

OLA - 114

# Licensed School Age Care Programs Located in a School – Floor Plan Review



South Dakota  
Department of  
**Social Services**

OFFICE OF LICENSING & ACCREDITATION

**FLOOR PLAN REVIEW HANDBOOK  
FOR SCHOOL AGE PROGRAMS  
OPERATING IN A SCHOOL BUILDING  
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## INTRODUCTION

**State law requires a school age program to be licensed prior to operating a program located in a school.**

Before a license is issued, a floor plan review of the school building must first be conducted. Once the floor plans are approved, the inspections are completed, and the license is issued.

Once the decision is made to pursue licensure, the licensing applicant is responsible for completing the following plan review steps:

1. Review all regulation requirements
2. Submit all necessary written documentation

The licensing applicant's attention to detail will ensure this process is completed efficiently to prevent any unnecessary delays.

## REGULATION REQUIREMENTS

The inquiry packet sent by the licensing specialist will include copies of or links to the regulations for a school age program. The Administrative Rule chapters as outlined below contain all regulation information needed to establish and operate a school age care program.

The checklist in this booklet contains some of those requirements, but not all. The purpose of this checklist is to ensure the information needed to complete a floor plan review is included. There are many other details of a school age care program that don't relate to the plan review and are therefore not noted in this booklet.

Regulation information can also be viewed at:

- [Licensing Programs \(sd.gov\)](http://sd.gov) School age Program (school age children only)

The licensing specialist can answer any questions regarding the floor plan review process.

## NECESSARY WRITTEN DOCUMENTATION OVERVIEW

A complete set of plans and plan details will help to ensure this process proceeds in a timely manner. Overlooking even "seemingly" minor details will delay the review process - impacting the time it will take before operation of the program can begin. The written documentation to be submitted includes:

☐ The Proposal & Specification checklist

☐ The floor plans

All information can be electronically submitted or mailed to your local licensing specialist. If submitting hard copies of your project plan information, please submit **three** copies for the review process. **Please submit all information at one time.**

## STEP 1 – THE PROPOSAL & SPECIFICATION CHECKLIST

Administrative Rules require that all proposed licensed programs inform the Department of their purpose and function. The Proposal & Specification Checklist is included on page 4-5. Please submit this information along with the floor plan to your licensing specialist.

## STEP 2 - THE FLOOR PLAN

Perhaps the most important part of the initial work is completing the floor plan of the school. The floor plans of the entire school are to be ***drawn to scale*** and need to highlight the space within the school to be used by the licensed program. There are certain requirements for the floor plan depending on the nature of your proposal.

**Please remember, the plans will be reviewed by individuals who have not physically been to this school and only “see” it through the information submitted. The plans must have as much information as possible. There may be requests for additional information.**

School Building – All new school construction requests are to be submitted in writing prior to construction and approved by the State Fire Marshal’s office. All existing school building should have been previously approved by the Fire Marshal’s office prior to construction.

☐ Please mark indicating the proposed or existing school has been approved by the State Fire Marshal’s office. If you are not certain, please contact the State Fire Marshal’s office at 605-773-3562.

## STEP 3 - THE SPECIFICATIONS

The specifications will be a detailed description of items that cannot be seen on paper and a description of any plans to install items currently not located in the school. The specifications will need to list such details as:

☒ number of levels located in school & what level(s) will be used for care

The following Program Proposal & Specification Checklist includes required specification information needing to be submitted along with the floor plans.

## PROGRAM PROPOSAL & SPECIFICATION CHECKLIST LICENSED SCHOOL AGE PROGRAM LOCATED IN A SCHOOL BUILDING

There are fire codes that pertain to schools as well as School Age programs located in a school building. These codes include that children in Kindergarten through 2<sup>nd</sup> grades cannot be located on a lower or upper level of the building unless the building includes certain fire protection equipment. Schools are built so all classrooms needing to be used by K-2<sup>nd</sup> grade children are located on the main level. This review helps ensure School Age programs meet the same fire codes during school age care hours.

