



POLK COUNTY COMMUNITY DEVELOPMENT ENVIRONMENTAL HEALTH

850 Main Street, Dallas, OR 97338

Phone: (503) 623-9237 Email: environmentalhealth@polkcountyor.gov

| CHILD CARE CENTER PLAN REVIEW APPLICATION | | | |
|---|---|---|-------|
| <input type="checkbox"/> Certified Child Care Center | | <input type="checkbox"/> Certified School-Aged Child Care Center | |
| New childcare and location? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Projected opening date: | |
| Facility name: | | | |
| Mailing address: | | Facility address: | |
| Phone: | | E-mail: | |
| Owner name: | | | |
| Current Office of Child Care Licensing Specialist: | | | |
| Capacity*: | Diapered children: <input type="checkbox"/> Yes <input type="checkbox"/> No | Afterschool: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Hours of operation: | | | |
| CONSTRUCTION INFORMATION | | | |
| Construction: <input type="checkbox"/> New <input type="checkbox"/> Remodel | | Completion date: | |
| Property jurisdiction: <input type="checkbox"/> Inside city limits <input type="checkbox"/> Outside city limits | | Zone: | |
| Water: <input type="checkbox"/> Public <input type="checkbox"/> Private | | Sewage: <input type="checkbox"/> Public <input type="checkbox"/> Private septic | |
| <i>If using a private well, approval by Oregon Health Authority may be required. If using a private onsite septic system, an authorization approval through Polk County Environmental Health will be required (Oregon Administrative Review 340-071-0205). Call Polk County at (503) 623-9237 if you have any questions.</i> | | | |
| When submitting this application please include the following: | | | |
| <input type="checkbox"/> Floor plan – Provide a floor plan including the following. <ul style="list-style-type: none"> • All rooms and areas including, but not limited to: care, isolation, dining, storage (food and non-food), laundry, diaper changing, playing, infant-toddler, food service, kitchens, bathrooms, solid waste, etc. Identify planned use of each room and list foods service equipment. • All water supply and plumbing fixtures (handwashing sinks, toilets, mop sinks, indirect drains, etc.) | | | |
| <input type="checkbox"/> Application fee <ul style="list-style-type: none"> • Checks may be made payable to: Polk County Environmental Health 850 Main Street Dallas OR 97351 | | | |
| Applicant signature: | | | |
| Print name: | | | Date: |
| FOR OFFICE USE ONLY | | | |
| Fee received: | Receipt #: | Ck/MO#: | |
| Received by: | Date: | Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Remarks: | | | |

*Capacity is defined as the maximum number of children approved by the Oregon Department of Education's Office of Child Care.

1.0 Main Food Services

- 1.1 Who will supply meals, drinks, and/or snacks for the center? How will food be transported?
- 1.2 Is a kitchen located on-site? If yes, what activities will occur in the kitchen (cooking, refrigeration, etc.)?
- 1.3 Where will children eat their meals? (Family-style in classrooms, dining area, etc.)?
- 1.4 Will disposable dishes/silverware be used, or will there be provisions for dishwashing?
- 1.5 What kind of dishwashing equipment will be used to wash, rinse, and sanitize dishes? A three-compartment sink or commercial dishwasher will be required. OAR 414-305-1100(4)(b) (A-D).
- 1.6 What kind of chemical sanitizer will be used? Will test strips be provided?
- 1.7 Does plumbing for the food preparation sink and dishwashing equipment have an air gap or indirect drain?
- 1.8 How many certified food handlers are on-site?
- 1.9 Will spirit thermometers be provided for cold-holding units? Will probe thermometers be provided?

2.0 Infant Food Service (if applicable)

- 2.1 Where will bottles be stored, prepared, served, and cleaned?
- 2.2 Is there a refrigerator for bottle storage?
- 2.3 What method will be used to warm bottles?
- 2.4 Are there sinks available in the infant room? If yes, how many and how will they be used (hand/dish washing, bottle preparation, etc.)?

3.0 Diapering (if applicable)

- 3.1 Where is the diapering station(s) located? Where is the nearest handwashing sink?
- 3.2 Where will sanitizing solution be kept?

4.0 Beds, Cribs, Cots, Mats and Linens

- 4.1 How far apart will cribs/mats/cots be spaced while in use?
- 4.2 Where will sheets/linens for cribs, cots, & mats be stored?
- 4.3 How often will cots/mats/cots be cleaned? How often will sheets be laundered?

5.0 Plumbing

- 5.1 Does each toilet have a hand washing sink?
- 5.2 Is warm and cold running water provided at all sinks?

6.0 General Safety

- 6.1 Do any of the classrooms or indoor areas have openable windows? If yes, are they equipped with screens?
- 6.2 Do all light fixtures have shatterproof or shielded bulbs?
- 6.3 If the facility was constructed before 1978, has it been tested for lead-based paint?
- 6.4 When were the drinking water sources last tested for lead?

7.0 Child Health

- 7.1 Where are the first aid supplies located (onsite & traveling kits)
- 7.2 Will all items listed in the first aid kit requirements be included? (OAR 414-360-1020(2))
- 7.3 Where is the child ill isolation area located?

8.0 Locked Items

- 8.1 Please indicate where the following type of locked items will be stored and what type of lock:

| What | Where | Type of Lock |
|--|--------------|---------------------|
| Medicines, refrigerated and non- refrigerated | | |
| Cleaning supplies and all types of chemicals | | |

9.0 Outside Premises

- 9.1 Describe the playground area (size, type of play equipment, type of fence, activities, etc.)
- 9.2 Describe material used under play structures. *(Regulations listed in the Public Playground Safety Handbook - Section 2.4)*
- 9.3 Are there any potentially hazardous conditions present around the play area (old/ damaged equipment, highways, pest, septic drain fields, etc).