



**PLAN REVIEW APPLICATION FOR DAYCARE CENTERS**  
(City of Great Falls)

The State of Montana, Department of Public Health and Human Services, Quality Assurance Division (QAD) is the Childcare Centers' licensing body. We at CCHD approve only the Public Health Requirements (ARM 37.95.205 through 227), QAD approves everything else. Final Plan Review approval and inspection by CCHD is required by QAD prior to licensing a new Daycare Center. The plan review application, along with all other required documents, shall be submitted to the health department for review and comment BEFORE construction/remodel has begun.

Check all that apply: <input type="checkbox"/> New Construction <input type="checkbox"/> Conversion of Existing Building to Daycare <input type="checkbox"/> Remodel of Daycare Center <input type="checkbox"/> Change of Ownership	Fee Structure: New construction, conversion, or remodel: <b>\$100</b> Change of ownership (no remodel): <b>\$50</b> <i>Fees include one onsite walk-through (if requested) and one pre-opening inspection. Additional site visits are \$50/visit.</i>
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**Licensee (Owner) Name** \_\_\_\_\_

Owner Phone \_\_\_\_\_ Owner Cell \_\_\_\_\_

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

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

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

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

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

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

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

**Onsite Manager Name** \_\_\_\_\_

Manager Phone \_\_\_\_\_ Manager Cell \_\_\_\_\_

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

Was the facility previously licensed as a Daycare Center?  No  Yes

Former name \_\_\_\_\_

Last calendar year licensed \_\_\_\_\_

Water supply:  Public, PWS ID # \_\_\_\_\_  Private (include copy of test results)

Sewage treatment:  Public, DEQ # \_\_\_\_\_  Private, Permit # \_\_\_\_\_



Anticipated number of children ( $\geq 2$ yr): \_\_\_\_\_ Infants (<2yr): \_\_\_\_\_

Date construction is to start: \_\_\_\_\_ Date of planned opening: \_\_\_\_\_

**Please complete the Daycare Center Pre-opening Checklist (attached to application) to ensure you have all the required permits, equipment, and other necessary items. Contact us if you have questions regarding any of these requirements.**

**The following items must be submitted with this application:**

- \_\_\_\_ Schematic or scale drawing of the floor plan (include room measurements)
- \_\_\_\_ Equipment list (e.g., dishwashers, refrigerators, washers & dryers, etc)
- \_\_\_\_ Safety Inspection Certificate (SIC)
- \_\_\_\_ Plan review fee
- \_\_\_\_ Change of ownership fee (if only changing ownership with no remodel)

**Please submit this application and required documents listed above to the City-County Health Department, 115 4<sup>th</sup> St. S., Great Falls, MT 59401.**

*Checks should be made out to CCHD.* Payment is required before the plan review process can begin. Contact us for other payment options.

Our Department attempts to complete plan reviews within 15 business days. Failure to complete the plan review process within 6 months will require new plan review documents and fees to be submitted.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*To be filled out by CCHD:*

*Date Received:* \_\_\_\_\_

*Sanitarian:* \_\_\_\_\_



### **Daycare Center Pre-opening Checklist**

- Contact Jodi Linne, QAD Child Care Licensor**, 406-453-0526 or [jlinne@mt.gov](mailto:jlinne@mt.gov). Apply for a license to operate a daycare center with the Department of Public Health and Human Services (DPHHS), Quality Assurance Division (QAD).
- Review the State of Montana Licensing Requirements** for Child Daycare Centers Regulations at <https://dphhs.mt.gov/qad/licensure/childcarelicensing>.
- Submit the Plan Review for Daycare Centers**, along with listed documents and fee, to the Health Department for review and approval. A simple graph paper drawing is acceptable for the floor plan but be specific regarding the details of the facility and measurements. Include description of finish materials (floors, walls, and other surfaces) and locations of sinks, appliances, bathrooms and changing stations.
- Contact the City of Great Falls Building Officials and Great Falls Fire Rescue** for building and safety inspections.

Great Falls Fire Rescue--[Safety Inspection Certificate](#) (SIC/Business License): 727-8070  
[City Planning](#)--Building, Plumbing, and Mechanical Inspectors: 455-8430

- Schedule an initial walk-through** of your facility with the Health Department. This will help avoid unforeseen problems not identified in the submitted floor plan.
- Schedule the Preopening Inspection after the plan is approved** by the Health Department. All construction and remodeling must be complete before the Preopening. Equipment must be installed and operational (i.e., refrigerators, dishwashers, washers/dryers, and hot water heaters).

### **Public Health Requirements 37.95.205 - 37.95.227**

#### **Kitchen**

- Walls, floors, ceiling, countertops, tables, and storage areas must be smooth and easily cleanable. No unfinished wood surfaces, or gaps and crevices where moisture, food, and dirt can accumulate. Caulk any cracks or gaps. Carpeting is not allowed in food prep or eating areas.
- Adequate kitchen ventilation is required (check with Building and Fire Departments).
- Adequate refrigeration is needed. Daycare centers typically need at least 2 refrigerators for the quantity of food they prepare. Larger centers may need commercial refrigeration. Refrigerators must be capable of maintaining temperatures below 45°F (recommend maintaining food at ≤ 41°F, as specified in 2013 Food Code). Refrigerators must be equipped with thermometers in the warmest area of the units.
- A 3-compartment sink is required for warewashing, unless the facility has a mechanical dishwasher. Facility must have a 2-compartment sink for backup in case the dishwasher becomes inoperable and must follow the proper cleaning and sanitizing procedures in 37.95.214(3)(c). Sinks and dishwashers must be properly air-gapped (check with plumbing inspector). The size of the 3-compartment sink must be large enough to fit the largest item that would be washed.



