

# Opening a New Child Care Program or Facility

## What you need to know to get started!

We at the KCCTO-KITS Infant-Toddler Specialist Network (ITSN) are so excited to see your interest in starting a new childcare program! Providing quality childcare can be a challenging, yet endlessly rewarding career. We hope the tips and tools in this packet will guide you in the development of your childcare program. Please take a few minutes to read through the information and contact us with any comments or questions!

- Is the childcare field right for you?
- What are the requirements to open a licensed childcare home, group home or childcare center?
- How do you decide what ages you will serve?
- What do you need to start?
- How will you market your program?
- Who can you contact for further training and assistance?



**CONTACT US:**  
Phone: 800-227-3578  
Or 785-532-7197  
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The KCCTO-KITS Infant-Toddler Specialist Network is a program of the Kansas Child Care Training Opportunities, Inc. and the University of Kansas Life Span Institute at Parsons and is supported through a grant from the Kansas Department for Children and Families-Child Care and Early Education Services. However, information or opinions expressed herein do not necessarily reflect the position or policy of the agency and no official endorsement should be inferred.

# Is the Child Care Field Right for You?

## Strengths/Needs Self-Assessment

- Do you enjoy being with young children and have the desire and patience necessary to care for them?
- Do you have the support and encouragement of your family?
- Are you able to provide appropriate space to accommodate the equipment and materials needed for infants? Toddlers? Preschoolers? School ages?
- Do you have the time, knowledge, skills, and motivation to make a small business succeed?
- Are you comfortable with the financial risk involved until your business gets established?
- Are you able to meet the necessary education and training requirements for child care providers in Kansas?
- What knowledge and skills do you think you would need to be able to promote all areas of child development, address the behavioral challenges of young children, and communicate effectively with parents?
- Are you willing to invest time and resources toward your/staff professional development such as attending classes and networking with other professionals?
- Are you ready to contact your licensing surveyor and participate in a new provider orientation?

Your answers to these questions may leave you looking for more information. If so, please contact us at:

KCCTO office, 800-227-3578 or  
[kccto.inc@gmail.com](mailto:kccto.inc@gmail.com)



# What are some of the general requirements to open a licensed home, group home, or childcare center?

Primary care providers and program directors must be 18 years of age and a high school graduate or the equivalent; must not be involved in childcare or combination of child care and other employment for more than 18 hours in a 24-hour period; must not be engaged in business or social activities that interfere with care and supervision of children.

Prior to opening, your building/home must be inspected and approved by the local licensing surveyor, fire safety officer, and a local building inspector (when required for new/remodeled buildings).

Anyone over the age of 10 working with children, or living in the home where care is provided, must pass a KBI background and child abuse registry check.

Records for all employed providers, household members over 16, staff, and program directors must be current and on-site at all times (to include: health assessment, up-to-date immunizations, negative TB tests, emergency contact information, education and experience, date of employment, and references.



All animals exposed to children must be maintained in a sanitary manner and be current on all required vaccinations.

Records for all children enrolled must be current and on-site at all times (to include: health assessment, up-to-date immunizations, emergency contact information, parent permission for field trips and emergency care, and authorized contacts.

Applicants with temporary permits and licensees shall arrange for substitute care for children in event of temporary or extended absence of primary care provider.

# What are some of the options to consider when you open a licensed home, group home, or childcare center?

Both centers and home/group providers have the option to participate in the Child and Adult Care Food Program (CACFP), which will reimburse you for healthy meals/snacks you serve.

Once you receive a temporary license, the ITSN specialist for your region will contact you to offer support! It's always an option!

The Kansas Department for Children and Families (DCF) Child Care Subsidy Program helps many types of families pay for child care costs.

These include:

- Families who receive TANF (Temporary Assistance for Needy Families) - This program helps these families get and keep jobs.
- Low-income, working families.
- Some families in education or training activities - This provides help for keeping a job or getting a better job.
- Teen parents completing high school or GED

Child care assistance is issued to eligible families using the Electronic Benefit transfer (EBT) Kansas Benefits card (similar to a debit card). Families use this assistance to pay providers electronically, transferring the money to the provider's bank account when the family requests it. Providers must enroll with eFunds Corp. in order to get payment.

Parents can choose any licensed child care home/group/or center that participates in the DCF Child Care Subsidy Program. Providers interested in enrollment to serve subsidized families should call 1-888-369-4777 or visit a local DCF office.

# What are the educational and professional development requirements to open a licensed home, group home, or childcare center?

Licensee who will also be program director must meet the licensed capacity specific training requirements as outlined in K.A.R. 28-4-429.

## Before Applying for a License

Primary care providers and program directors must be 18 years of age and a high school graduate or the equivalent.

