

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



INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A LICENSED DAY CARE REFERRAL AGENCY

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.

Applicants must complete ITEMS 1 THROUGH 8 BELOW. If you are applying for a NEW licensed Day Care Referral Agency, return the required forms and fees to the Kansas Department of Health and Environment (KDHE) at the above address.

INTENT TO CONTINUE: (ANNUAL RENEWAL) **COMPLETE THE FORMS LISTED UNDER 1 THROUGH 4 BELOW.** If you are renewing your current license, return the required forms and the annual licensing fee to KDHE at the above address.

CLOSURE: If you are no longer operating your Licensed Day Care Referral Agency, you must notify KDHE of your closure. Complete Sections I (**Notification of Closure**), II and VI of the application and send it along with your license to KDHE at the above address.

1. INSTRUCTIONS FOR APPLICATION:

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 services prior to receiving a temporary permit or license.

CLEARLY PRINT OR TYPE using black ink Complete all statements and include all requested information as attachments to the application. Please review the completed application prior to mailing to KDHE to be sure that all items listed on the application are included and **CAREFULLY CHECK** the accuracy of the information you are submitting. **Incomplete applications may be returned.**

2. BACKGROUND AND REGISTRY CHECK FORMS - CCL 002 (revised 12/2018) and **CCL 002a:

Complete the Background and Registry Checks for Child Care Facilities form CCL 002 that was revised 12/2018. CLEARLY PRINT OR TYPE all information requested.

****Effective 12/1/2018 - Form CCL002a must be used to determine appropriate role for each affiliate.**

Effective June 7, 2018, requirements for background checks changed (K.A.R. 28-4-125). For certain individual(s) working, residing or volunteering in a facility a fingerprint-based background check and fee may be required. For additional information regarding the background check process and fee(s), visit www.kdheks.gov/kidsnet.

EVERY INDIVIDUAL WORKING, RESIDING, OR VOLUNTEERING IN A FACILITY MUST HAVE A COMPLETED BACKGROUND AND REGISTRY CHECK. This includes yourself, any individual at least 10 years of age residing in the facility, any individual working or volunteering in the facility and any individual whose activities involve supervised or unsupervised access to children. **DO NOT INCLUDE** children enrolled for child care. New individual(s) must be submitted for a background and registry checks and results received prior to being permitted to work, reside, or volunteer in a facility. KDHE will notify the applicant/licensee when fingerprint-based background check(s) are required and when results are received.

3. FIRE SAFETY:

NEW APPLICANTS: Contact the Kansas State Fire Marshal's Office and obtain a fire safety acceptance. Acceptance must be submitted with the application. A temporary permit or license will not be issued until fire acceptance is submitted. To obtain the General Rules or Forms as well as obtain requirements for new programs, please contact the Kansas State Fire Marshal's Office one of the following ways:

ONLINE: Visit the website at www.kansas.gov/firemarshal.

TELEPHONE: If you do not have access to a computer, call the Kansas State Fire Marshal's Office at 785-296-3401. Request that instructions and forms for a Child Care Center or Preschool be mailed to you.

INTENT TO CONTINUE/ANNUAL RENEWAL: A fire inspection will be conducted annually. The fire inspection report must be provided to the surveyor for review during the annual inspection. If it has been more than one year since the last fire safety inspection, contact the State Fire Marshal at 785-296-3401.

4. FEES:

A. LICENSE FEE:

A payment for \$75 must accompany the application. If payment is made by debit or credit card, complete information as required on the application. If payment is made by check, cashier's check or money order make payable to KDHE. The license fee is not refundable.

B. LOCAL FEE:

KDHE contracts with local health departments or private contractors to provide local regulatory services. Private contractors may charge a local fee. Please contact your local child care licensing surveyor to determine the amount of any local fee(s) and submit that fee directly to the local health department or private contractor per their instructions.

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

5. 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, 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 Employer Identification Number (FEIN) and the Kansas Secretary of State's Business Entity Identification Number (BEIN). 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 Employer Identification Number (FEIN) assigned to the legal owner. Submit verification of Governmental Authority 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.

6. PROGRAM INFORMATION:

A. Description of Services to be provided. Include information such as educational services, resources provided, etc.

B. Organization Chart including position titles and job descriptions for all staff. Clearly designate the individual or governing body which exercises authority over and has responsibility for the operation, policies and practices of the Day Care Referral Agency.

7. PHYSICAL PLANT INFORMATION:

A. Floor plan.

Include a drawing showing how the day care resource and referral agency fits into the overall floor plan of a building. Indicate if other type of business is conducted within the building. Mark all of the exits to the outside.

8. LOCAL CODE APPROVAL:

Local codes and ordinances may prescribe other requirements for the legal operation of a day care referral agency. Applicant must submit **written approval** from the appropriate local agencies indicating that all local codes are met or that there are none which apply.

**** ADDITIONAL INFORMATION ****

ANNUAL 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** application is received and the facility is ready for occupancy. Your local child care licensing surveyor will make an **ANNOUNCED** initial inspection of the facility. All future inspections including compliance checks, complaint investigations and annual reviews are **UNANNOUNCED**. The annual inspection will not necessarily occur at the time of your annual renewal date. KDHE provides dates for inspection to the local child care licensing surveyor. Inspection dates may change from year to year. If you have questions or comments about your inspection, please contact KDHE at 785-296-1270.

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. Additional forms may be obtained from the KDHE website at www.kdheks.gov/kidsnet/.

REGULATORY QUESTIONS:

The local child care licensing surveyor is your first and primary person of contact for questions about your child care facility, child care laws and regulations. Surveyors have a supply of Laws and Regulation books. To request a regulation book, contact your local surveyor or download the laws and regulations from the KDHE website at www.kdheks.gov/kidsnet/.

Good Beginnings Last A Lifetime!