

CHILD CARE LICENSING ONLINE INFORMATION DISSEMINATION SYSTEM

Visit the [Child Care Aware](#) for assistance locating child care or call toll free 877.678.2548 to request a list of child care facilities in your area. The online information system is a tool to support families in making informed child care choices. Utilize the system to review the licensing history of a child care facility regulated by KDHE. Once your search returns records, select the correct facility. The Child Care Facility Report will be displayed. There is an option to print the report (top right corner).

SEARCH TIPS

1. Search by LICENSE NUMBER. This is a seven-digit number and may include zeros. (Ex: 0001234)
2. If LICENSE NUMBER is not available, enter all known information (owner name, facility name, etc). Searching by more than one field will limit the number of results making it easier to identify the facility.
3. Do not use any punctuation in the search fields.
4. When searching by the OWNER NAME, check your spelling. The owner's name is printed on the license and spelled as requested by the owner. (Ex: Susan Smith vs. Susie Smith) Only the facility owner's name is searchable. The system does not provide names of staff working at the facility.
5. If the owner is a business entity, such as a corporation or LLC, search by the FACILITY NAME. (Ex: LaPetite).
6. Use the PROGRAM TYPE (type of license issued) to narrow your search. (Ex: Child Care Center).
7. When searching by COUNTY, you must select a second field to narrow the search.

If you do not find the facility you are searching for, try again using less information. If still not successful, contact the child care licensing open records staff for assistance. Email kdhe.cclr@ks.gov or call 785.296.1270 during business hours.

Field Descriptions

- **License Number:** This is a seven-digit unique identifier for a child care facility. (Ex: 0001234) The license number is printed on the license posted at the facility. The number may be requested from KDHE Child Care Licensing.
- **Owner First Name and Owner Last Name:** This is the owner's first and last name. The owner is the individual that applied for and received the license to operate the child care facility. The owner's name is printed on the license posted at the facility. The owner may or may not be a person that provides care on site at the facility. Search by FACILITY NAME if the facility is owned by a business or corporation, rather than an individual.
- **Facility Name:** This is the name of the facility chosen by the owner at the time of application. If Susan Smith was applying for a child care facility, she might name her facility "ABC Child Care." The facility name is printed on the license posted at the facility.
- **Program Type:** This is the type of license issued. Choose the type of facility from the list (Ex: Child Care Center, Licensed Day Care Home, or Preschool). The program type is printed on the license posted at the facility. For more information about program types and program requirements, visit the Child Care Licensing website www.kdheks.gov/kidsnet.

- **County** – This is the county where the child care facility is located.
- **City** – This is the city of where the child care facility is located.
- **Zip Code** – Only enter the first five digits of the zip code. Do not enter the extended 4-digit zip code.
- **Enter Captcha** – For security reasons, you are now required to enter the captcha characters displayed at the bottom of the page. If you cannot read the captcha characters, click on the [“Generate New Image”](#) link and new characters will be displayed. You may click this link as many times as you need. See screen shot below.



Enter Captcha: [Generate New Image](#)