Applicant (for center, home, or group), must attend a KDHE approved orientation regarding the requirements to open a child care center, home or group.

## Within 30 Days Following Initial Application or Employment

- All providers, staff, and program directors are required to complete health and safety training on the following topics:
- Child Abuse/Neglect Identification, Prevention, and Reporting
  - Basic Child Development
  - Safe Sleep Practices and SIDS
  - Infectious Disease Prevention/Control
  - Prevention/Response to Emergencies due to Food/Allergies
  - Building and Premises Safety
  - Emergency Preparedness/Response Planning
  - Hazardous Materials Handling/Storage
  - Precautions When Transporting Children
  - Medication Administration (and before administering medication to any child)

All providers, staff, and program directors must be certified in Pediatric First Aid and CPR.

A provider must meet one of the following requirements:

- Have a Child Development Associate credential
- Complete at least 15 hours of professional development training, which may include the training required on topics (a) through (j)
- Have at least three months of previous Employment in a facility or in a child care Center, as defined in K.A.R. 28-4-420, that has been in continuous operation for three or more years
- Meet the requirements for a program director of a child care center as specified in K.A.R. 28-4-429

## Within 7 Days of Hiring New Director and/or Staff

An orientation to the program must be provided to each new program director and staff and each individual caring for the children in a home/group (before that person is solely responsible for the children). The orientation must include the following items: Licensing regulations; Policies and practices of the program (emergency procedures, behavior management, and discipline; Schedule of daily activities; Care and supervision of children in care; Health and safety practice; Confidentiality

# What are the licensed home/group home specific ratio requirements?

## Licensed Home vs. Group Home

“Day care home” means the premises on which care is provided for a maximum of 10 children under 16 years of age, with a limited number of children under five years of age in accordance with K.A.R.28-4-114(e).

“Group day care home” means the premises on which care is provided for a maximum of 12 children under 16 years of age, with a limited number of children under five years of age in accordance with K.A.R.28-4-114(f).



## Licensed Daycare Home Ratio of Children To One Provider

Under 18 mos.	18 mos. to Kindergarten	Kindergarten to 11 years	Total Capacity
3	3	2	8
2	4	3	9
1	5	4	10
0	7	3	10

## Group Home Ratio of Children to Two Providers

Under 18 mos.	18 mos. to Kindergarten	Kindergarten to 11 years	Total Capacity
1	8	3	12
2	7	3	12
3	6	3	12
4	4	2	10

# What are the licensed childcare center specific ratio requirements?

## Child Care Center

1. Which provides care and educational activities for 13 or more children two weeks to 16 years of age for more than three hours and less than 24 hours per day including day time, evening, and nighttime care; or
2. Which provides before and after school care for school-age children. A facility may have fewer than 13 children and be licensed as a center if the program and building meet child care center regulations.  
K.A.R.28-4-420(d)



## Minimum Staff: Child Ratios

Age of children	Min. Staff: Child Ratio	Max. number of children per unit
Infants (2 weeks-12 mos.)	1 to 3	9
Infants-6 years	1 to 4 (max.2 infants)	8 (max.4 infants)
Toddlers (12 mos.-2 1/2 yrs. if walking alone)	1 to 5	10
2-3 years	1 to 7	14
2 1/2 years-school age	1 to 10	20
3 years-school age	1 to 12	24
Kindergarten enrollees	1 to 14	28
School-age	1 to 16	32

