



**CHILDCARE FACILITY INFORMATION UPDATE FORM**

*In order to make sure we have the most current information available for your business establishment, we ask that you please complete the below form. Please either mail, fax or email us the completed, signed form as soon as possible. (Please see information below)*

**Date:**

**Establishment Name:**

**Street Address:**

**Name of Director:**

**Name of Owner / Corporation:**

**Email Address:**

**Address of Owner / Corporation:**

**Daytime Phone:**

**Billing Address: (Same as Owner / Facility / Other)**

**After Hours Phone:**

**Emergency Contact Person:**

**Cell Phone:**

**Emergency Contact Phone:**

**Permit Mailing Address: (Same as Owner or Facility)**

**Total Number of Children In Care/ Age Range of Care:**

**Days/Hours of Operation:**

*I certify that the foregoing information is correct to the best of my knowledge.*

**Name (printed):**

**Date:**

**Signature:**

City of North Richland Hills  
Consumer Health Division  
4301 City Point Dr  
North Richland Hills, TX 76180

Phone: 817-427-6650  
Fax: 817-427-6656  
E-mail: [consumerhealth@nrhtx.com](mailto:consumerhealth@nrhtx.com)



CITY OF NORTH RICHLAND HILLS

### **List of Records to Send Before Virtual Childcare Inspection**

Being able to review certain records before a virtual childcare inspection saves an enormous amount of time and energy.

Please send the records below to [consumerhealth@nrhtx.com](mailto:consumerhealth@nrhtx.com) or to your health inspector directly before your virtual child care inspection:

- Completed first page of Facility Information Form
- Copy of Liability Insurance for Facility
- Copy of Vehicle Insurance for all vehicles used to transport children
- Photos of First Aid Kit/Fire Extinguishers/Current Texas Registration for all vehicles used to transport children?
- Photo of Fire/Severe Weather/Lockdown Drill Records
- Photo of Playground Maintenance Checklist
- Photo of Center's Stocked First Aid Kit (with Items Visible)
- Photo of Required Postings:
  - TX HHS and NRH Child Care Permits Posted?
  - Staff List Posted?
  - Emergency Numbers Posted?
  - NRH "Requirements for Release of Children" Posted?
  - Menu Posted?
  - "Keeping Children Safe", "Gang Free Zone", and Allergy Alert Notice Posted?
- Dates of Last Fire Inspection and Last Gas Leak Test (if applicable)?