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

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South Dakota Department of Social Services



Contents

Floor Plan Introduction 1

The Floor Plan 2

Building Floor Plan and Program Proposal 2

Sample Floor Plan 6

Sample Plot Pan 7

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 Fire Marshal's office. The Office of Licensing & Accreditation will determine the capacity for each room and overall capacity based on space available and number of restrooms accessible. The time frame for completion can depend largely on the number of plans submitted to the agency. Reviews requested at the end and beginning of the school year may take additional time as the volume is traditionally high.

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

Floor plans for the entire building must include highlighted space to be used by the licensed program as well as square footage for each space utilized to determine capacity. 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

Note: This information is intended to be used as a guide to know what information will be requested of each individual completing this process in the OLA MIS Provider Portal. This is not a document to fill out for submission.

Submission Information:

Will you be submitting floor plans through the portal? Yes/No (If no, then this will not be a required upload.)

Will you be mailing the floor plans to: Yes/No (If yes, then this will not be a required upload.)

Office of Licensing & Accreditation
Attn: Stacie Ugofsky
1501 South Highline Avenue; Suite 2E
Sioux Falls, SD 57110

Additional documents you may upload:

- Floor plan (Depends on the yes/no answer above)
- Pictures – optional

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- to include square footage and notation for each room to be licensed- 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. The following checklist will indicate yes/no answers in the portal. This checklist is intended to assist you in preparing for completion of this process in the portal. Please ensure each detail outlined is present and visable 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.

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 on the time it will take before operation of the program can begin. Please ensure the following has been indicated for completion in the OLA MIS Provider Portal:

- ☐ The completed Building Floor Plan and Program Proposal completed in the portal.
- ☐ Digital floor plans or **three** sets of hard copy floor plans. This is indicated in the portal to answer how you will submit. Digital plans will be uploaded in the portal.

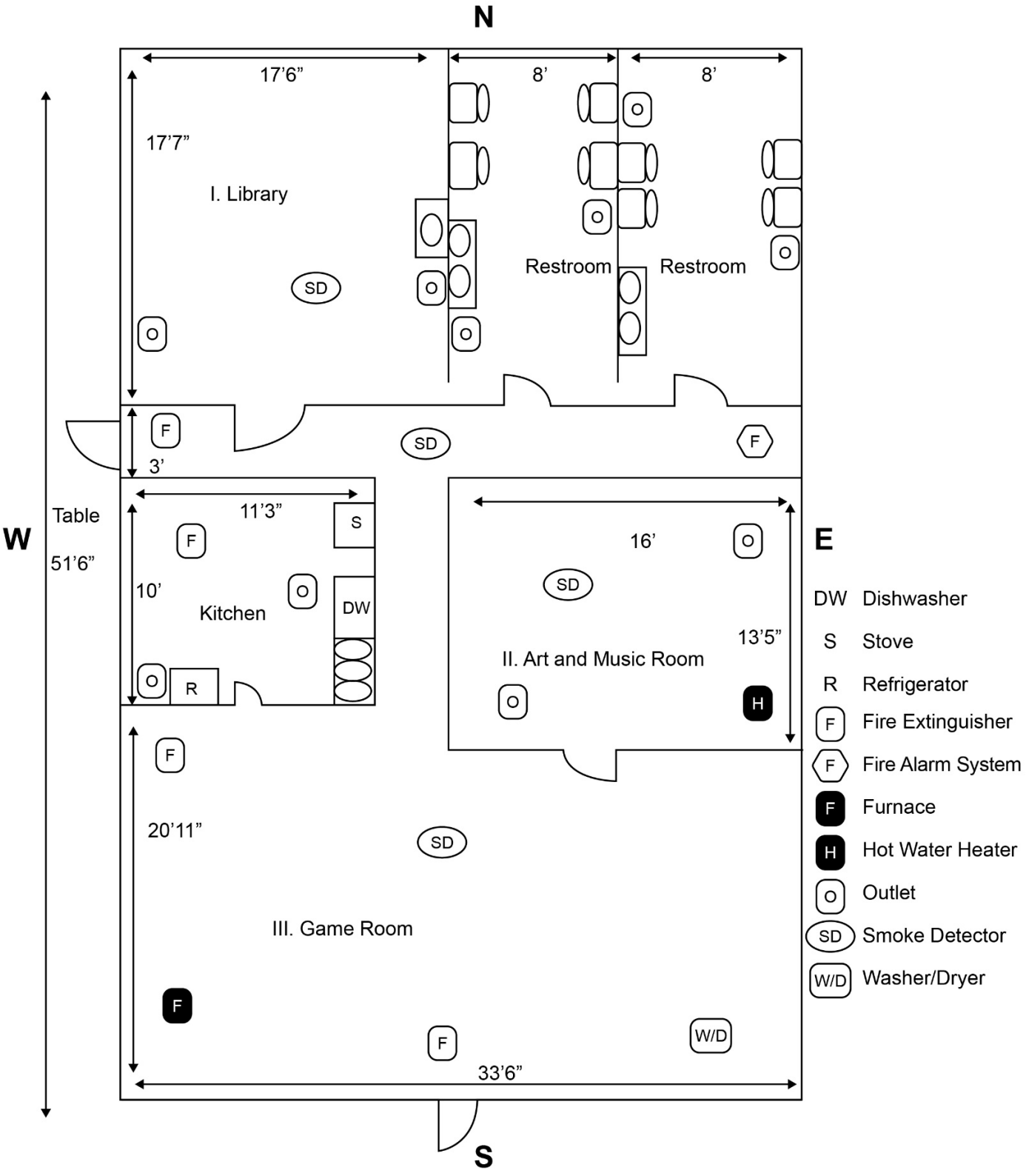
All information can be electronically submitted or mailed to Stacie Ugofsky, lead licensing specialist. Please **submit all information at one time**.

You will be required to sign and date your acknowledgement of submission in the OLA MIS portal. "I have completed the Building Floor Plan and Specifications Checklist 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

