrier type _____
 - barrier height _____
- Infant/Toddler units changing tables and sinks marked
- # of toilets _____ and hand sinks _____ in bathrooms and throughout facility (1:15 CCC)
- Source of drinking water _____
- Access to water _____
- All exits to outside marked
- North indicated on plans

Outdoor Play Area

(Not required for preschools unless in program)

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

- Other outdoor surface identified

- Shade Identified

Printed Name: _____

Signature: _____