- If a commercial dishwasher is installed, the sanitizing cycle must reach 180°F or automatically dispense a chemical sanitizer at an appropriate concentration (depends on rinse temperature). A domestic dishwasher may be used if it has a sanitize cycle and is capable of washing and sanitizing all dishware, utensils and food service equipment normally used for the preparation and service of a meal in one cycle.
- Kitchen must have a designated handwashing sink supplied with soap, paper towels or a hand dryer, and a garbage can. Common-use towels are prohibited.
- Adequate counter space is needed to prepare food safely.
- Dry food storage cannot be below sinks, in bathrooms or laundry facilities, or with toxic cleaning supplies.
- Lights must be shielded.

### **Bathroom/diapering areas:**

- Diapering areas must be separate from food prep and play areas and must have a handwashing sink (equipped as above) that is at least 6' away from food prep areas. No food or bottle preparation can be done at this sink.
- Diapering area must be cleaned and disinfected after each use and must use procedures described under ARM 37.95.210(1)(d)(ii). The diapering area must be easily cleanable, and pads must be smooth plastic/vinyl material (no absorbent fabrics).
- Soiled diapers must be discarded in an easily cleanable and lined receptacle with a tight-fitting lid in an area inaccessible to children. Must be emptied and cleaned daily.
- Handwashing sinks must be provided with hot water between 100-120°F\*\*.
- 1 toilet is required for every 20 individuals (children and staff).
- Floors and walls must be smooth and easily cleanable.
- If cloth diapers are used, soiled diapers must be bagged and then placed in a secondary non-permeable, covered container until picked up by a parent or commercial laundry service. Cloth diapers cannot be washed or rinsed onsite.

### **Misc. Requirements:**

- Tables, toys and equipment must be smooth, cleanable, and sanitized on a regular basis (e.g., mouthing toys should be sanitized between children, but other toys may only need to be cleaned and sanitized weekly).
- Children/infants must have individually assigned cots, cribs, bedding and cubbies (or other personal storage areas), or they must be cleaned and sanitized between children/infants.
- Laundry must be washed in hot water that is at least 140°F\*\* for a minimum of 8 minutes, or it must be washed/dried in a unit that has a sanitize cycle. Dryers must be vented outside.
- Menus must be reviewed by a Registered Dietitian or DPHHS-CACFP and meet USDA requirements as outlined in ARM 37.95.215.
- Toxic chemicals must be labeled and stored out of reach of children or in a locked cabinet or closet. Chemicals must be used and disposed of according to manufacturer's instructions.



- Cleaning devices used on toilet bowls, toilet seats, or urinals must not be used for any other purpose and must be kept out of the reach of children. Soiled mop bucket water should be disposed of in a mop sink. Do not use handwashing, warewashing, or food prep sinks.
- Bathing facilities must be separate from food service, food preparation, and play or sleeping areas and be provided with hot water between 100-120°F\*\*. Bathing facilities are only required if the facility provides night care. Refer to 37.95.1004 for bathing guidance.
- Solid waste must be stored between collections in a corrosion resistant, fly-tight, watertight, and rodent-proof container. Must be removed weekly (private or municipal hauler).
- Swimming pools may be used if they are a state licensed facility. If the daycare uses a portable wading pool, 1 Tablespoon of household bleach must be added per 100 gallons of water before use. The wading pool must be drained and cleaned daily. Other in- and above-ground pools used onsite must maintain the required chlorine residual (1-10ppm) and use a chlorine test kit to measure the concentration. Refer to 37.95.127 for other swimming and pool safety requirements.
- If the facility is not connected to a Public Water System, the water source must be tested prior to operation and twice per year (June & January) for total coliform bacteria and fecal coliform or E. coli. The water supply must also be tested for Nitrate and Nitrite prior to operating and cannot exceed 10mg/L and 1mg/L, respectively. Laboratory test results must be kept for 2 years and be provided to the Health Department during inspection. The facility must take corrective actions as needed to ensure safe drinking water.
- If the facility is not connected to a Public Sewage System, the septic system must comply with [Cascade County Regulations for Subsurface Wastewater Treatment Systems](#). The system must be repaired or replaced whenever it fails to accept sewage at the rate of application, there is leaking or ponding of effluent, there is contamination of the drinking water supply or state waters, or a mechanical failure occurs.

**Staff Requirements:**

- Staff should be trained in proper food handling, handwashing procedures, diapering procedures, cleaning and sanitizing procedures and foodborne/communicable illness policies. These procedures and policies must be followed at all times.
- Staff must be scheduled to ensure appropriate infant/child to staff ratios are met. Staff numbers should be sufficient to cover breaks while still maintaining proper ratios.

Infants(<2yr):	4:1
Toddlers (2-3yr):	8:1
Preschoolers (4-5yr):	10:1
Older Children (≥6yr):	14:1

\*\*Different hot water temperature requirements for laundry, handwashing sinks, and bathing facilities must be considered. The facility may need separate hot water heaters, mixing valves, or booster heaters for the washing machines to ensure temperature requirements are met. You may need to consult with a plumber to determine what will work best for your facility. The number and capacity of your hot water heaters should be sufficient to supply hot water continuously throughout the day to all sinks and equipment.