### 1. PROGRAM INFORMATION:

Name of proposed licensed program: \_\_\_\_\_

Physical address of the proposed program: \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. TYPE OF REVIEW REQUESTED:

- ☐ New license
- ☐ Ownership change with no changes to existing space currently utilized
- ☐ Ownership change with changes to usage of space
- ☐ Change to, add on, or deletion of space/room previously approved for use

### 3. PROGRAM ADMINISTRATION:

- ☐ Non-Profit organization: CEO Name: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ School administered: Principal Name: \_\_\_\_\_ Email: \_\_\_\_\_
- ☐ Other: (explain) \_\_\_\_\_

### 4. PROGRAM OPERATION:

Number of children to be served? \_\_\_\_\_

Ages of children to be served? \_\_\_\_\_

Days of the week the program will be in operation? \_\_\_\_\_

Will the program operate all day on non-school days including the summer, in-service days, etc.?

☐ Yes ☐ No

Hours of operation? \_\_\_\_\_

Are there opportunities for outside play? ☐ Yes ☐ No If yes, Where? \_\_\_\_\_

Are meals served? ☐ Yes ☐ No Are snacks served? ☐ Yes ☐ No

Are meals or snacks prepared onsite, provided by each child's parent, or catered in? \_\_\_\_\_

Name of the entity providing the catered meals, if applicable \_\_\_\_\_

How many levels are there in the school building? \_\_\_\_\_

Which levels are used by this program? \_\_\_\_\_

**5. FLOOR PLANS:** Please submit a copy of the school building floor plans. Most programs have been able to easily access an 8"x11" size drawing of the entire school to submit. If you are not able to submit an 8" x 11" size drawing, please submit three copies of the drawing for review.

Each of the following need to be present on the floor plans to complete a review:

- ☐ Each room to be used is highlighted on the plan.
- ☐ The floor plan shows the measurement of each classroom to be used by the program.
- ☐ Each room is labeled as to its use (i.e. kitchen, main classroom, restroom, etc.).
- ☐ The drawing of the school includes all interior and exterior walls, stairways, etc.
- ☐ If meals will be prepared in the kitchen, show location of sinks, dishwasher, stove, refrigerator, etc.
- ☐ Indicate which restrooms are used by the program, show the number of toilets and hand sinks in each.
- ☐ If the sinks utilized are large basin style sinks, please list the total number of faucets for each sink.
- ☐ Measurements of the outdoor play area.

**NOTE:** If your program is in the basement area or on a 2<sup>nd</sup> floor of the school, please submit floor plans for each level of the school so we can determine exiting patterns.

**Mail or email all the above materials to your Child Care Licensing Specialist.**

#### **REVIEW PROCESS:**

Once the above information is received, the information will be sent to the State Health Department and the State Fire Marshal's office for review. These agencies conduct plan reviews for most state licensed facilities. This is a time intensive process and these agencies work as quickly as possible. The time frame for completion can depend largely on the number of plans submitted to the agency from different state agencies at the same time.

When the floor plan review is complete, both of those agencies prepare a review letter or approval notification outlining any issues that need correction for the facility to meet compliance with the fire and health regulations. At this point it is important to determine if the plans to start a program will move forward as proposed or not.

After any compliance items noted in the review letters from the Fire Marshall's Office or Health Department are corrected, contact the licensing specialist to arrange for the final on-site inspections. The final inspection is two-fold. A Facility Safety Inspection will be completed by the Dept. of Public Safety and the Program Inspection will be completed by the Child Care Licensing Specialist to ensure all licensing requirements are met.

There will also be some additional paperwork required for licensure (application, screening forms, etc.) that the licensing specialist will provide. It is very important to have continued communication with the licensing specialist through this process.

## **Americans With Disabilities Act and Accessibility Requirements For Child Care Facilities and School Age Programs**

The American's with Disabilities Act (ADA) prohibits discrimination on the basis of disability in

- The private sector and in state and local governments
- Public accommodations and services provided by public and private entities

“No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation.”

As a person interested in beginning a child care or school age program you need to be aware that the ADA requirements apply to your facility. In the construction phase, it is important that you work with your architect or engineer to assure your facility's features meet ADA Accessibility requirements.

*Where can I learn more about ADA and the Accessibility Requirements?*

[www.ADA.gov](http://www.ADA.gov) is a link to commonly asked questions specific to child care and the ADA.

The United States (US) Department of Justice provides technical assistance and guidance in the area of Accessibility Guidelines. A copy of the guidelines can be obtained from this agency.

*Who enforces the ADA Accessibility Requirements?*

The US Department of Justice.

