

December 6, 2016

Dear Child Care Facility Operator:

Enclosed is your 2017 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](http://nrhtx.com/child)
  - Review the Handout provided below the video
  - Take the Exam at NRH City Hall
    - North Richland Hills City Hall, Neighborhood Services Department  
4301 City Point Drive, North Richland Hills, TX 76180
    - Monday – Friday, 8:30 am – 4:30 pm
    - \$21 per person (\$8 if 62 years old or more)
  - Onsite training at child care centers is available if you have 15 or more participants. Contact Consumer Health at 817-427-6650 with questions and more information.
- **Liability insurance, background checks required.** Facilities must carry facility liability insurance and be current on all background checks through Texas Department of Family & Protective Services in order to renew the annual child care permit. Changes of ownership, director, etc., must be provided to Consumer Health. All information provided to Consumer Health must be consistent with the TDFPS license and NRH Certificate of Occupancy.
- **Standardized release procedures.** Each child must have a code word or number for release.
- **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.** In event of a 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, Consumer Health must be notified at 817-427-6650 or dial 911. Provide Consumer Health contact information with all other emergency numbers posted in the child care facility.
- **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. Contact Consumer Health if you plan to include evening and/or night care for children.

#### **Child Care Kitchens:**

- **Food Temperature Logs and Cleaning Schedules** are *required*. An example is enclosed and can also be found at: [www.nrhtx.com/foodchecklist](http://www.nrhtx.com/foodchecklist). 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.state.tx.us/foodestablishments/CFM.shtm](http://www.dshs.state.tx.us/foodestablishments/CFM.shtm)
- 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. *Class information can be found at* [www.nrhtx.com/class](http://www.nrhtx.com/class)
- **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 229.161-229.171, 229.173-229.175) and City of North Richland Hills Code of Ordinances Chapter 18, Article IV, Food and Food Establishments found in its entirety at [www.nrhtx.com/health](http://www.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