

**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.kdhe.ks.gov/280/Child-Care-Licensing](http://www.kdhe.ks.gov/280/Child-Care-Licensing)



## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A NEW LICENSED DAY CARE HOME OR GROUP DAY CARE HOME**

Use these instructions to complete **CCL. 201 APPLICATION FOR A NEW LICENSED DAY CARE HOME OR GROUP DAY CARE HOME** if you are:

- Applying to open a facility for the first time,
- A currently licensed facility that is moving,
- A currently licensed facility that is changing program type,
- A currently licensed facility that is changing ownership.

### **1. APPLICATION INFORMATION**

- Application for a license must be received at least 90 days before the anticipated opening date of the facility. Applications are processed in the order received. The facility is not authorized to provide child care prior to receiving a temporary permit or license.
- Clearly print or type using black or blue ink.
- Complete all statements and submit all requested information as attachments to the application (form CCL. 201).
- Review the application to be sure that all items listed on the application are included prior to mailing to KDHE. Incomplete applications will be returned.

### **2. ORIENTATION**

- An orientation is required to process the application. If you have not attended an orientation session, **STOP** and contact the local child care licensing surveyor for your county before continuing with the application.
  - Find your county surveyor at <https://www.kdhe.ks.gov/280/Child-Care-Licensing>.
- The local child care licensing surveyor is the primary contact for questions about child care laws and regulations, and about opening a new facility.

### **3. FIRE APPROVAL:**

- Facilities must have fire safety approval from the Kansas State Fire Marshal (KSFM).
  - If facility is in a non-residential or commercial location, see additional requirements in #7 below.
- If the facility has been inspected for fire safety, print the date of the inspection on the application.
- If the facility has not yet been inspected for fire safety, leave the date of inspection blank.
  - A representative from KSFM will contact you to schedule an inspection after application is received.
- For information about fire rules for home daycares and to access required forms, visit the KSFM website, or contact them directly.
  - Online: <https://www.firemarshal.ks.gov/>
  - Phone: 785-296-3401
  - Email: [prevention@ks.gov](mailto:prevention@ks.gov)

### **4. VERIFICATION OF THE LEGAL OWNER OR OPERATOR:**

- Individual or individuals that is/are not incorporated
  - Each applicant must be a high school graduate or the equivalent (GED) to apply for a license.
- Corporation, LLC, and LLP

- Submit the Federal Employer Identification Number (FEIN)
- Submit 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, LLC, or LLP, include authorization statement signed by the owner of the property granting permission for the operation of the program on the premises.
- Governmental Entity/Agency or School District
  - Submit the Federal Employer Identification Number (FEIN) assigned to the legal owner.
  - If located in a church, school, or other building not owned by the entity, include authorization statement signed by the owner of the property granting permission for the operation of the program on the premises.
- If facility is in a non-residential or commercial location, see additional requirements in #7 below.

## 5. BACKGROUND AND REGISTRY CHECK

- Every individual working, residing, or volunteering in a facility must have a completed background and registry check.
- Complete form CCL 002 BACKGROUND AND REGISTRY CHECKS FOR CHILD CARE FACILITIES for any individual 10 years of age or older residing in the facility, and for any individual working or volunteering in the facility.
  - Fingerprint Background Checks (comprehensive):
    - Certain individuals working, residing, or volunteering in a facility will require a fingerprint-based background check.
    - KDHE will notify the applicant/licensee via email when fingerprint-based background checks (comprehensive) are required.
- For additional information regarding the background check process and associated fees, visit <https://www.kdhe.ks.gov/281/Background-Check-Information>.

## 6. FEES

- **KDHE LICENSE FEE:**
  - The KDHE license fee is non-refundable.
    - Licensed Day Care Home fee is \$85.00.
    - Group Day Care Home fee is \$87.00.
  - Payment based on facility type must accompany the application.
    - Credit/debit card: Complete information in Section VII of the application.
    - Check, cashier's check or money order: Make payable to KDHE and include with application.
- **LOCAL FEE:**
  - KDHE contracts with local health departments or private contractors to provide local child care licensing services. They may charge a local fee.
  - Contact your local surveyor to determine the amount of any local fee. Submit the fee directly to the local health department or private contractor, per their instructions.

## 7. ADDITIONAL REQUIREMENTS FOR FACILITIES IN A NON-RESIDENTIAL OR COMMERCIAL LOCATION

- Submit all requested information as attachments to the application.
- **SITE APPROVAL:**
  - Work with your local surveyor to complete CCL 201c.
- **FIRE APPROVAL:**
  - Fire safety requirements for a non-residential or commercial location are different than for a residential location.
  - A Kansas State Fire Marshal Referral Letter showing occupancy approval must be submitted with the application.
  - For information about fire requirements for daycare facilities in non-residential locations, and to access required forms, visit the KSFM website, or contact them directly.
    - Online: <https://www.firemarshal.ks.gov/>

- Phone: 785-296-3401
  - Email: [prevention@ks.gov](mailto:prevention@ks.gov)
- **VERIFICATION OF THE LEGAL OWNER OR OPERATOR:**
  - Individual or individuals that is/are not incorporated
    - Submit a copy of the Social Security Card, Driver’s License, or Birth Certificate for each owner.
  - Corporation, LLC, and LLP
    - Submit a copy of the lease or deed for the property.
  - Governmental Entity/Agency or School District
    - Submit a copy of the lease or deed for the property.
- **LOCAL CODE APPROVAL:**
  - Local city or county zoning codes and ordinances may impose other requirements for the legal operation of a day care home in a non-residential or commercial location.
  - Submit written approval from the appropriate city or county building codes offices indicating that all local zoning codes have been met, or that there are no zoning codes that apply.
- **SANITARIAN APPROVAL:**
  - If the facility is not connected to public water or sewage, submit written approval from the local sanitarian.
- **PHYSICAL FACILITY INFORMATION:**
  - **Indoor Floor Plan**
    - Submit a 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.
- **APPLICATION CHECKLIST:**
  - Complete and sign form CCL. 201b APPLICATION CHECKLIST FOR DAY CARE HOME IN A COMMERCIAL BUILDING.

***Good Beginnings Last A Lifetime!***