

# Pender County Health Department

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**Carolyn Moser, BSN, MPA**  
**Health and Human Services Director**

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

Review for compliance with NC Rules Governing the Sanitation of Child Care Centers (15A NCAC 18A .2800)

This application may be copied for future use when submitting plans to Pender County

*The Rules Governing the Sanitation of Child Care Centers* require that plans be submitted to the Pender County Environmental Health Section and approved prior to construction, renovation, modification, or change of ownership of such centers.

Submit plans to:

Pender County Environmental Health  
Food and Lodging Section  
803 South Walker St.  
Burgaw, NC 28423

If you have questions, please contact us at (910)-259-1233.

Plans must include the following:

- A drawing showing placement of equipment in the facility, including storage, food service areas, diaper changing areas, can wash facilities, along with general plumbing, electrical, mechanical, and lighting plans. You must also submit equipment and finish schedules.
- Each child care classroom identified by age group(s) that will be using the room.
- A site plan locating exterior equipment such as dumpsters and indicating the proposed connections to approved sewer and water.
- A proposed menu listing the foods to be served at the child care center.
- A completed copy of the following application.

**803 S. Walker St., Burgaw, NC 28425    (910) 259-1230    Fax (910) 259-1258**

**Dental Center (910) 259-1503    Environmental Health (910) 259-1233    WIC (910) 259-1290**

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Type of construction (*check one*):

\_\_\_ NEW \_\_\_ REMODEL \_\_\_ CONVERSION/ADDITION \_\_\_ CHANGE OF OWNERSHIP

Name of Establishment: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Phone (if available): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner: \_\_\_\_\_

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

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Applicant Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Projected start date of construction: \_\_\_\_\_

Projected completion date: \_\_\_\_\_

## PLEASE ANSWER THE FOLLOWING QUESTIONS:

- Hours of Operation (hours/day): \_\_\_\_\_
- Proposed number of children for which center will be licensed: \_\_\_\_\_
- What age groups? \_\_\_\_\_
- Is this center located in a residence? \_\_\_\_\_
- What year was the structure built? \_\_\_\_\_
- (If the structure was built prior to 1978, then a lead hazard investigation will be completed by the Health Dept.)
- Lead Hazard investigation required:  Yes  No
- Have you contacted the State licensing agent?  Yes  No  
if yes, please list name: \_\_\_\_\_
- Water supply:  MUNICIPAL  WELL
- Wastewater Disposal:  MUNICIPAL  SEPTIC SYSTEM

## PLEASE ANSWER THE FOLLOWING QUESTIONS IN EACH CATEGORY:

### Main Food Service

- How will meals be provided (*check one*):

\_\_\_ Prepared/cooked on-site

\_\_\_ Catered from a permitted Food Service Establishment or approved Child Care Center

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- Where will children eat meals? (family style, tables in classrooms, dining area, etc.) \_\_\_\_\_
- Will dishes, trays, silverware, etc. be used or disposable utensils? \_\_\_\_\_
- Are the following items provided in the kitchen?  Yes  No
  - Separate hand wash lavatory
  - At least a 2-compartment sink
  - Refrigeration Equipment
  - Cooking Equipment (commercial hood required if frying food)
  - 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
- Will bottles be stored, prepared, warmed, served in infant classrooms?  Yes  No  N/A

*If yes, answer the questions below:*

1. Does the infant room have countertop space for warming bottles? \_\_\_\_\_
2. What method will be used to warm bottles? \_\_\_\_\_
3. Is there a refrigerator for bottle storage? \_\_\_\_\_
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, please answer the questions below:
  1. Do the infant, toddler, and two-year-old rooms all have diapering stations?  
 Yes  No
  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' above the floor)? \_\_\_\_\_
  4. Where will diaper creams, powders, etc. be stored out of reach of children (at least 5' off the floor)? \_\_\_\_\_

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

## Storage

- Will each child have their own storage space?  Yes  No  
*(Water bottles sent from home must be individually stored in the child's cubby)*
- 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 and with what type of lock?  
\_\_\_\_\_

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

- How will personal belongings (purses, keys, etc.) be kept 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 and with what type of lock?  
\_\_\_\_\_

*IMPORTANT: 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 afterschool program only and bedding with no be provided?  
 Yes  No  
*If yes, skip the questions below:*
  1. Will cribs/mats/cots 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?  
\_\_\_\_\_

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## Designated Sick Child Area

- Where is the designated sick area with a cot, mat, and vomitus receptable located?  
\_\_\_\_\_

## Cleaning/Sanitizing

- Where will toys, in classrooms with children in diapers, be washed and sanitized?  N/A (establishment will only enroll children 3 and up)  
\_\_\_\_\_
- Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc.? \_\_\_\_\_
- What type of sanitizer will be used at the center? (for toys, food areas, diaper area, etc.)  
\_\_\_\_\_
- Do you have appropriate test strips for the type of sanitizer you are using?  Yes  No

## 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 food service handwashing?  Yes  No
- What types of faucets are at all hand wash lavatories? (Note: metering type faucets are not allowed unless they can retain hot water for at least 20 seconds after the first press) \_\_\_\_\_

## Hot Water Supply

Hot water used for cleaning and sanitizing utensils and laundry shall be provided at a minimum temperature of 120 degrees Fahrenheit at the point of use. All other plumbing fixtures accessible to children must be maintained at 80° – 110° Fahrenheit.

Water Heater Information:

*(If more than one water heater is being used, indicate which one is for the kitchen and which one is for the classrooms)*

- Storage tank size: \_\_\_\_\_
- GPH recovery: \_\_\_\_\_
- Type of fixtures served: \_\_\_\_\_

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## 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, 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: \_\_\_\_\_
- Food service counters and backsplash in infant/toddler room: \_\_\_\_\_
- Floors around food service counters in infant/toddler room: \_\_\_\_\_
- Cabinetry: \_\_\_\_\_
- Kitchen Floor and Base:  
\_\_\_\_\_
- Kitchen Walls: \_\_\_\_\_
- Kitchen Ceiling: \_\_\_\_\_
- Toilet room ceilings: \_\_\_\_\_

## Outside Premises

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

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- Is there a can wash facility outside?  Yes  No  
*If yes, and the water is greater than 110° Fahrenheit, is there a locked fence around it  
make in inaccessible to children?  Yes  No*
  
- Is the HVAC, mechanical equipment, etc. locked with a fence around it and inaccessible  
to children?  Yes  No

I certify that the information in this application is correct, and I understand that any deviation  
without prior approval from Pender County Environmental Health may void plan approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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