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

Submittal Checklist (not required if only adding a room to an already licensed facility):

- Provide a drawing of the childcare center showing the placement of required kitchen space and equipment (including all required sinks); classroom food service areas and requirement equipment (to include refrigerators, sinks, countertops), diaper changing areas (including required sink), additional classroom sinks, mop sink, and any storage areas.
- On the plans, identify each classroom by the age group(s).
- A completed copy of this Child Care Center Plan Review Application
- Proposed menu (if applicable)

Type of Construction (choose one):  ☐ NEW  ☐ REMODEL  ☐ REOPENING OF A CLOSED CHILD CARE CENTER  ☐ CHANGE OF OWNERSHIP  ☐ ROOM ADDITION

Name of Establishment: ________________________

Address: __________________________________________________________

City: ____________________ Zip Code: ___________ 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 (If only adding a room to an already licensed facility, you need only fill out the sections applicable to the room that is being added)

Hours of operation (hours/day): __________________________________ Is this center located in a residence? □ Yes □ No

How many children will the center be licensed for? ______________ What age groups? ______________________________

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 DCDEE licensing agent? □ Yes □ No

If yes, please list their name: ____________________________________________________________________________

Water supply: □ Municipal □ Well Wastewater Disposal: □ Municipal □ Septic System

PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY

• MAIN FOOD SERVICE (not required to fill out if only adding a room to an already licensed facility)

How will meals be provided?
□ Prepared/cooked on-site
□ Catered from a permitted Food Service Establishment or approved Child Care Center. *Name of establishment providing food______________________________
□ No food prepared on-site (All food supplied by parents/guardians of children

Where will children eat meals? (classroom, dining area, etc.) ________________________________

Will multi-use eating and drinking utensils (plates, bowls, forks, spoons, cups, etc.) be provided by the center? □ Yes □ No

Will disposable eating and drinking utensils (plates, bowls, forks, spoons, cups, etc.) be provided by the center? □ Yes □ No

Kitchen Equipment (check all boxes that apply):
□ Three compartment sink with drain boards or adequate countertop space
□ Two-compartment sink with drain boards or adequate countertop space *(Note: if only a two-compartment sink is provided without a dish machine, single service (disposable) articles will be required to be used to serve food to children)
□ Dish machine
□ Separate hand wash lavatory
□ Refrigeration equipment
□ Cooking equipment
□ Food preparation countertop
□ A separate and lockable closet or cabinet for hazardous chemical storage

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

• INFANT/TODDLER FOOD SERVICE (not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)

Will you utilize highchair trays for feeding children*? □ Yes □ No

*If yes, how will the trays be washed, rinsed, and sanitized? ____________________________________________
Will bottles be stored, prepared, and/or warmed, in the kitchen? □ Yes □ No □ N/A (If N/A, proceed to the next section)

Will bottles be stored, prepared, and/or warmed in infant classrooms? □ Yes □ No □ N/A (If N/A, answer questions 1-5):

1. Does the infant room have countertop space for warming bottles? □ Yes □ No
2. What method will be used to warm bottles (specify equipment)? ___________________________________________
3. Is there a refrigerator for bottle storage? □ Yes □ No
4. Is there a separate hand wash lavatory exclusively for staff handwashing prior to bottle/food preparation? □ Yes □ No
5. Is all equipment referenced in questions 1-4 located together within one food prep area in the classroom? □ Yes □ No

• DIAPERING (not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)

Will the childcare center be caring for children with diapering needs? □ Yes □ No (If no, skip to next section)

1. Does each classroom with diapering needs have their own diapering station? □ Yes □ No
   If diapering stations are not in each room, please explain: ___________________________________________

2. Does each diaper station have a separate hand wash lavatory for hand washing after diaper changes? □ Yes □ No
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)?__________

• STORAGE (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)

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 closets and cabinets shall include those which are unlocked with a combination, electronic or magnetic device, key or equivalent locking device
* A locked kitchen door alone does not meet the requirements of locked storage

• BEDS, CRIBS, COTS, MATS, & LINENS (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)

Is the center an afterschool program only and bedding will not be provided? □ Yes □ No (If Yes, skip to 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 laundered and stored? ________________________________

• DESIGNATED SICK CHILD AREA (not required to fill out if only adding a room to an already licensed facility)

Where is the location of the designated sick area with cot/mat and vomitus receptacle? ________________________________

• CLEANING/SANITIZING (not required to fill out if only adding a room to an already licensed facility unless that room is for this age group)

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

• ADDITIONAL HAND WASH LAVATORY INFORMATION (not required to fill out if only adding a room to an already licensed facility)

Does each toilet area have a conveniently located non-food service-related hand wash lavatory? ☐ 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 (not required to fill out if only adding a room to an already licensed facility)

Please relay the following to your plumber and/or contractor or engineer: The hot water temperature at the kitchen 2 or 3 compartment sink and the clothes washing machine is required to be provided at a minimum of 120° F; the mop sink 80° F; and all other plumbing fixtures accessible to children must be maintained between 80° – 110° F. Provide water heater(s) specifications. (Please note if you are using two water heaters, specify 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: ______________________
Fixtures served: _______________________________________________________________________

Water Heater #2 Information:
Storage tank size/Btu's/kW: ______________________ GPH recovery: ______________________
Fixtures served: _______________________________________________________________________

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc. located? ☐ N/A (Establishment has a planned occupancy of less than 13 children and is located in a residence)

• LIGHTING (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)

Do all light fixtures in food preparation, storage, and serving areas and in all rooms used by children 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 light, 30 inches above the floor, be provided at all other areas, including storage?  ☐ Yes  ☐ No

**FINISHES (if only adding a room to an already licensed facility, you need only fill out this section as it applies to the room that is being added)**

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: __________________________________________ *Type of ventilation, if required: __________________

Toilet room ceilings: __________________________________________ *Type of ventilation, if required: __________________

*Note: For kitchen and toilet room ceilings, acoustic and other ceiling material may be used where ventilation precludes the possibility of grease and moisture absorption.

**OUTSIDE PREMISES (not required to fill out if only adding a room to an already licensed facility)**

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

_______________________________________________________________________________________________

_______________________________________________________________________________________________

_______________________________________________________________________________________________

Is there a can wash facility/mop sink outside?  ☐ Yes  ☐ No

If yes, and if the water is greater than 120° F, how will it be made inaccessible to children? __________________

How will any mechanical equipment located outdoors (HVAC system, etc.) be made inaccessible to children? ____________