

Environmental Health Services

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ALBEMARLE REGIONAL HEALTH SERVICES
ENVIRONMENTAL HEALTH
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CHILD CARE CENTER PLAN REVIEW APPLICATION

The North Carolina Rules Governing the Sanitation of Child Care Centers (15A NCAC 18A .2800) require that plans be submitted for approval prior to construction / renovation / modification / change of ownership of such facilities by the local Health Department: Environmental Health Services.

Plans must be submitted with the necessary paperwork (see checklist below) to Albemarle Regional Health Services.

SUBMITTAL CHECKLIST:

- Plans must include a drawing showing the placement of equipment in the facility, including any storage, food service areas, diaper changing areas, trashcan wash facilities, along with general plumbing, electrical, and mechanical and lighting drawings and equipment and finished schedules.
- Each childcare classroom should be identified by the age group(s) using the room
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and potable water.
- Proposed menu if cooking onsite OR provide catering menu
- A completed copy of this Child Care Center Plan Review Application/ Pay application fee \$250

Type of Application:

☐ CONSTRUCTION: NEW

☐ REOPENING Of a CLOSED Child Care Center

☐ CONSTRUCTION: REMODEL

☐ CHANGE of OWNERSHIP

Name of proposed Child Care Center: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Phone (if available): _____

Owner: _____

Address: _____

City & State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

Operator/Director contact: _____

Phone: _____ E-mail Address: _____

Applicant Name & Title: _____

Phone: _____ E-mail Address: _____

Projected start date of construction: _____ Projected opening date: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

• **GENERAL INFORMATION**

Hours of operation (hours/ day) : _____

Proposed maximum capacity of center _____

Number of children: _____ Number of Staff: _____

List age groups & number of classrooms per group: _____

Is this center located in a residence? YES ☐ NO ☐

What year was the structure built? _____

Structures built prior to 1978 may require a Lead Hazard investigation completed by the Health Department

Lead Hazard Investigation Required? YES ☐ NO ☐

Lead testing completed for all water outlets used for drinking or food preparation (.2816 b): YES ☐ NO ☐

Have you contacted NC DCDEE State Licensing Agent? YES ☐ NO ☐

If yes, Please list their name: _____

Water Supply: MUNICIPAL (City/County) ☐ PRIVATE WELL ☐

Wastewater Disposal: MUNICIPAL (Sewer) ☐ SEPTIC SYSTEM ☐

• **FOOD SERVICE & PREPARATION**

How will meals be provided?

☐ Prepared/cooked on-site

☐ Catered from a permitted Food Service Establishment or approved Child Care Center

Name of Facility providing food: _____

☐ Other (parents, etc) Provide Specifics: _____

Will Potentially hazardous foods be prepared prior to the day of service? YES ☐ NO ☐

Will potentially hazardous foods be reheated? YES ☐ NO ☐

Will salads containing potentially hazardous foods be prepared? YES ☐ NO ☐

Will any foods be fried? ("Frying" means to cook over direct heat in hot oil or fat. This includes the oil or fat that is generated by the food or added to the cooking utensil.) YES ☐ NO ☐

Will frozen food be thawed on site? YES ☐ NO ☐ How? _____

Will raw fruits/vegetables be provided by the center? YES ☐ NO ☐ Describe volume, procedure, and

location for Washing/preparation: _____

What will your food delivery and pick-up schedule be? _____

Will human milk be stored frozen? YES ☐ NO ☐

Will frozen human milk be stored for more than 7 days? YES ☐ NO ☐ If YES , Where? _____

Will bulk specialty milk (almond, soy, etc.) be provided by parents? YES ☐ NO ☐ if YES Where will it be stored? _____

Will bulk food items be stored in classroom food prep area refrigerators? YES ☐ NO ☐

Where will dry goods, canned food, paper products and single service articles be stored? _____

Will bulk snacks/food be stored in classrooms YES ☐ NO ☐

Will bulk cold foods be stored in classrooms YES ☐ NO ☐

Will children's lunches be brought from home? YES ☐ NO ☐

Lunches and other meals brought from home containing potentially hazardous foods shall be refrigerated at 45 degrees or below. How will these foods be stored? (classroom refrigerator or kitchen/cafeteria refrigeration, etc.)? _____

Where will children eat meals? (family style in classroom, dining area etc?) _____

Will dishes, silverware etc. be washed? YES ☐ NO ☐

a) If YES, a 3-compartment sink OR a 2-compartment sink and a dish machine with a sanitizing cycle is required. Which will be provided? Attach a copy of the dish machine specification sheet if applicable. _____

b) If NO , single use cups, silverware, plates, etc. must be used.

