

November 15, 2018

Dear Child Care Facility Operator:

Enclosed is your 2019 Health permit. Please post this permit in an area visible to the general public.

Below are some reminders for each NRH Child Care Facility:

- **Child Care employees must obtain the NRH Child Care card.**
 - Watch the Video located at nrhtx.com/child
 - Review the Handout provided below the video
 - Take the Exam at NRH City Hall
 - City Hall, Neighborhood Services Department, 4301 City Point Drive, 76180
 - Monday – Friday, 8:30 am – 4:30 pm
 - \$21* per person (\$8* if 62 or more) *fees may increase in 2019
 - Onsite training at child care centers is available if you have 15 or more participants.
- **Liability insurance, background checks required.** Facilities must carry facility liability insurance and be current on all required background checks in order to renew the annual child care permit. Change of owner, director, etc., must be provided to Consumer Health. All information provided to Consumer Health must be consistent with the TDFPS license and the NRH Certificate of Occupancy.
- **Standardized release procedures.** Each child must have a unique code word/number for release to an adult.
- **All child care staff members must have current TB tests and First Aid/CPR training.**
- **Notarized Emergency Authorization Forms.** Parents must notarize emergency authorizations.
- **Gloves required when handling bodily fluids.** Gloves are required for changing diapers, etc.
- **Child care employees must NOT use bare hands when handling ready-to-eat-foods.** Ready-to-eat foods include fruit, sandwiches, crackers, etc. Hand washing and disposable gloves are required when serving food.
- **Contact NRH Consumer Health if imminent health hazard.** Fire, flood, lack of electricity or water, lack of 100°F hot water, sewage backup, misuse of toxic materials, food borne illness outbreak, or circumstance that may endanger public health: contact Consumer Health 817-427-6650 or dial 911. Consumer Health contact information is required to be posted with all other emergency numbers.
- **Standards for vehicles used to transport children.** Vehicles/drivers transporting children require current automotive liability insurance, inspection and registration stickers, training, and valid drivers' license.
- **One fire drill annually to be audited by NRH Fire Department.** Request this at the annual fire inspection.

- **Residential refrigeration must be replaced.** Existing residential refrigeration used to store infant formula must upgrade to a commercial unit when the unit fails or with a change of ownership.
- **Remodeling, Change of Ownership requirements.** Facilities undergoing a remodel must submit plans for review; establishments with new ownership must bring any facility/equipment issues into compliance.
- **Updates to Minimum Standards.** All facilities must be aware of the new rules, including food allergy listings and emergency plans; quarterly lock down drills; handling/storage/disposal of hazardous materials; and only EPA-registered products to be used as sanitizers. Labels must be followed for proper sanitizing, and any product not registered by the EPA is not approved for use in centers to disinfect – check the label!
A summary of updates can be found here: www.dfps.state.tx.us/Child_Care/Day_Care_Licensing/default.asp

Child Care Kitchens:

- **Food Temperature Logs and Cleaning Schedules** are *required*. An example is enclosed and can also be found at: nrhtx.com/food. Facilities that cater food in to serve to children must also keep a daily temperature log of refrigeration and catered food temperatures.
- **Every child care facility that operates a food service kitchen is required to have at least (1) State-Certified Food Manager.** Food Manager Certifications must also be posted in public view. Information regarding training classes can be found at: www.dshs.texas.gov/food-managers/certification.aspx
- Employees who *specifically work in the child care kitchen* should take an accredited Food Handler class instead of the Child Care class within 30 days of employment. This class is specifically intended for food service employees. nrhtx.com/class or www.dshs.texas.gov/food-handlers/training/online.aspx.
- **Pest Control records** (licensed, commercial pest control operator ONLY) and **Grease Trap Trip Ticket records** (NRH-permitted waste hauler ONLY) must be available during inspection. Grease traps must now be pumped a minimum of *four times* annually.
- **Compliance with Texas Food Establishment Rules.** Child care facilities that prepare and serve food must remain in compliance with the Texas Food Establishment Rules (25 TAC 228) and City of North Richland Hills Code of Ordinances Chapter 18, Article IV, Food and Food Establishments. nrhtx.com/health.

Please call Consumer Health at 817-427-6650 with any questions or if you need additional information.

Sincerely,

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Enclosure