



LICENSED CHILD CARE INSPECTION PROGRAM

LICENSED CHILD CARE CENTER CONSTRUCTION REQUIREMENTS

This information is intended to be used by owners, architects, and contractors wishing to construct or remodel a child care facility in order to meet the City of Grand Prairie Health Code. These are requirements that are to be used in addition to requirements of other city departments, and do not replace other department's requirements.

Any new licensed child care center must receive a **Specific Use Permit** from the City of Grand Prairie. Please contact Planning and Development at (972) 237-8255.

At the time of application for a Building Permit, two sets of plans must also be submitted to Building Inspections and one floor plan to the Environmental Health Division for review. The floor plans for Environmental Health must include the center, kitchen, play equipment and play areas (both indoor and outdoor). The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans and construction materials of work areas and the type and model of proposed fixed equipment in centers. Written comments will be sent to the applicant or general contractor, outlining any areas of concern and any additional comments concerning the facility and its operation. It will be necessary for the owner, architect, or contractor to respond to these comments before a Building Permit will be issued. Please notify this department when the facility is ready for a certificate of occupancy so that an on-site inspection may be conducted prior to opening the facility.

A Licensed Child Care Center Permit will be issued after all requirements have been met and fees are paid. A permit must be obtained before beginning operations. For additional information, please contact our office at 201 NW. 2nd St., Suite 100, Grand Prairie, Texas 75050-4045, 972-237-8461.

SPACE AND DESIGN

- The number of persons regularly occupying the building shall not exceed one child for each thirty (30) square feet of indoor activity space excluding kitchen, restrooms, closets, and outdoor buildings as determined by the Grand Prairie Building Code.
- An area must be provided to isolate children with symptoms of communicable disease from other children at the center.
- All outer openings must be rodent proof including doors and windows.

PLAY GROUND AREAS

- A playground consisting of not less than eighty (80) square feet of area for each child occupying the area at one time must be provided.
- A fence must enclose outdoor play areas not less than six feet (6') in height. Outdoor play equipment shall be away from busy areas in the yard and securely anchored, unless portable by design.
- Recommend fall zones in outdoor play areas must be completely free of concrete, rock, lumber, or any other obstruction, which could cause injury. A fall zone is an area extending four feet (4') from climbing structures, five feet (5') from the bottom of a slide (other parts of slide are climbing structures), seven feet (7') from a merry-go-round, other revolving devices, and swings. Fall zones should be constructed of wood chips, small gravel, or other material designed to effectively absorb shock and prevent injury.
- Playground equipment must be constructed with no sharp edges, dangerous protrusions, or other hazards, and designed to protect against entrapment. Any child-care center operating an afterschool care program for children over four (4) years of age, in a public school building pursuant to a contract with any Independent School District shall be exempt from the fence requirements of this article upon filing a copy of the contract with the regulatory authority.
- Playground equipment installed, modified, or repaired after October 1, 1999, must meet Consumer Product Safety Commission Handbook for Public Playgrounds Safety Guidelines Publication No.325.

FURNISHINGS

- Adequate storage must be provided for children's personal articles. Storage areas should be constructed of smooth, easily cleanable materials with separate space for each child's clothing, bags, hats, coats, etc.

SANITATION

- Toilet fixtures and facilities must be provided in accordance with Appendix 'C' of the International Plumbing Code as adopted in the Grand Prairie Plumbing Code. (Consult Child Care Licensing for number required.)
- There shall be one flush toilet for every seventeen (17) children eighteen (18) months or older in a day care center :
 - (A) Urinals may be counted in the ratio of children to toilets but may not exceed fifty percent of the total number of toilets. Restrooms containing urinals shall also have flush toilets.
 - (B) Potty-chairs may be used but shall not be counted in the ratio of children to toilets.