What Sanitizer will be used in the center? _____

Is the following provided in the kitchen? (check all that apply)

- ☐ Separate hand wash lavatory
- ☐ At least a 2-compartment sink with drain boards or adequate countertop space
- ☐ Refrigeration equipment
- ☐ Cooking equipment (if required by plan review)
- ☐ Food preparation countertop
- ☐ A separate and lockable closet or cabinet for hazardous chemicals

How will the kitchen be made inaccessible to the children? _____

Have you completed lead water testing for all drinking water sources in facility (kitchen sinks, food prep sinks, water fountains)? YES ☐ NO ☐ Date testing completed _____

• INFANT/TODDLER FOOD SERVICE

Will bottles be stored, prepared, warmed, served out of the kitchen? YES ☐ NO ☐

Will bottles be stored, prepared, warmed, served in infant classrooms? YES ☐ NO ☐ (if YES answer the following)

a) What method will be used to warm bottles?

b) Is there a refrigerator for bottle storage? YES ☐ NO ☐

c) Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing? YES ☐ NO ☐

d) Where will the water be obtained for preparation of bottles? _____

How will highchair trays be washed, rinsed and sanitized after EACH use? _____

• DIAPERING

What disinfectant will be used in the center? _____

Will the child care center be caring for children with diapering needs? YES ☐ NO ☐ (if yes, answer 5 questions below)

1) List rooms that allow children in diapers/pull-ups _____
If diapering stations are not in each room, please explain: _____

2) Describe the construction of the diaper changing table: _____

3) Where and how will detergent solution and disinfectant be stored? _____

4) Where will diaper creams, gloves, diapers etc. be stored? _____

5) Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?
YES ☐ NO ☐ If NO, how/where will hands be washed after diaper changing? _____

Will potty chairs be used YES ☐ NO ☐ (If YES, detail procedures including where they will be located, stored and cleaned). _____

• HAND WASH LAVATORIES/SINKS

Does each toilet area have a conveniently located hand wash lavatory? YES ☐ NO ☐

Total number of hand wash lavatories in the entire facility and types of faucets installed: _____

NOTE: Water in areas accessible to children shall be tempered between 80 degrees Fahrenheit and 110 degrees Fahrenheit.

Where will toys, in classrooms with children in diapers, be stored, washed and sanitized?

☐ N/A (Establishment will only enroll children ages 3 and up)

- HOT WATER SUPPLY** (Please relay this information to your plumber, architect and/or engineer)

The water temperature at the kitchen dish sink and the clothes washing machine will need to be a minimum of 120° Fahrenheit, and all other plumbing fixtures accessible to children must be maintained at 80° – 110° Fahrenheit.

The Department has found that using two water heaters is the best option to keep each of these temperatures sustained. If a hand wash lavatory fluctuates and produces hot water that is over 120 degrees, a daycare will be put on provisional status.

How many water heaters will be used and where will they be located? *Provide water heater(s) specifications.*

How will tempered (80-110F) water temperatures be achieved? _____

How will water in excess of 120F be made inaccessible? _____

- LIGHTING**

Do all light fixtures have shatterproof or shielded bulbs? Yes ☐ No ☐

Will a minimum of 50 foot-candles of lighting be provided at all work surfaces (including food prep, utensil washing, diaper changing, children's work tables, desks, and easels, and etc.)? Yes ☐ No ☐

Will a minimum of 10 foot-candles of lighting be provided at all other areas, including storage? Yes ☐ No ☐

- FINISHES**

Please describe the finishes/construction material in the following areas. All must be washable

	<u>FLOORS</u>	<u>WALLS</u>	<u>CEILING</u>
KITCHEN			
DIAPERING AREAS			
FOOD PREPARATION AREAS			
FOOD STORAGE AREAS			
UTENSIL WASHING AREAS			
TOILET ROOMS			
CLASSROOMS			
LAUNDRY ROOMS			

- **STORAGE**

Will each child have their own storage space? Yes ☐ No ☐

Are coat hooks spaced at least 12 inches apart?(Double hooks may not be used for two children)Yes ☐ No ☐

Indicate how many areas/rooms will be dedicated for child care center storage? Indicate on plans and describe here: _____

Where will all corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under pressure in an aerosol dispenser, and any substance which may be hazardous to a child if ingested, inhaled or handled be stored and locked? _____

How/where will medications be stored? _____

What type of locks are provided for chemicals and other hazardous substances? (combination, electronic, magnetic, keypad, key or equivalent) _____

How will non-aerosol sanitizing, disinfecting, and detergent solutions, hand sanitizers, and hand lotions be kept out of reach (at least 5' from the floor)? _____

Where will employee personal items be stored? _____

Will linens be washed on-site? Yes ☐ No ☐

How/where are children's personal belongings stored (diaper bags, coats, car seats, backpacks, etc.)? _____

- **BEDS, CRIBS, COTS, MATS, & LINENS**

Will cribs have the capability of being spaced 18 inches apart while in use? (If not, crib dividers and partitions are acceptable.) Yes ☐ No ☐

What type of cots/mats will be used? (bifold, stackable, etc.) _____

How/where will cots and/or mats be stored? _____

Where will crib, cot, and mat sheets be washed and stored? _____

- **DESIGNATED SICK CHILD AREA**

Where is the designated sick area with cot/mat/vomitus receptacle? _____

• **OUTSIDE/UTILITY PREMISES**

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. (not required for establishments with a planned occupancy of less than 13 children and located in a residence)

****Facilities shall include a faucet with a threaded nozzle that delivers water of at least 80 degrees Fahrenheit. Water in excess of 110 degrees Fahrenheit must not be accessible to children.***

Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children?
Yes ☐ No ☐

Is there any existing chromated copper arsenate (CCA) pressure-treated wood? YES ☐ NO ☐
If YES Where: _____

All sandboxes have covers and are constructed to drain YES ☐ NO ☐

Approval of these plans and specifications does not guarantee or imply compliance with any other code, law, or regulation that may be required. I certify that the information in this application is correct, and I understand that any deviation without prior approval from the Department may nullify plan approval. **I understand that written approval of plans must be obtained prior to construction.

Date: _____ Print Name: _____

Title: _____ Signature: _____