



## **CARTERET COUNTY HEALTH DEPARTMENT**

**3820 Bridges Street, Suite A, Morehead City, NC 28557**

### **Child Care Center Plan Review Application**

Proposed name of center: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of children for which the facility will be licensed: \_\_\_\_\_

Building information: New \_\_\_ Existing \_\_\_

Proposed construction/ remodel date: \_\_\_\_\_ Proposed opening date: \_\_\_\_\_

Water supply: City/Municipal \_\_\_ Private well \_\_\_ Other \_\_\_\_\_

Sewage disposal: City/Municipal \_\_\_ Septic system \_\_\_ Other \_\_\_\_\_

**Please submit this application with the following items to Environmental Health Division, Carteret County Health Department, 3820 Bridges Street, Suite A, Morehead City, NC 28557. Call (252) 728-8499 for more information.**

\_\_\_\_ Site plan and equipment layout showing entire center including storage, food service areas, diaper changing areas, trash can wash facilities, etc. (Drawn to scale, recommend 1/4" = 1')

Please identify classrooms by age group(s).

\_\_\_\_ Completed "Child Care Facility Information" sheets

\_\_\_\_ Plumbing and lighting layouts

\_\_\_\_ Well &/or septic system information, if applicable

***I (we) understand that written approval of plans must be obtained prior to construction.***

***Name*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***\*\*\*Please contact all other applicable agencies as required by law.***

## Child Care Center Information Sheet

### Food Service (check all that apply)

Meals: Breakfast \_\_\_\_ Lunch \_\_\_\_ Dinner \_\_\_\_ Children bring lunch \_\_\_\_

Simple snacks \_\_\_\_ Catered \_\_\_\_ Other \_\_\_\_

Type of service: Family style \_\_\_\_ Serve in classrooms \_\_\_\_ Serve in dining area \_\_\_\_

Multi use utensils (ie: dishes) \_\_\_\_ Using single service utensils \_\_\_\_

Access to kitchen: Locked door \_\_\_\_ Other \_\_\_\_\_

#### Infant foodservice (if applicable):

Will bottles be stored, prepared, etc. in the infant room or in the kitchen? \_\_\_\_\_

Will there be counter space in the infant room for warming bottles? \_\_\_\_\_

What method will be used to warm bottles? \_\_\_\_\_

Will there be a refrigerator in the infant room? \_\_\_\_\_

Is there a separate hand wash lavatory used exclusively for food preparation in the infant room? \_\_\_\_\_

### Diapering Setup

Do infants, toddlers, and two's all have diapering stations? \_\_\_\_\_

If not in each room, please explain. \_\_\_\_\_

Can the caregiver view the children while changing diapers? \_\_\_\_\_

Where and how will soapy water and sanitizers be stored? \_\_\_\_\_

Where will soapy water, sanitizer solution, diaper creams, gloves, etc. be stored? \_\_\_\_\_

Is there a separate hand wash lavatory used exclusively for diaper changing hand washing? \_\_\_\_\_

### Hand Wash Lavatories

Total number of hand wash lavatories: \_\_\_\_\_

What type of faucets will be used? \_\_\_\_\_

## Storage

How and where will cubbies be arranged? \_\_\_\_\_

Will coat hooks be spaced at least 12 inches apart? (If using a double hook it may not be used for two children) \_\_\_\_\_

How and where will coat and/or mats be stored? \_\_\_\_\_

Where will clean crib and mat sheets be stored? \_\_\_\_\_

Please indicate where the following type of locked items will be stored:

Medicines (both refrigerated and non-refrigerated) \_\_\_\_\_

Cleaning supplies and other types of chemicals including aerosols \_\_\_\_\_

Personal belongings (purses, employee items, etc.) \_\_\_\_\_

## Cleaning and Sanitizing

Do all classroom furnishings have a smooth, washable finish? \_\_\_\_\_

How and where will mouthed toys in infant and toddler rooms be washed and sanitized? \_\_\_\_\_

What type of sanitizer will be used to sanitize toys, diaper and food areas, toilets, etc.? \_\_\_\_\_

What type of test strips or kit will be used to test the sanitizing solution? \_\_\_\_\_

## Water Heating Facilities

**Please relay this to your plumber and engineer:** The kitchen water temperature will need to be a minimum of 120° Fahrenheit, and all other sinks accessible to children must be maintained at 80° – 110° Fahrenheit.

***The Department has found that using two water heaters is the best option. If a hand wash lavatory produces hot water that is over 110 degrees Fahrenheit, the facility will be put on provisional status.***

**(If you are using two water heaters please note which one is for the kitchen and which one is for the classrooms.)**

How many water heaters will be used? \_\_\_\_\_

Where will heaters be located? \_\_\_\_\_

What is/ are the heater storage tank sizes and the gallons per hour recovery rate for each? \_\_\_\_\_

Will anti-scald devices be used on any sinks? \_\_\_\_\_

## Lighting

Are lights in all areas including storage closets? \_\_\_\_\_

Do all light fixtures have shatterproof or shielded bulbs? \_\_\_\_\_

## Outside Premises

Is the trash can wash facility outside? \_\_\_\_\_

If yes, is there a fence around it so it is not accessible to children? \_\_\_\_\_

Is the HVAC, mechanical equipment, etc. locked with a fence around it? \_\_\_\_\_

## Finishes

Please describe the finishes/construction material in the following areas (all must be washable):

Diaper changing counters \_\_\_\_\_

Food service counters in infant rooms \_\_\_\_\_

Floors in diapering and foodservice areas of infant and toddler rooms \_\_\_\_\_

Walls of classrooms \_\_\_\_\_

Cabinetry in classrooms \_\_\_\_\_

Bathroom: Walls \_\_\_\_\_

Floors \_\_\_\_\_

Ceilings \_\_\_\_\_

Kitchen: Walls \_\_\_\_\_

Floors \_\_\_\_\_

Ceilings \_\_\_\_\_