

# FLOOR PLAN REVIEW PROCESS AND PROGRAM PROPOSAL

Office of Licensing & Accreditation Child  
Care Licensing for School-age Care Programs  
Located in a School



This booklet will explain the proposal and floor plan review process to obtain a license to operate a school age care program in the State of South Dakota

OLA-114, Effective July 3, 2023



South Dakota  
Department of  
**Social Services**

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# Floor Plan Introduction

State law requires a school age care program to be licensed prior to operating. Before a license is issued, a floor plan review of the school building must first be conducted. The following information is intended for programs located in a school building; if your program is not in a school building, please request the appropriate information from the licensing specialist.

When an initial school age care license is requested, a floor plan review must first be conducted to ensure the building is safe. Once the floor plans are approved, an inspection is completed.

Any time there are any proposed changes to the program, those changes need to be submitted for review before the changes are made to prevent extra costs. This includes but is not limited to moving or removing walls or exit doors, changes to fire protection systems, and using space in the building that was not previously approved.

A change in ownership will require a new floor plan review process, and it is recommended that the review process be completed before a change in ownership is finalized. If no changes to the floor plan will be made, the new applicant can sign and date the existing floor plan and complete the program proposal.

In starting this business venture, it is important to also become familiar with licensing rules and construction requirements before proceeding. You can access a copy of the current Administrative Rules of South Dakota 67:42:17 that are applicable to child care licensure at <https://sdlegislature.gov/Rules/Administrative/67:42:17>. The *Guide to Child Care Licensing Rules and Resources for Licensed Programs* provides additional clarification and resources and is available at <https://dss.sd.gov/childcare/licensing/>.

Once the above information is received, information will be submitted for review to the State Health Department and the State Fire Marshal's office. 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.

For additional business planning information, please feel free to visit: <https://sdbusinesshelp.com/small-business-development-center/>.

After the Floor Plan Review process is complete, you will receive additional information on the next steps in the licensing process. These include the application, background checks, orientation training, and a monitoring visit to confirm compliance with licensing rules.

Contact the licensing specialist with any questions regarding the floor plan review and application process.

# The Floor Plan

The floor plan of the entire building are to be **drawn to scale** and need to highlight the space to be used by the licensed program. If only using a portion of a building for school age care, *the plans for the entire building still need to be submitted* in order to determine where the child care space fits into the large scheme of the building and to determine exiting patterns.

A complete set of plans and plan details will help to ensure this process proceeds in a timely manner. Overlooking even seemingly minor details may delay the review process, impacting the time it will take before operation of the program can begin. 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 and submit all information at one time.

## Building Floor Plan and Program Proposal

### For School Age Programs Located in a School Building

#### Program Information:

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

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

#### Contact person:

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Type of Review Requested:

- New license
- Expansion to an existing license
- Changes to approved space or room usage
- Ownership change with no changes to approved space or room usage

- Ownership change with changes to usage of space
- Please mark indicating if the proposed or existing school building 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.

Expected operational date: \_\_\_\_\_

### Program Operation:

Number of children you hope to serve? \_\_\_\_\_

If this is an expansion of an existing license, how many additional children do you hope to serve? \_\_\_\_\_ Describe changes to which rooms on the floor plan will now be used or no longer used. \_\_\_\_\_

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

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

Are children separated by age groups? \_\_\_\_\_

Are there opportunities for outside play?  Yes  No

If yes, where? \_\_\_\_\_

Is there a fenced playground?  Yes  No

\*A fence may be required if hazards are present.

Are meals provided?  Yes  No

If yes, are they prepared onsite or catered? \_\_\_\_\_

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

Is there more than one level to the building?  Yes  No If yes, how many? \_\_\_\_\_

What level of the building will the licensed program be located on? \_\_\_\_\_

\* Fire codes require that rooms used by kindergarten – second grade children are located on the main level.

## The Floor Plan Drawing:

Floor plans – **drawn to scale** – must be submitted. Whether the floor plans are submitted digitally or in hard copy, it is essential the plans are neat and easy to read. Use the following as a checklist to ensure that each of these details is present on the floor plan to expeditiously complete a review:

- Each room in the building should be labeled by its current use (i.e., classroom room, kitchen, restroom, storage, office).
- Each room used for play space should be labeled by number and current use (i.e., #1 library, #2 art and music room, #3 game room, etc.) and provide the room's measurements not including permanent and stationary furniture and equipment.  
\*Total capacity is based on 35 square feet per child of play space for a child care center and 25 square feet per child of play space for a school age program.
- List any rooms used by children for only a portion of the day and not included in the overall capacity, i.e., gym, multi-purpose room, cafeteria. \_\_\_\_\_  
\*A written plan on the use of these rooms will be required.
- Location of toilets and sinks in the bathrooms.  
\*Total capacity is based on restroom facilities - 1 bathroom hand sink and 1 toilet required for every 15 children. The toilets and hand sinks must be included in the same bathroom to be counted for capacity; a hand sink in a classroom cannot be counted in determining the capacity. If there are large basin style sinks utilized, list the number of faucets in each sink.
- Label the plan with directions (north, south, west, and east).
- Dimensions of the outdoor play area and its location.  
\*Total capacity is based on 50 square feet of outdoor space per child.
- The floor plans are signed and dated by the owner or individual responsible for the program.

A complete set of plans and plan details will help 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 completed Building Floor Plan and Program Proposal
- Digital floor plans or **three** sets of hard copy floor plans

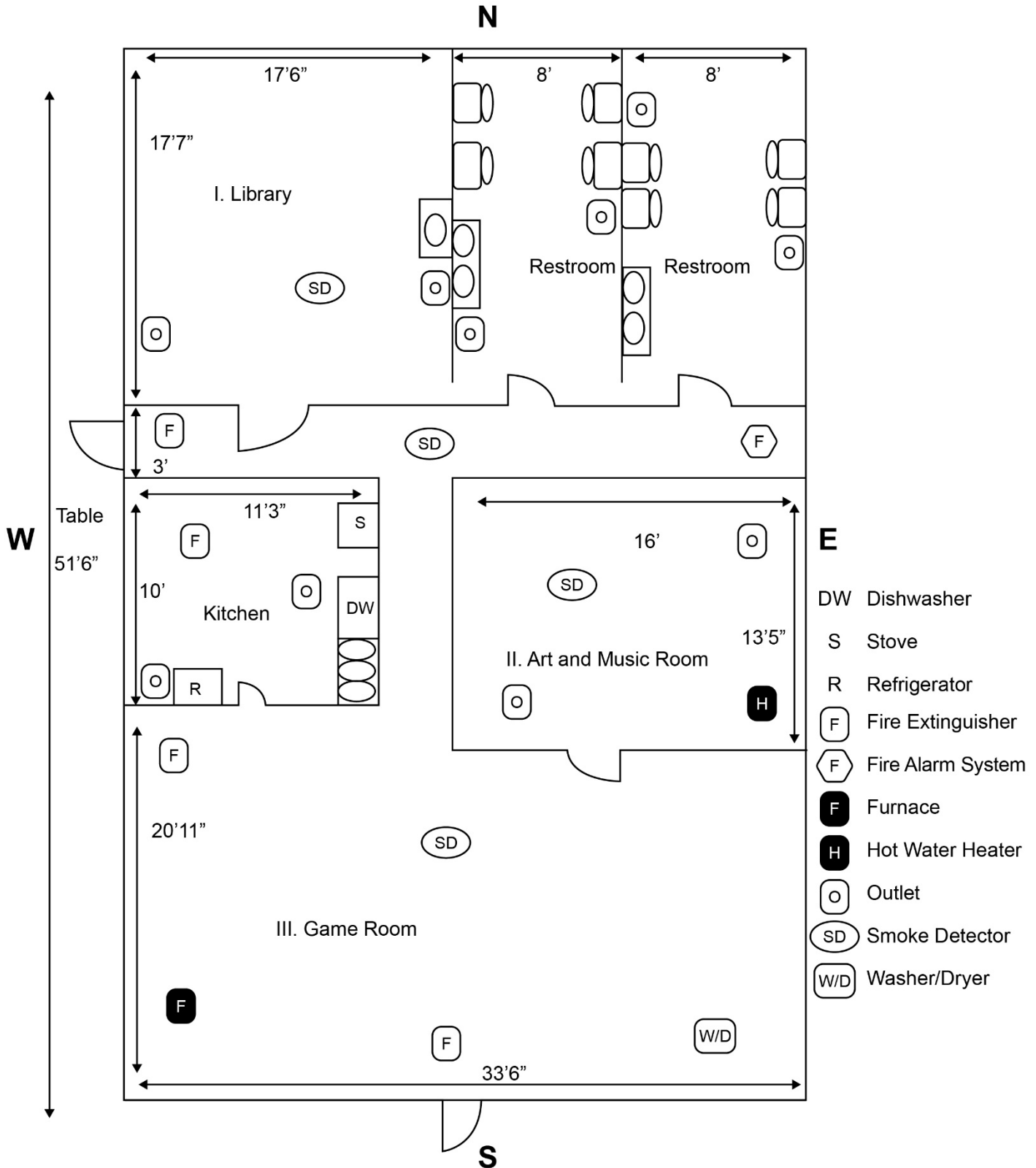
All information can be electronically submitted or mailed to your local licensing specialist. Please **submit all information at one time**.

