Child Care Center Plan Review Application

The intent of this application is to provide information in addition to the plans regarding the operational procedures of the facility.

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 (Lincoln County Environmental Health Division). Plans must be submitted with the necessary paperwork (see checklist below) to the Lincoln County Environmental Health Department.

Submittal Checklist:

- Provide a complete set of plans drawn to scale showing the placement of storage areas, food service areas, diaper changing areas, trash can wash facilities, along with general plumbing, electrical, mechanical, lighting drawings and finish schedules.
- On the plans, identify each child care classroom by the age group(s).
- An exterior site plan identifying exterior equipment such as dumpsters and playgrounds, and indicating the proposed connections to approved sewer and potable water.
- A completed copy of this Child Care Center Plan Review Application
- Proposed menu

Type of Construction: ☐ NEW  ☐ REMODEL  ☐ REOPENING OF A CLOSED CHILD CARE CENTER
☐ CHANGE OF OWNERSHIP

Name of Establishment: __________________________________________________________
Address: ______________________________________________________________________
City: _______________________ Zip Code: _______________ County: ____________________
Phone (if available): _______ - _______ - _________

Owner: _______________________________________________________________________
Address: ______________________________________________________________________
City & State: __________________________________________________________________ Zip Code: _____________
Telephone _______ - _______ - _________ E-mail Address: ____________________________

Applicant Name & Title: __________________________________________________________
Telephone: _____ - _____ - _______ E-mail Address: __________________________________

Projected start date of construction: ____________ Projected completion date: ____________
I certify that the information in this application is correct, and I understand that any deviation without prior approval from this Health Regulatory Office may nullify plan approval.

Signature: _____________________________________ Date: _________________________
(Owner or Responsible Representative)

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Hours of operation (hours/day):____________________________________________________
How many children are you trying to be licensed for?_____________________________________________
What age groups? _______________________________________________________________
Is this center located in a residence?   Yes ☐ No ☐
What year was the structure built? _________________________________________________
If the structure is built prior to 1978, then a lead hazard investigation will be completed by the
Environmental Health Division. Lead hazard investigation required?   Yes ☐ No ☐
Have you contacted the State licensing agent?   Yes ☐ No ☐
If yes, please list his/her name: ____________________________________________________

Water supply:   Municipal (City/County) ☐ Well ☐
Wastewater Disposal:   Municipal (City/County Sewer) ☐ Septic System ☐

PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

• MAIN FOOD SERVICE
How will meals be provided?
☐ Prepared/cooked on-site
☐ Catered from a permitted Food Service Establishment or approved Child Care Center
☐ Other (parents, etc.)
Where will children eat meals? (family style in classroom, dining area, etc.)_________________
______________________________________________________________________________
Will dishes, trays, silverware, etc. be used or disposable utensils? ________________________

Is the following provided in the kitchen?
☐ Separate hand wash lavatory
☐ At least a 2-compartment sink with drain boards or adequate countertop space (Note: if
only a two compartment sink is provided without a dish machine, single service articles will be
required to be used to serve food to children)
☐ Refrigeration equipment
☐ Cooking equipment
☐ Food preparation countertop
☐ A separate and lockable closet or cabinet for hazardous chemicals
How will the kitchen be made inaccessible to the children?

• INFANT TODDLER FOOD SERVICE

Will bottles be stored, prepared, warmed, served out of the kitchen?  Yes □ No □ N/A □
(If N/A, proceed to the next section)

Will bottles be stored, prepared, warmed, served, in infant classrooms?  Yes □ No □ N/A □
(If NO or N/A, skip questions 1-4 below)

1. Does the infant room have countertop space for warming bottles?  Yes □ No □
2. What method will be used to warm bottles? ______________________________________
3. Is there a refrigerator for bottle storage?  Yes □ No □
4. Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand
   washing?  Yes □ No □

• DIAPERING

Will the child care center be caring for children with diapering needs?  Yes □ No □
(If yes, answer questions 1-5 in this section)

1. Do the infant, toddler, and two-year-old rooms all have diapering stations?  Yes □ No □
   If diapering stations are not in each room, please explain:
   __________________________________________________________________________
   __________________________________________________________________________

2. Can the caregiver view other children while changing diapers?  Yes □ No □
3. Where and how will soapy water and disinfectant be stored (at least 5’ from the floor)?
   __________________________________________________________________________
   __________________________________________________________________________
4. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5’ from
   the floor)? ___________________________________________________________________
   __________________________________________________________________________
5. Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?
   Yes □ No □

• 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 □
Where will medicines (both refrigerated and non-refrigerated) be stored and locked? (*)
______________________________________________________________________________
______________________________________________________________________________

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

How will personal belonging (purses, keys, employee items) be inaccessible to children?
______________________________________________________________________________
______________________________________________________________________________

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? (*)
______________________________________________________________________________

*Locked storage rooms and cabinets shall include those which are unlocked with a combination, electronic or magnetic device, key or equivalent locking device

• BEDS, CRIBS, COTS, MATS, & LINENS

Is the child care center an after school program only and bedding will not be provided?
Yes ☐ No ☐ (If you answer Yes, skip questions 1-3 below and proceed to the next section)

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

2. How and where will cots and/or mats be stored?

3. 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?

• CLEANING/SANITIZING

Where will toys, in classrooms with children in diapers, be washed and sanitized?
☐ N/A (Establishment will only enroll children ages 3 and up)
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).

• ADDITIONAL HAND WASH LAVATORY INFORMATION

Does each toilet area have a conveniently located non-food service related hand wash lavatory?
Yes ☐  No ☐

Does the food service area in the infant and toddler room have a hand wash lavatory exclusively for foodservice hand washing?
Yes ☐  No ☐

What types of faucets are at all hand wash lavatories? (Please note that metering type are not allowed unless they can retain warm water for at least 20 seconds at the first pressing.)

• HOT WATER SUPPLY

Please relay the following to your plumber and 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.

Provide water heater(s) specifications. (Please note if you are using two water heaters and which one is for the kitchen/laundry and which one is for the classrooms.)

Water Heater #1 Information:
Storage tank size/Btu’s/kW:
______________________________________________________________________________
______________________________________________________________________________
GPH recovery:
______________________________________________________________________________
______________________________________________________________________________
Type of fixtures served: __________________________________________________________

Water Heater #2 Information:
Storage tank size/Btu’s/kW:
______________________________________________________________________________
______________________________________________________________________________
GPH recovery:
______________________________________________________________________________
______________________________________________________________________________
Type of fixtures served: __________________________________________________________
• **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.

Diaper changing counters and backsplashes:
______________________________________________________________________________

Foodservice counters and backsplash in infant room:
______________________________________________________________________________

Floors around foodservice counters in infant and toddler rooms:
______________________________________________________________________________

Cabinetry: _____________________________________________________________

Kitchen floor and base: ______________________________________________________

Kitchen walls: _____________________________________________________________

Kitchen ceiling: _____________________________________________________________

Toilet room ceilings:
______________________________________________________________________________

(Note: kitchen and toilet room ceilings may be acoustical ceiling tiles providing adequate ventilation is provided to keep down moisture)

• **OUTSIDE PREMISES**

Please describe the playground area (type of play equipment, type of fence, water activities, etc.)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Is there a can wash facility outside?  Yes ☐  No ☐

If yes, and if the water is greater than 120° Fahrenheit, is there a fence around it and locked so it is not accessible to children?  Yes ☐  No ☐
Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children? Yes ☐  No ☐