



Lincoln County Environmental Health

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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 child care 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 to the Lincoln County Environmental Health Department. Submittal checklist below:

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: _____

Phone _____ - _____ - _____ E-mail Address: _____

Applicant Name & Title: _____

Phone: _____ - _____ - _____ E-mail Address: _____

Projected start date of construction: _____ Projected completion date: _____

Signature: _____ Date: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Days of operation: Mon Tue Wed Thurs Fri Sat Sun
2. Hours of operation: _____
3. How many children are you trying to be licensed for? _____
4. What age groups? _____
5. What year was the structure built? _____
6. If the structure was built prior to 1978, then a lead hazard investigation will be completed by the Environmental Health Division. Lead hazard investigation required? Yes No
7. Have you contacted the State licensing agent? Yes No
If yes, please list his/her name: _____

8. **Water supply:** Municipal (City/County) Well
9. **Wastewater Disposal:** Municipal (City/County Sewer) Septic System

PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

• MAIN FOOD SERVICE

1. How will meals be provided?
 - Prepared/cooked on-site
 - Catered from a permitted Food Service Establishment or approved Child Care Center
 - Other (parents, etc.)
2. Where will children eat meals? (family style in classroom, dining area, etc.)

3. Will plates, cups, trays, silverware, etc. be Multi-use/Washable - or - Single Service/Disposable

4. 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 Commercial - or - Household
 - Cooking equipment Commercial - or - Household
 - Food preparation countertop
 - A separate and lockable closet or cabinet for hazardous chemicals

5. How will the kitchen be made inaccessible to the children?

• INFANT TODDLER FOOD SERVICE

1. Will bottles be stored, prepared, warmed, served from the kitchen? Yes No N/A
(If N/A, proceed to the next section)
2. Will bottles be stored, prepared, warmed, served in infant classrooms? Yes No N/A
(If NO or N/A, skip questions 3-6 below)
3. Does the infant room have countertop space for warming bottles? Yes No
4. What method will be used to warm bottles? _____
5. Is there a refrigerator for bottle storage? Yes No
6. Is there a separate hand wash lavatory used exclusively for bottle/food preparation hand washing?
Yes No

• DIAPERING

1. Will the child care center be caring for children with diapering needs? Yes No
(If yes, answer questions 2-6 in this section)
2. 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:

3. Can the caregiver view other children while changing diapers? Yes No
4. Where and how will soapy water and disinfectant be stored (at least 5' from the floor)?

5. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5' from the floor)?

6. Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?
Yes No

• STORAGE

1. Will each child have their own storage space? Yes No
2. Are coat hooks spaced at least 12 inches apart? (Double hooks may not be used for two children.)
Yes No
3. Where will medicines (both refrigerated and non-refrigerated) be stored and locked? (*)

4. 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)?

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

6. 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

1. Is the child care center an after school program only and bedding will not be provided?
Yes No (If you answer Yes, skip questions 2-4 below and proceed to the next section)

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

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

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

• DESIGNATED SICK CHILD AREA

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

• CLEANING/SANITIZING

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

2. 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

1. Does each toilet area have a conveniently located non-food service related hand wash lavatory?

Yes No

2. Does the food service area in the infant and toddler room have a hand wash lavatory exclusively for foodservice hand washing? Yes No N/A, no infant or toddler classrooms

3. 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.)

1. Water Heater #1 Information:

Storage tank size/Btu's/kW: _____

GPH recovery: _____

Type of fixtures served: _____

2. Water Heater #2 Information:

Storage tank size/Btu's/kW: _____

GPH recovery: _____

Type of fixtures served: _____

• LIGHTING

1. Do all light fixtures have shatterproof or shielded bulbs? Yes No
2. 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
3. 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.

1. Diaper changing counters and backsplashes: _____

2. Foodservice counters and backsplash in infant room: _____

3. Floors around foodservice counters in infant and toddler rooms: _____

4. Cabinetry: _____
5. Kitchen floor and base: _____

6. Kitchen walls: _____

7. Kitchen ceiling: _____

8. 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

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

2. 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
3. Is the HVAC, mechanical equipment, etc. locked with a fence around it and not accessible to children?
Yes No