

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
www.kdheks.gov/kidsnet



INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A LICENSED SCHOOL AGE DROP-IN PROGRAM

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 School Age Drop-In Program, return the required forms and fee to the Kansas Department of Health and Environment (KDHE) at the above address.

****Form CCL.801b Application Checklist** is available for your use and is required to be completed, signed, and submitted with the application.

****If you are submitting an online application, ensure that all documents are attached prior to adding payment information.**

INTENT TO CONTINUE: (ANNUAL RENEWAL) COMPLETE THE FORMS LISTED UNDER 1, 3, 4, and 5 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 School Age Drop-In Program, 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 to children or youth prior to receiving a temporary permit or license.

CLEARLY PRINT OR TYPE using black ink. Complete all statements carefully and include all requested information as attachments. 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.**

TOTAL LICENSE CAPACITY OF THE FACILITY. Provide the requested capacity for the facility. Total capacity of a facility will be determined by KDHE at the time of licensure. The maximum capacity of a facility is determined by program director qualifications, available indoor and outdoor space for children, and fire approval.

SHOW FACILITY ADDRESS ON WEBSITE. Checking "yes" to this question authorizes KDHE to publish the facility address and phone number on a compliance report made available to the public through the online compliance information system.

2. ORIENTATION:

If you currently have a license, you do not need to complete this section. If you are applying for a new license, please complete the date of your orientation. If you have not attended an orientation session, please contact the local child care facility surveyor.

3. BACKGROUND AND REGISTRY CHECK FORMS - CCL 002 and CCL 002a DIP Affiliate Roles

Complete the Background and Registry Checks for Child Care Facilities form CCL 002. CLEARLY PRINT OR TYPE all information requested.

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.

BACKGROUND AND REGISTRY CHECK FORMS (Continued)

Fingerprint Background Checks: For certain individual(s) working, residing or volunteering in a facility a fingerprint-based background check and fee may be required. KDHE will notify the applicant/licensee when fingerprint-based background check(s) are required and when results are received. For additional information regarding the background check process and fee(s), visit www.kdheks.gov/kidsnet.

4. 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.

**** Approval Documents should include the following:**

- *Local Jurisdiction Approval Notice;*
- *State Fire Marshal Plan Review Approval Letter;*
- *Kansas State Fire Marshal Referral Letter.*

INTENT TO CONTINUE/ANNUAL RENEWAL: The School Age Drop-In Program must comply with all applicable rules and regulations of the Kansas State Fire Marshal. An annual fire safety inspection will be conducted. A copy of the fire safety inspection is to be available for review by the local child care licensing surveyor. If the School Age Drop-In Program is located in a public school or public recreation facility, the current fire safety inspection for the facility is accepted as the current fire safety inspection for the school age program. If you have questions about the fire safety inspection, contact the State Fire Marshal at 785-296-3401.

5. FEES:

A. LICENSE FEE:

The license fee amount is \$20.00, which 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.

6. 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 Identification Number and the Kansas Secretary of State's Business Entity ID Number. 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 Identification Number assigned to the legal owner. 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.

7. PROGRAM INFORMATION:

- A. **Description of Program Activities and Services to be provided;** including a statement of the program's purpose and goals and a description of services provided such as: educational and recreational activities, transportation, the number and ages of children and youth for whom the program is designed, anticipated opening date, etc. Please indicate the type of building the program will operate in; such as a recreation center, elementary school, church, etc. (a floor plan may be requested).
- B. **Qualified Program Director pursuant to K.A.R. 28-4-701(d).** Submit a KDHE Program Director Approval letter if available. The Program Director approval application is available on the KDHE website at: www.kdheks.gov/kidsnet

8. SANITARIAN'S APPROVAL:

If connected to private water or sewage disposal system a sanitarian's approval is necessary to verify compliance as required by K.S.A. 65-508(a).

**** ADDITIONAL INFORMATION ****

KDHE ANNUAL KDHE INSPECTION:

K.S.A. 65-512 requires that all licensed facilities be inspected at least once every twelve months. An initial, scheduled 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 and the surrounding outdoor area. 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 CHILD CARE 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. Forms are also available for download at the KDHE website www.kdheks.gov/kidsnet.

REGULATORY QUESTIONS:

The local child care licensing surveyor is your first and primary contact for questions about your child care facility, child care laws and regulations. Surveyors have a supply of Law 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. Surveyors are also a good source of information about other local services including educational opportunities that may be available to child care facility owners and staff.

OTHER INFORMATION:

Once you have obtained a temporary permit or license, you may be eligible for services provided by other agencies.

Child Care Reimbursement for families receiving assistance with child care. For more information about contracting with the Department for Children and Families (DCF) to receive child care payments from families receiving assistance with child care, please contact DCF at 1-888-369-4777. The local child care licensing surveyor or child care resource and referral agency can provide you with the contact information for your area.

Child and Adult Care Food Program. You may be eligible for partial reimbursement for providing nutritious meals and snacks to children in your care. Contact the food program sponsor serving your area. The local child care licensing surveyor or child care resource and referral agency can provide you with the contact information for a sponsor in your area.

Child Care Resource and Referral Agencies are available to assist you with training and referral services. For more information, contact the local child care resource and referral agency or Child Care Aware at 1-877-678-2548 or www.ks.childcareaware.org.

Good Beginnings Last A Lifetime!