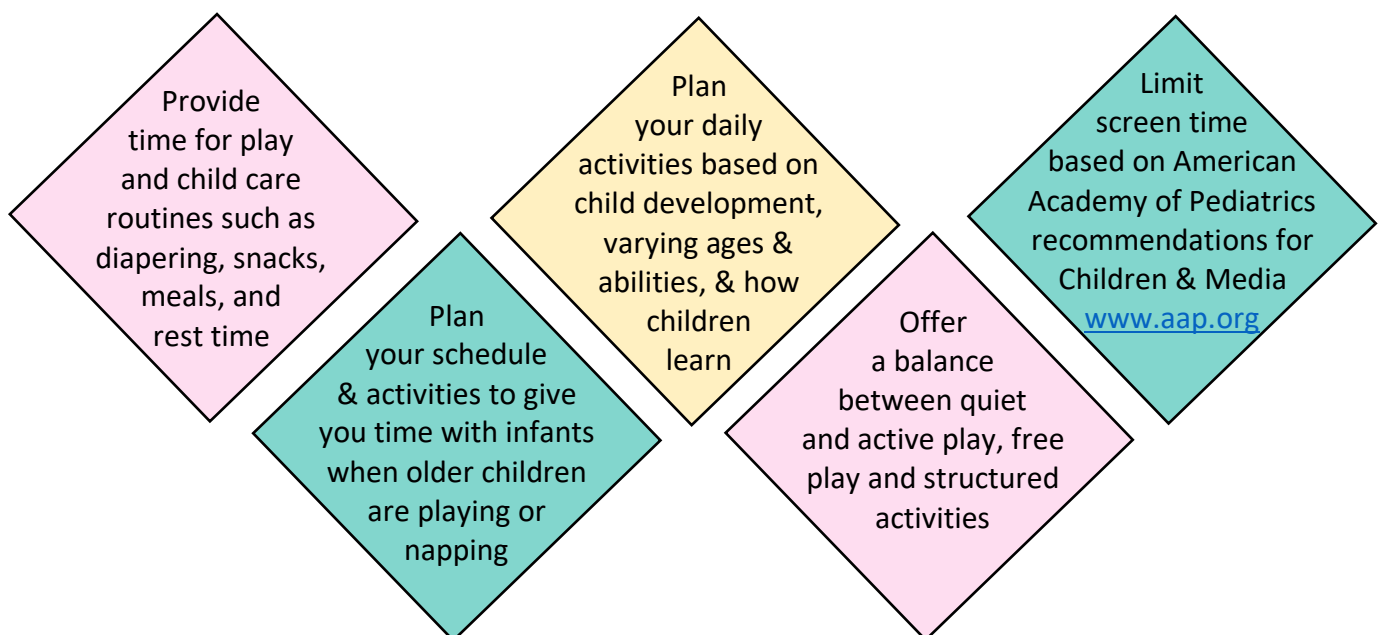
# What do you need to start?

The list below provides a guide regarding **SOME** of the items and building features you will need in your home or center:

Knowing the requirements to open and run a childcare program are just the first steps. Having the appropriate materials, equipment, space, schedules, and routines, is important to the success of your program. Of course, furniture, equipment and materials must meet applicable safety requirements (<https://www.cpsc.gov/>).

Child-sized table and chairs and highchairs	Car and infant seats (if providing transportation)
Individual crib or playpen for each infant	Beds, cots, or nap pads for each older child
Sheets and blankets for each older child	Changing table or mat
Variety of art materials	Books for children of all ages
Games and puzzles	Sorting and stacking toys
Dolls and props for pretend play	Building materials like wooden blocks, Lego's, etc.
Musical instruments, CD player or radio	Outdoor play equipment
Storage bins/drawers for materials and belongings	Smoke detectors and fire extinguisher
25 – 35 square feet of play space for each child	Electrical outlet and doorknob covers, cabinet and drawer locks
A working phone with emergency numbers posted	Rails for all stairways with more than two steps

Consider the suggestions below when planning your daily routines and schedule:





# How will you market your program?



Contact  
Child Care Aware  
of Kansas to be added to  
the parent referral list:  
[info@hildcaraware.org](mailto:info@hildcaraware.org)  
1-877-678-2548  
785-357-5171



Ensure your  
voice mail is setup  
to catch prospective  
families when you are  
unable to answer  
your phone

Consider joining:  
Your local child care  
association/day care  
connection, if available:  
Child Care Providers Coalition  
of KS <http://www.ccpcofks.com>  
NAEYC, <https://www.naeyc.org/>  
KAEYC, <http://www.kaeyc.net/>

Social media can be  
a great way to connect with  
new and existing families!  
It is important to have strict  
privacy guidelines that are  
agreed upon between you  
and your families

Create  
business  
cards and have  
them with you  
at all times.

# What can the KCCTO-KITS ITSN do to support you as a new provider and beyond?

The KCCTO-KITS Infant-Toddler Specialist Network (ITSN) consists of professionals from a variety of educational and experiential backgrounds who can provide a range of services and resources to early childhood teachers, administrators, and family childcare providers across the state of Kansas.

As a provider or director, we can provide you with onsite, community-based, or online content specific training. We can work with you in a variety of ways, through phone calls, messaging, email, or on-site visits, whatever works best for you. In addition to training, we can provide short or long-term consultation and coaching on topics you choose, or intensive technical assistance plans to help you reach long range goals (as requested/needed).

Through the KCCTO-KITS partnership, the ITSN also offers varied web-based resources and support. KCCTO online courses were developed for both new and experienced childcare providers in Kansas and course schedules and descriptions can be found at [www.kccto.org](http://www.kccto.org). The technical assistance link found on [www.kskits.org](http://www.kskits.org) provides you quick access to relevant and reliable web-based resources on topics important to our field and our practices.

As early childhood professionals who, like you, are devoted to the well-being of infants, young children, and their families, we are excited to join you in supporting quality early care and education for all Kansas children!

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