



**Plan Review Application for Drop-in Child Care Facility**

RiverStone Health-Environmental Health Services (406) 256-2770

Please mail this completed application and all required documents to:  
RiverStone Health, Attn: Environmental Health, 123 S. 27<sup>th</sup> St. Billings, MT 59101-4200

Establishment description:     New construction         Remodel         Existing facility

Establishment Name \_\_\_\_\_

Establishment Location Address \_\_\_\_\_

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

Owner/Operator Name \_\_\_\_\_

Mailing Address (if different from establishment) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Personal Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Total number of Staff \_\_\_\_\_ Maximum Occupancy \_\_\_\_\_

Hours/Days of Operation \_\_\_\_\_

**Please enclose the following required documents with this plan review application:**

- Floor plan (layout of rooms including any kitchen equipment, bathrooms, drinking fountains, hand sinks, tiled and linoleum/carpeted areas, outdoor play space (if applicable), etc.).
- Water test results from certified lab (if not connected to a public water supply system).
- A complete menu list of all the foods that will be served with a list of food suppliers.
- Documentation of First Aid and CPR trainings for each employee certified.
- If a swimming pool is installed, copy of current license must be provided. If a swimming pool is to be installed, a separate plan review must be submitted to the state for review prior to use.

## Director or Other Contact Person

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*Please make a ✓ (check mark) next to all items verified. If an item does not apply to your establishment, then place a "NA" (not applicable) next to the item.*

### GENERAL FACILITY REQUIREMENTS

- All areas that children access are clean and free of unnecessary items.
- All rooms are free of insects and rodents and have no apparent sources of mold or other environmental hazards.
- All walls, floors and ceilings in the facility are smooth, easily cleanable, non-absorbent and in good repair.
- All doors and windows are protected against the entrance of pests by means of tight fitting doors and screening on windows. Screens must be removable in case of emergency.
- Light is adequate throughout facility.
- Outdoor play area and equipment are free of hazards, securely anchored, have 6 inches of ground cover and fall zones.

### WATER SUPPLY

- Water supply has adequate pressure and volume.
- If public, then there are no outstanding deficiencies with DEQ rules and no contamination.
- If private, then water supply meets the requirements of FCS Circular 1-2012.
- Water supply:  Public, PWSID # \_\_\_\_\_  Private (include copy of test reports from certified lab)
- All construction, extension, alteration, repair, or replacement meets state and local laws.
- Water not suitable for drinking is labeled "not for human consumption".
- No hose is attached to a faucet without a backflow prevention device installed.
- Bottled water is from an approved source and protected from contamination.
- Water temperature range of children's hand sinks is between 100-120F.

### SEWAGE SYSTEM AND SOLID WASTE

- Sewage system is adequate and safe.
- If public, then system meets DEQ requirements and is without any evidence of failure.
- Sewage treatment:  Public, DEQ # \_\_\_\_\_  Private, permit # \_\_\_\_\_
- Mop water/dirty water is dumped in mop sink or toilet.
- Garbage storage is adequate, covered and limits attraction of pests.

### HAND WASHING/RESTROOM FACILITIES

- Hand washing facilities are conveniently located near toilet rooms, diaper changing areas and in food preparation areas.

- Hand sinks have hot and cold running water for washing hands after using restroom, after diapering and before food preparation. Soap, paper towels and garbage can are conveniently located near sink(s).
- Bathroom(s) are cleaned daily with a germicidal cleaner.
- Bathroom(s) are vented, well lit, supplied with toilet paper.
- Bathroom floors, walls and ceilings are in good repair and clean.

#### **GENERAL SAFETY AND HEALTH**

- A child to staff ratio is maintained at all times. 10:1 for children 4 and over, 8:1 for children 2-3 years of age and 4:1 for children 0-2 years of age.
- Intake paperwork is approved to ensure proper contact information, allergy information, proof of immunization and a general health statement is on file in the facility.
- An isolation area is provided and separate from the kitchen for ill or injured children. This area should be located so staff can monitor child.
- Operator is knowledgeable of exclusion criteria for children and staff and has a plan of action should exclusion become necessary.
- Medication is supplied to the daycare by a parent or guardian. Medication is stored out of children's reach.
- Staff immunization records accessible and available for inspection.
- First aid kit is stocked and stored out of reach of children.

#### **CHILDREN'S ROOMS AND DIAPERING FACILITIES**

- Children's belongings are stored, identified and separated to prevent cross contamination.
- All toys are easily cleanable, non-toxic and not stored in the restroom.
- Plush items and dress up clothes are washable and in good repair.
- Cots, beds and other furnishings are constructed of easily cleanable material.
- Diapering area is separate from any food preparation, food storage or serving area.
- A covered receptacle is provided for diapers and is inaccessible to children.
- A designated hand sink is provided for diapering.
- Diapering station is cleanable, non-absorbent and does not pose a safety risk to child.

#### **LAUNDRY FACILITIES**

- Laundry facilities are physically separated from food preparation, food storage and restroom areas and are inaccessible to children.
- Laundry facilities are able to reach 140F in initial wash temperature and laundry items are tumbled dry in a heated cycle or laundry items are sent out to a professional laundry service.

#### **KITCHEN**

- Refrigerators are able to hold food at 41F or lower.
- Freezers are able to keep food hard frozen.
- Domestic dishwashers provide sanitizing cycle through an uninterrupted dry cycle, heated rinse cycle or chemical sanitizing cycle and a 2-compartment sink is provided as backup.
- Manual dishwashing is accomplished using a 2-compartment sink with additional bin for sanitizing.
- Cooking and heating equipment is able to achieve required food temperatures.
- A designated hand sink separate from that used in bathrooms and diapering is provided.

**CLEANING AND CHEMICAL USE**

- All general surfaces are sanitized using a solution of 50-100ppm chlorine or approved chemical sanitizer.
- Cleaning supplies and all other chemicals are labeled and kept out of reach of children.
- Toys, play surfaces and manipulatives are sanitized at least once weekly with a solution of 1/4 cup bleach to 1 gallon of water, rinsed and then air dried.

**SWIMMING AND WADING POOLS**

- Public swimming or wading pools utilized by the facility are licensed.
- Portable wading pools have a barrier if it will sit unused for any period of time.
- Portable wading pools are drained, cleaned and sanitized using a solution of 1/4 cup bleach to 1 gallon of water after each day used.
- Portable wading pools have 1 tablespoon of bleach per 100 gallons of water on the day of use.

**CERTIFICATION REQUIREMENT AND DISPLAY**

- ◆ Approval of these plans and specifications by the health authority does not indicate compliance with any other code, law or regulation that may be required. It further does not constitute endorsement or acceptance of the establishment. A pre-opening inspection will be necessary to determine compliance with the rules governing Drop-in Child Care facilities.
- ◆ Notice: After plans have been approved and a facility inspection completed a certificate will be issued. Once this certificate is received, it must be displayed. This certificate is not transferable between owners or locations. Furthermore, any remodel to the building (such as adding work areas or changes to plumbing) must be submitted to the health authority for review and approval.
- ◆ Notice: Obtaining a certificate from the health authority does not relieve the applicant from satisfying applicable requirements from other federal, state, or local agencies (such as building code permits and inspections, fire and life safety inspections, and other business licenses).
- ◆ I hereby certify that the above information is correct. I fully understand that any deviation from the above without prior permission from the health authority may nullify any approval from the health authority.

➤ Signature \_\_\_\_\_ Date \_\_\_\_\_