*Resources to learn more about and/or contact the US Department of Justice*

Call 1-800-514-0301 (voice) 1-800-514-0383 (TDD)

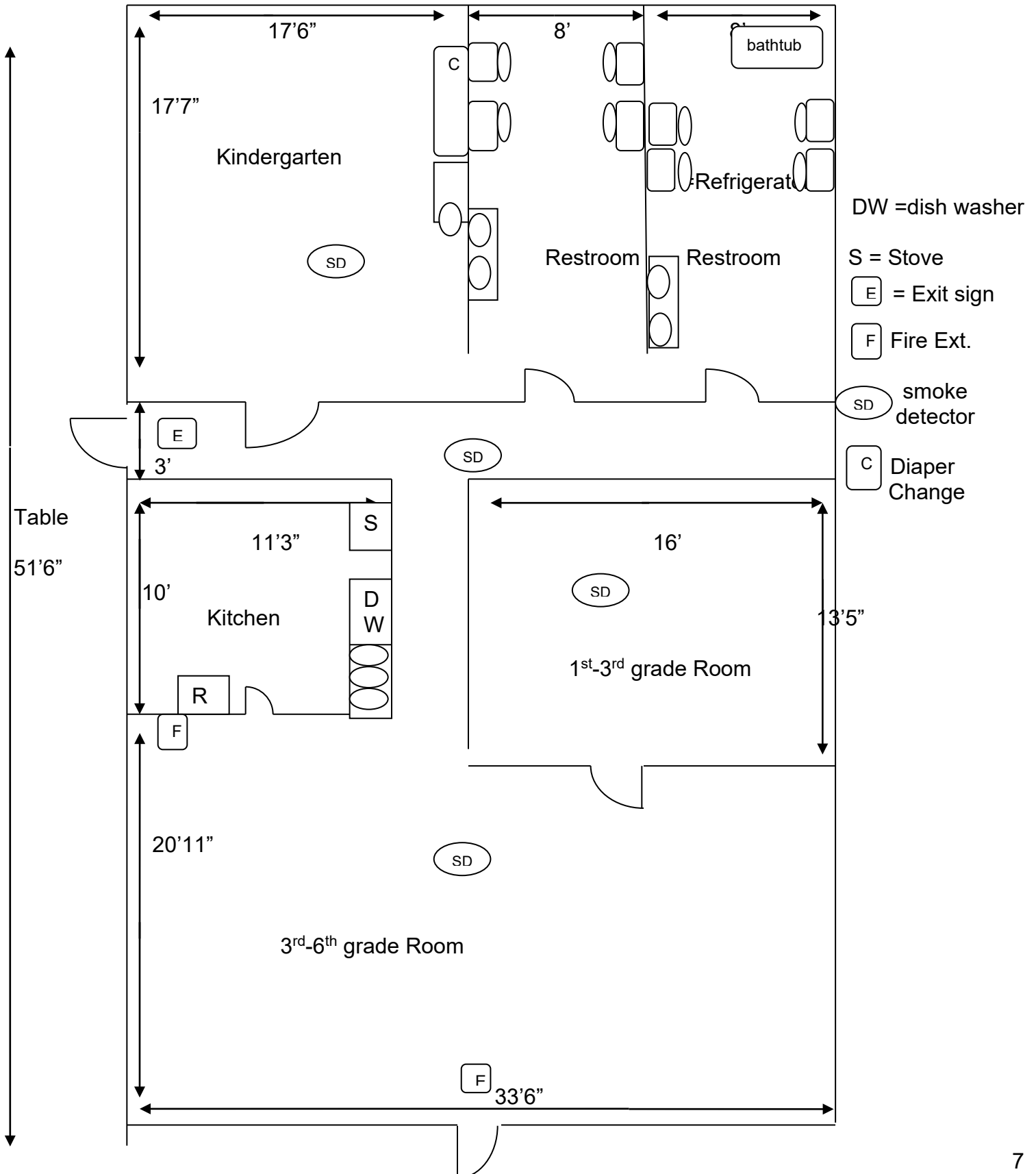
ADA specialists are available at various times Monday through Friday.

This service permits businesses, State and local governments, or others to call and ask questions about general or specific ADA requirements including questions about the ADA Standards for Accessible Design.

[Child Care Centers and the ADA](#)

[Commonly Asked Questions About Child Care and the ADA](#)

# Sample Floor Plan





# Sample Plot Pan

