

## STARTING A DAY CARE

This guide was designed to help residents who are interested in starting a home day care business. Home day cares are allowed in residential areas in the City; however, home day cares are not allowed in apartment complexes. There are no exceptions to this rule! Should you have questions about the material contained in this brochure please feel free to call the City Clerk's Office at 742-6014.

## NUMBER OF CHILDREN

City ordinance limits the number of children per home day care. You may care for a maximum of six (6) children. No more than three (3) of these children can be under the age of eighteen (18) months. Included in the limit are your own children under the age of sixteen (16). Please note that this is slightly more restrictive than state law. If you wish to care for more than six (6) children, you must obtain a Special Use Permit approved by both the Planning Commission and City Council.



## SPECIAL USE PERMIT

A Special Use Permit requires a \$100 application fee in addition to the Business License fee, a certificate of ownership from a certified title company for your property, the owner and legal descriptions for all property within 200 feet, and 18 copies of your site plan. For additional information about Special Use Permits, contact the Planning Department at 742-6011.

## BUSINESS LICENSE

All home day cares are required to have an Business License. The fee is \$40 per year and is pro-rated throughout the year. The licensing year runs from October 1 to September 30. When you apply for your license, you will be required to complete an application, obtain the signature of a City Planner, and pay the licensing fee. The City Planner will explain to you zoning regulations and sign restrictions related to home occupations. Before the City can issue your actual license, we require a copy of your state license. Once you receive your state license, you can mail the Licensing Division a copy and your license will be forwarded to you.

## EMPLOYEES

You may employ up to the equivalent of one full-time employee (up to 40 hrs. per week combined if more than one employee).

## STATE LICENSE

In order to obtain a license to operate a day care in the City of Shawnee, you must be licensed with the State of Kansas. The Kansas Child Care Licensing law requires anyone providing care for children other than those related by blood, marriage or adoption to be licensed with the Kansas Department of Health and Environment. Application can be made through the Child Care Facilities Program at the Johnson County Health Department, 477-8068 or 477-833. In order to obtain your license, you must attend an informational meeting conducted by the Johnson County Health Department. Meetings are held monthly at 11875 S. Sunset, Olathe, Kansas.



The Johnson County Health Department diligently pursues child care providers who are not licensed with the State of Kansas. Violators are prosecuted in District Court. Residents who operate a home day care without a City license are prosecuted in Municipal Court.

## FIRE INSPECTION

An annual Residential Day Care Inspection is required for all home day cares operating in the City of Shawnee. Inspections can be scheduled by contacting the Fire Department at (913) 631-1080. There is no fee for the inspection. The Fire Department will inspect the home and complete the form required for State registration. The completed form will be returned to the owner after the City Clerk's office receives the application for the Business License and the licensing fee. When conducting inspections, the Fire Department follows the 2013 Edition of the Johnson County, Kansas Home Daycare Handbook.

### FIREFIGHTERS LOOK FOR THE FOLLOWING:

1. Every room used by children for sleeping, activity or dining purposes has a primary means of escape and any floor used by children for sleeping, activity or dining purposes has a secondary means of escape that is approved by the Shawnee Fire Marshal prior to occupancy.
2. Every bathroom door can be unlocked from the outside at all times and the unlocking key device is readily accessible to you. Every closet door can easily be opened from the inside by children at all times.
3. Every required exit door to the outside is easily opened from the inside at all times.
4. Daycare homes and group daycare homes that start after 01/13/2014 shall have either wired or wireless interconnected smoke alarms throughout the home. Daycare homes and group daycare homes in operation prior to 01/13/2014 may still use battery operated single station smoke

alarms but are highly recommended to upgrade to either wireless or hard wired interconnected smoke alarms.

5. Smoke alarms are provided in each sleeping room and on each level of the facility and tested monthly with documentation kept for review.
6. Smoke alarms shall be replaced after they reach ten years of age.
7. All unused electrical outlets in licensed area have child-resistant protective covers.
8. A carbon monoxide alarm shall be installed.
9. All natural gas, kerosene, wood or propane space heaters are vented to the outside of your home. All vented fuel-fired (natural gas, kerosene, wood, or propane) room heaters are protected by a barrier which prevents children from getting close to the heater. Any water heater is equipped with a properly installed pressure relief valve.



*This brochure is a summary of City ordinances related to operating a home day care business in the City of Shawnee. Complete copies of these ordinances are available at City Hall from the City Clerk's Department.*

Shawnee City Hall  
11110 Johnson Drive  
Shawnee, Kansas 66203  
(913) 631-2500

01/15/14

# LICENSING A HOME DAY CARE

SHAWNEE

