

APPLICATION CHECKLIST FOR HOME DAY CARE IN A NON-RESIDENTIAL OR COMMERCIAL BUILDING

INSTRUCTIONS

- Review CCL. 201a Instructions for Completing the Application for a New Licensed Day Care Home or Group Day Care Home.
- KDHE may take up to 90 days for processing once the application is deemed to be complete.
- Applications are processed in the order received. Incomplete applications will be returned.
- Complete, sign, and return this checklist with the application and all required documents.
- If completing application online, ensure all required documents are attached/uploaded prior to adding payment information.

Name of the Facility: _____

Name of Facility Contact Person: _____ Contact person phone # _____

Facility Physical Address _____

General Information

- Application
- Orientation date

Supporting Documents

- Site Approval CCL 201c
- Kansas State Fire Marshal Referral Letter
 - Fire Approval
- Local Code Approval Letter
 - Local/county zoning ordinances
- Sanitarian Approval letter, if applicable
- Background and Registry Check
 - Submitted online or using form CCL 002

Legal Owner/Operator Documentation (select applicable)

- Individual, Partnership, or Association (not incorporated)
 - Copy of Social Security Card, Driver's License or Birth Certificate for each owner
- LLC
- Corporation
- Government Agency/School
- Church/Religious Board
- Business Entity Identification Number (BEIN), if applicable
- Federal Employer Identification Number (FEIN), if applicable

- Written permission to use premises if renting or leasing
- Copy of deed or document showing ownership

Physical Facility Information

Indoor Floor Plan:

- Floor plan drawing of the entire building (all levels), identifying the use of each area. Identify any other uses of the building.
- Indicate linear dimensions (length and width, NOT total square footage) for each area to be used for children.
- Indicate location and layout of the kitchen.
- Indicate location and layout of restrooms to be used for children.
 - Indicate number and location of toilets in each restroom.
 - Indicate number and location of handwashing sinks in each restroom.

- Mark all facility exits that lead directly to the outside.
- Indicate on the floor plan which direction is North.
- Indicate any adjacent or nearby businesses.

Outdoor Play Space Plan:

- Outdoor play space must be on the premises.
- Indicate the location and linear dimensions (length and width, NOT total square footage) of all outdoor play spaces.
- Indicate the route children will take to access the outdoor play space.
- If a fence is required pursuant to KAR 28-4-115(i)(1), indicate fence type and fence height.

Facility Contact Person Signature _____ Date _____