- (C) Free-standing diaper changing stations in infant and toddler areas shall have a hand sink, plumbed with hot and cold running water, tempered by means of a mixing valve, soap and sanitary towels. Hot water provided to hand washing sinks must not exceed 120°F.
 - (D) Child-care centers providing over-night care shall provide bathtubs and/or showers.
- Properly constructed diaper changing stations should be provided. Floor mats are not adequate changing areas.
 - Toilet facilities, including diaper change areas, must be constructed with smooth, easily cleanable walls, ceilings, floors, and work surfaces.
 - Permanent signs must be conspicuously posted in restrooms and food service areas reminding all persons to wash hands.

SMOKE DETECTORS - FIRE ALARM SYSTEMS

- Smoke detectors must be installed as recommended by the Fire Marshall to provide an effective warning to the building occupants of fire in any kitchen area, sleeping area, or any area containing mechanical equipment.
- An approved fire alarm system must be installed in centers with fifty (50) or more occupancy according to the City of Grand Prairie Fire Code.
- Fire evacuation and relocation diagrams must be conspicuously posted in all assembly rooms and classrooms.
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- Child-care centers that have gas pipes must have carbon monoxide detectors as recommended by the Fire Marshall.

FOOD SERVICES

- A center that prepares or serves food shall comply with the pertinent food service regulations contained in the City of Grand Prairie Health Ordinance, Article IV (construction requirements attached.) Note: Centers that operate more than six (6) hours per day are required to provide supplemental food when children do not have sufficient dietary requirements in their meals.
- The child-care center shall meet the Texas Department of State Health Services Texas Food Establishment Rules if food will be served at the center.
- Centers that prepare or serve meals must employ at least one person who is certified by the Texas Department of State Health Services as a Food Protection Manager.

SWIMMING POOLS

- Any pool, pond, or other body of water greater than two feet (2') in depth must be separated from a playground by a fence no less than six feet (6') in height. The fence must be constructed to meet all Building Inspections. Requirements and must be designed so that children can not easily climb over it. Gates of the pool enclosure must be self-closing, self-latching, and remain locked when not in use.
- All swimming pools used by children must comply with City of Grand Prairie Health Ordinance, Article VII that regulates public and semi-public pools; as well as other Grand Prairie Building Codes and applicable state laws.
- Plans must be submitted on newly constructed or renovated pools. Must receive copy of Pool Plan Review.
- The owner must obtain a permit and pay all required fees.

APPLICATION

- The permit application shall state the name, address and telephone number of the permit applicant, and the name and social security account numbers of all employees and staff members of the child care center that are in contact with the children.
- The permit application shall indicate the name and street and mailing address of the child care center, status of food service provided for children, times of operation and the current zoning of the property. A site plan shall be submitted, drawn to an accurate scale indicating the legal description of the property and showing the indoor and outdoor areas to be used for the child care center.
- The child care center applicant must have liability insurance coverage in the minimum amount of \$300,000 for each occurrence of negligence according to Chapter 42 of the Texas Human Resources Code. The policy must cover injury or death that occurs while a child is in the care of the facility and must remain in effect at all times that the center is operating.
- The child care center applicant must have liability insurance coverage in the minimum amount of \$300,000 combined single limit for each occurrence of bodily injury or death and property damage that occurs due to motor vehicle accident during transportation of a child. Coverage shall be provided for all owned/leased non-owned and hired vehicles to include uninsured/under-insured motorists.
- Applicant must possess a valid Child Care Center License or Accreditation issued by Texas Department of Protective and Regulatory Services or has attained provisional status in order to be issued a City of Grand Prairie Licensed Child Care Center Permit.
- Owner must provide proof of compliance with the Texas Department of Protective and Regulatory Services requirement for criminal history and background search for each employee.

FEES

- During of the plan review process, the owner must submit a completed Child Care Center Permit Application; application fee or change of ownership fee, and annual permit fee. A permit will be issued upon compliance with the City of Grand Prairie Health Ordinance requirements and payment of fees.
- Annual Permit is \$30.00 plus \$1 per child over 30 occupants based on establishment licensed capacity. Fees are exempt for all city contract licensed child care centers.
- New or remodeled fee is an additional \$100.00 application fee.
- The above fees shall be paid to the City of Grand Prairie Environmental Services Department. All fees are nonrefundable and will not be prorated.