I have completed the Building Floor Plan and Program Proposal and reviewed the floor plans and hereby declare and affirm that they are, to the best of my knowledge and belief, true and correct.

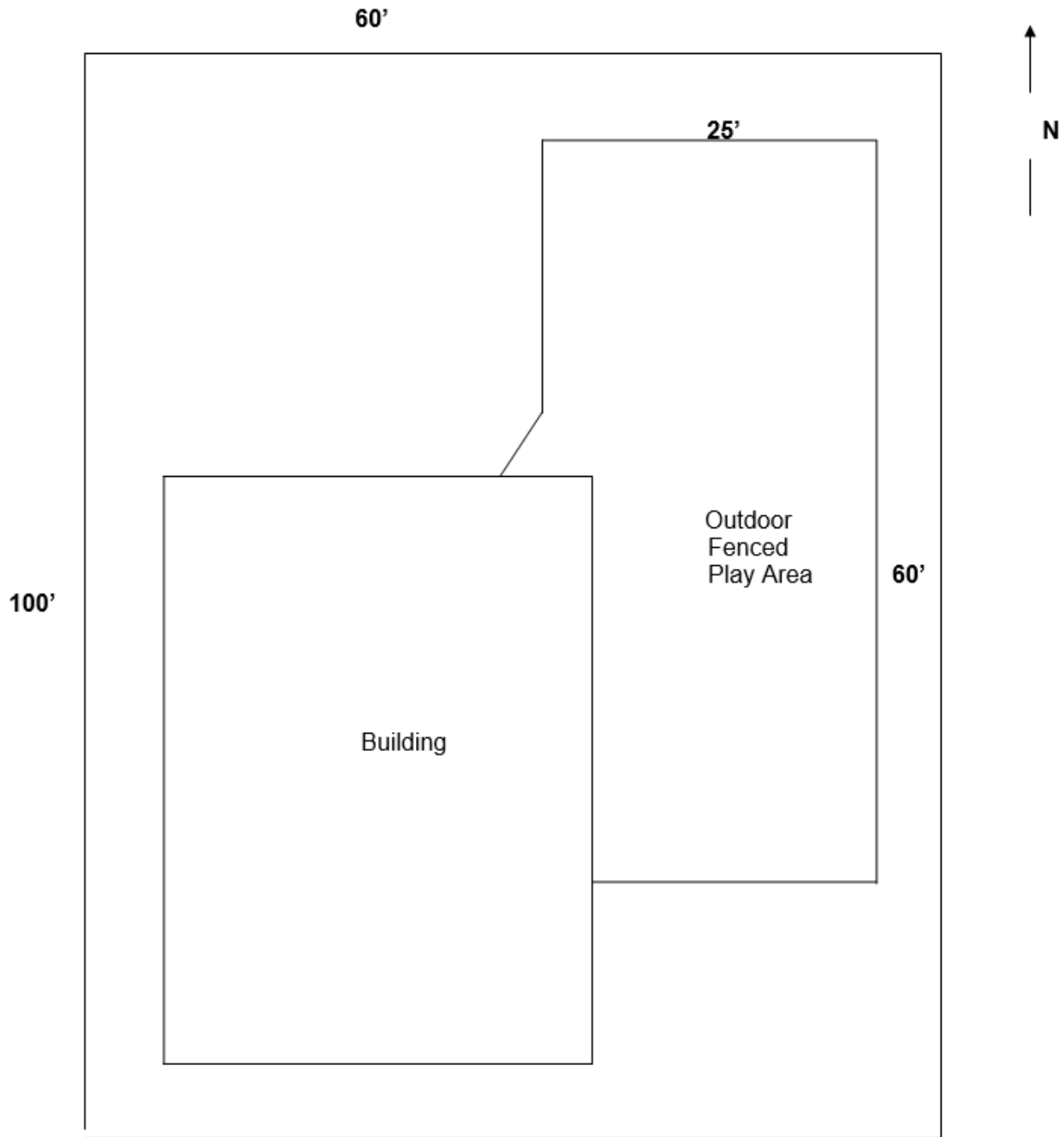
\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date

# Sample Floor Plan



# Sample Plot Plan



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

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

Contact Person: \_\_\_\_\_

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