

KSFM 2024-006 - KSFM Prevention Information Release

To: Childcare providers

Subject: New license or license amendments.

Childcare center owners and/or operators wishing to open a new facility or make amendments to an existing facility are required to submit plans to the Office of the Kansas State Fire Marshal for review and approval. When plans for new construction or license amendments are reviewed by OSFM, they are typically reviewed within 30 days. The focus of the OSFM is on compliance with the International Building Code with special attention placed on exiting, notification, detection, separation, and suppression.

If any of the following conditions are met, the facility is considered a childcare center by OSFM:

- Provides care & educational activities for any children as young as 2 weeks of age.
- Sessions last between three hours and a full day.
- Care is provided for more than three hours and less than 24 hours per day.
- Meals are served.
- Napping takes place.

If any of these conditions are met, the facility is considered a childcare center and must meet the building/fire code requirements for a Group I-4 or Group E Occupancy using the I-4 exception.

2006 International Building Code

308.5.2 Childcare facility. A facility that provides supervision and personal care on less than a 24-hour basis for more than five children 2 1/2 years of age or less shall be classified as Group I-4.

***Exception:** A child day care facility that provides care for more than five but no more than 100 children 2 1/2 years or less of age, when the rooms where such children are cared for are located on the level of exit discharge and each of these childcare rooms has an exit door directly to the exterior, shall be classified as Group E.*

Important Note: These plans are reviewed in their entirety and the approvals are **as submitted**. Any changes or deviations from the submitted plan will result in the facility having to correct the issue within the building or resubmit the plan for an amended review.

OSFM will not make changes to the facility approval due to submittal errors, oversight, or a changing of minds.

Additionally, the information submitted to OSFM, and the subsequent approval is the information that will be included in the referral that gets submitted to your licensing agency. The information provided to OSFM within the submittal must match the information that is provided to your licensing agency.

For questions and to assist you in complying with the requirements, the KSFM has a section on its website devoted to childcare facilities and plan review process.

Please visit <https://www.firemarshal.ks.gov/368/Child-Care-Center>.

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