

APPLICATION CHECKLIST FOR DROP IN PROGRAMS

Instructions: Review CCL.801a 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 _____

Facility # (if previously licensed) _____

General Information

- Application
- 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 (name and supporting qualifying documentation, K.A.R.28-4-587)
- Description of Services
 - Transportation
 - Daily Activities/Services

Physical Plant Information

Indoor Premises

- Linear dimensions (label length & width, NOT total square footage)
- Drawing of how units fit into overall building
- All levels of building represented on floor plans
- # of toilets _____ and hand sinks _____ in bathrooms
- Source of drinking water _____
- Access to water _____
- All exits to outside marked
- North indicated on plans

Outdoor Premises/Activity Area

(If on premises)

- Location and linear dimensions of fenced area (label length & width, NOT total square footage)
- Fence type (if in place) _____
- Fence height _____
- Route children take to playground shown
- Location of water & restrooms

Printed Name: _____

Signature: _____