



Wilson County Health Department

1801 Glendale Drive SW • Wilson, NC 27893-4401 • Phone 252.237.3141

CHILD CARE CENTER PLAN REVIEW APPLICATION

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

Plans must be submitted with the necessary paperwork (checklist provided on last page) to the Wilson County Health Department.

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

- Type of Construction:**
- New Change of Ownership
- Remodel/Renovation Reopening of a Closed Child Care Center

Name of Establishment: _____

Address: _____

City/State: _____ Zip: _____ Phone #: (____) _____ - _____

Email: _____

Owner(s): _____

Address: _____

City/State: _____ Zip: _____ Phone #: (____) _____ - _____

Email: _____

Applicant Name/Title: _____

Phone #: (____) _____ - _____ Email: _____

Projected Start Date of Construction: _____ Projected Completion Date: _____

Application Requirements

- ✓ Complete entire Child Care Center Plan Review Application before submission.
- ✓ 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).
- ✓ Provide an exterior site plan identifying exterior equipment, such as dumpsters and playgrounds, as well as indication the proposed connections to approved sewer and potable water.
- ✓ Provide proposed food menu for children.

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Date Application Received: _____ Received by: _____

Please answer the following questions in each category:

(Owner and/or Responsible Representative)

FACILITY INFORMATION

1. Has a State Licensing Agent been contacted? Yes No

North Carolina Department of Health and Human Services – Division of Child Development and Early Education (DCDEE)

If so, please provide agents name: _____

2. Is this center located in a residence? Yes No

3. What year was the structure built? _____

If the structure was built *prior to 1978*, a **lead hazard investigation** will need to be completed by the Health Department.

4. Type of Water Supply: Municipal (City/Town) Well

5. Wastewater Disposal: Municipal (City/Town) Septic System

6. How many children will the facility be licensed for? _____

7. What will the age groups of the children be? _____

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. How will children be served?

- Divvied out on plates in Kitchen before going to classrooms
- Divvied out on plates in Classrooms by teacher or kitchen employee
- Family Style in classroom
- Dining Area

Other: _____

3. Will reusable or disposable dishes, trays, silverware, etc. be used? Reusable Disposable

4. Will the center provide any reusable sippy cups/drinking cups for children? Yes No

5. Does or will the kitchen be provided with the following:

- Separate hand wash lavatory
- At least a 2-compartment sink with drain board or adequate countertop space
- Refrigeration equipment
- Cooking equipment
- Food preparation countertop
- A separate, lockable cabinet or closet for hazardous chemicals

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

INFANT/TODDLER FOOD SERVICE

1. Will bottles be stored, prepared, warmed, and served in kitchen or infant classroom(s)?

Kitchen Infant Classroom(s)

If in infant classroom(s), please answer the questions below:

a) Does the infant room have countertop space for warming bottles? Yes No

b) What method will be used to warm bottles? _____

c) Is there a refrigerator provided for bottle storage? Yes No

d) Is there a separate hand wash lavatory that will be used *exclusively* for bottle/food preparation hand washing? Yes No

CLEANING/SANITIZING

1. In classrooms with children in diapers, where will toys be washed, sanitized, and stored to dry?

N/A (Establishment will only enroll children ages 3 years old & up) _____

2. What is the location of the can wash facility (mop sink) used for cleaning trash cans, dumping mop water, etc.? N/A (not required for establishment with a planned occupancy of less than 13 children)

Note: Cleaning facilities shall include a faucet with a threaded nozzle and water of at least 80°F in either a designated utility sink or above a curbed impervious pad sloped to drain into a publicly-owned wastewater treatment system

STORAGE

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

1. Will each child have their own storage space? Yes No

2. Are coat hooks spaced 12" apart? (Double hooks may not be used for two children)

Yes No

3. Where will medicines (both refrigerated and non-refrigerated) be stored? (Needs to be locked*)

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

How will personal belongings (purse, keys, employee items) be inaccessible to children? _____

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

DIAPERING

1. Will the child care center be caring for children with diapering needs? Yes No

If yes, please answer the following questions:

a) Will the infant, toddler, and two-year-old room have diapering stations? Yes No

If diapering stations are not provided in the above-mentioned rooms, please explain:

b) Can the caregiver view the other children during the diaper changing process? Yes No

c) Where and how will the diapering changing area cleaning supplies (soapy water & disinfectant) be stored? (at least 5' from floor) _____

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

e) Is there a separate hand wash lavatory used *exclusively* for diapering changing hand washing? Yes No

BEDS, CRIBS, COTS, MATS, & LINENS (Afterschool program only, skip to next section)

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

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

3. Where will crib/cot/mat sheets be washed and stored? _____

DESIGNATED SICK CHILD AREA

1. Where will the designated sick area (with a cot/mat & vomitus receptacle) be located? _____

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 food service hand washing? Yes No

3. What type 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 The following information needs to be relayed to the facility's plumber & engineer:

The water temperature at the kitchen dish sink and the clothes washing machine will need to be minimum of 120°F, and all other plumbing fixtures accessible to children must be maintained at 80-100°F. The Department has found that using two water heaters is the best option.

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

	Water Heater # 1 Information	Water Heater # 2 Information
Storage Tank Size/BTU's/kW:		
GPH Recovery:		
Type of Fixtures Served:		

LIGHTING

1. Do all light fixtures have light shields or shatterproof/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, and diaper changing areas, as well as children's work tables, desk, and easels) Yes No
3. Will a minimum of 10 foot-candles of lighting be provided at all areas, including storage? Yes No

FINISHES

In the following areas, please describe the finishes/construction material (must be washable): *Mark N/A if not applicable*

- Cabinetry: _____
- Diaper Changing Countertops/Backsplashes: _____
- In Infant/Toddler Room:
 - Food Service Countertops/Backsplashes: _____
 - Floors around Food Service: _____
- Kitchen:
 - Floor and Base: _____
 - Walls: _____
 - Ceiling: _____
- Bathroom Ceilings: _____

Additional Comments: _____

OUTSIDE PREMISES

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

1. Is there a can wash facility outside? Yes No

If yes, will this area be accessible to children? Yes No

Please note: Can wash facilities shall be supplied with water of at least 80°F. Water in areas accessible to children shall be tempered between 80-110°F.

2. Is any HVAC, mechanical equipment, etc. accessible to children? Yes No

If yes, please explain how this will be addressed: _____

APPLICATION CHECKLIST

Completed entire Child Care Center Plan Review Application.

Attached complete set of plans (drawn to scale) with the following:

- Placement of storage areas, food service areas, diaper changing areas, trash can wash facilities, along with general plumbing, electrical, mechanical, lighting drawings indicated on the plans
- Each child care classroom identified by the age group(s)
- Exterior site plan identifying exterior equipment, such as dumpsters and playgrounds, as well as indication the proposed connections to approved sewer and potable water.

Attached proposed food menu for children.

Additional Comments: _____

I certify that the information in this application is correct, and I understand that any deviation without prior approval from the Wilson County Health Department – Environment Health may nullify plan approval.

Signature: _____ **Date:** _____

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Application Reviewed by: _____ Date: _____