



City of Lake Jackson
25 Oak Drive
Lake Jackson, TX 77566
(979) 415-2430
www.lakejackson-tx.gov

**Day Care
Application**

Requirements for Day Care Facilities in the City of Lake Jackson:

1. You are allowed to keep only the number of children that you are registered for, and this includes your own children.
2. No more than 12 children are allowed in a home day care facility.
3. License fees: 7 children or less \$25.00 per year; 8-12 children \$50.00 per year; 13 children and more is \$100.00 per year.
4. A current health license with the City of Lake Jackson is required.
5. A current State issued license is required.
6. A food manager/handler certificate is required.
7. All animals on the property must have current vaccination records available.
8. The facility must pass two city inspections per year.
9. If children are allowed to play outside it must be within a fenced area.
10. Hot and cold water and electrical power must be operational at all times.
11. Although you are operating a day care facility, your water will be turned off due to non-payment. With loss of power, hot and cold water, your day care must be kept closed and cannot re-open without an inspection. Once you have established reconnection of services, contact the Health Department at (979) 415-2430 for your inspection. (You may contact the water department for payment arrangements at (979) 415-2434.

Permit Fee: _____

Approved by: _____

Permit #: _____



Day Care Permit Application

City of Lake Jackson Health Department
25 Oak Drive Lake Jackson, TX 77566 (979) 415-2430

Establishment's Name: _____

Establishment's Address: _____

Mailing Address: _____ Phone: _____

Applicant's Name: _____ Date: _____

Applicant's D L #: _____ DL State: _____

Type of Establishment:

Annual Fee: (to be renewed by March 31 each year)

Day Care Facility – 13 or more children	\$100.00
Day Care Facility – 8-12 children	\$50.00
Day Care Facility – 7 or less children	\$25.00
Non-Profit Organization (with 501c form)	\$0.00

Please answer the following questions:

Check One:

- | | | | |
|---|-----|----|-----|
| 1. Do you provide and prepare the food for the children? | Yes | No | N/A |
| 2. Do the children bring their own lunches/food? | Yes | No | N/A |
| 3. Are 50% or more of your employees trained food handlers? | Yes | No | N/A |
| 4. Are Potentially Hazardous Food (PHF) items served? | Yes | No | N/A |
| 5. Are PHF prepared only in individual portions? | Yes | No | N/A |
| 6. Are PHF cooked, held, and reheated? | Yes | No | N/A |
| 7. Are PHF prepared from raw, non-frozen ingredients? | Yes | No | N/A |
| 8. Are PHF extensively handled in preparation? | Yes | No | N/A |
| 9. Are PHF prepared and held before service? | Yes | No | N/A |
| 10. What is the total square feet of the facility? _____ | | | |

**** If you provide and prepare food for the children, you must have some type of food service certification and provide the City of Lake Jackson with a copy of the certificate.****



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Owner of this Establishment:

Name: _____

Title: _____

Address: _____

Phone: _____

Mailing Address: _____

Fax: _____

Email: _____

Please print – email will be used for informational purposes only. You will not receive spam emails from the City of Lake Jackson

Person Directly Responsible for this Establishment: (Manager, etc.)

Name: _____

Title: _____

Address: _____

Phone: _____

Mailing Address: _____

Fax: _____

Email: _____

The information provided on this application is accurate. This establishment agrees to comply with the Codes adopted by the City of Lake Jackson and is aware of the right to access to the Regulatory Authority as specified within the Health Codes.

Date

Signature

Permit Fee: _____

Approved by: _____

Permit #: _____

§747.1701

How many children may I care for in my registered child-care home?

Subchapter E, Child/Caregiver Ratios and Group Sizes

Division 2, Regular Ratios and Group Sizes in the Registered Child-Care Home

There must not be more children in your registered child-care home at the same time than is shown in the following chart:			
Number of Children One (1) Caregiver May Care for in a Registered Child-Care Home			
Number of children birth through 17 months old	Number of children 18 months and older	Number of children five years old and older after school hours	Maximum number of children allowed in the child-care home at any one time, including children related to the caregiver
0	6	6	12
0	5	7	12
0	4	8	12
0	3	9	12
0	2	10	12
0	1	11	12
0	0	12	12
1	5	4	10
1	4	5	10
1	3	6	10
1	2	7	10
1	1	8	10
1	0	9	10
2	4	2	8
2	3	3	8
2	2	4	8
2	1	5	8
2	0	6	8
3	3	1	7
3	2	2	7
3	1	3	7
3	0	4	7
4	2	0	6
4	1	1	6
4	0	2	6



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Day Care Health Inspection Checklist

- Proof of current First Aid and CPR certification from a licensed agency must be kept on file at all times. At least one person with current certification must be on premises at all times.
- Daycare should have a policy excluding children and staff from daycare when they are ill. Please have parents and/or guardian read and sign the policy.
- All children in daycare must be current on all of their immunizations. Properly documented exemptions are allowed.
- Daycare providers must keep a copy of the child's immunization records on file at all times.
- Daycares shall have installed properly working smoke alarms and a 5 lb. fire extinguisher.
- Facility must have two emergency exits in case of fire. A phone is required for emergency communication.
- All food served in the daycare shall come from an approved source, no home canned goods.
- Food must not be thawed at room temperatures. Food must also be prepared in a sanitary manner; proper hand washing before and during preparation, minimize bare hand contact, cook meats to proper temperatures, avoid cross contamination.
- Food contact surfaces and equipment need to be kept clean and sanitized. Wiping cloths should be sanitized often and sanitizing solution should be changed throughout the day. Clorox wipes can be substituted for sanitizing solution. Recipe for sanitizing solution: "1/2 teaspoon regular Clorox per 1 quart of water, or 1 tablespoon regular Clorox per 2 gallons of lukewarm water."
- Dishes and utensils must be washed and sanitized by the three-step method: wash, rinse, and sanitize. Utensils must be stored in a manner to keep them from being re-contaminated after sanitization. Sharp knives must be kept out of reach of the children.
- Refrigerators must remain at 41 °F or below and shall have a thermometer in them at all times. Keep refrigerator clean and avoid cross contamination of foods.
- Medicines, cleaning supplies, and hazardous substances must be kept in child proof cabinets or out of reach.
- Garbage cans need to have lids or be inaccessible to children and must be kept from attracting vermin.
- Private water supplies shall be tested yearly, and all plumbing must be in working order.
- Facilities must have a proper hand washing station that contains soap, hot and cold running water, and disposable towels.
- Diaper changing station and/or pads must have a surface that can be sanitized after each use.
- Sleep areas, play areas, restrooms, and all other areas that children will occupy must be kept clean and sanitary at all times.
- No smoking allowed inside the childcare facility. Smoking outside is restricted if children are present.



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Food Manager's Food Service Sanitation Certification

Every Food Establishment in the City of Lake Jackson must have a Certified Food Manager on staff and present at each establishment during business hours. A copy of the certificates must be given to the Health Department. *City of Lake Jackson Code of Ordinances Sec. 50-51*

Certification is obtained by passing a Department of State Health Services (DSHS) approved certified food manager examination. The examination may be taken at any licensed Certification Training Program, Test Site, Online Exam or National Exam provider. Certification is valid for five years. For more information, please visit the Department of State Health Services web site at: www.dshs.state.tx.us/foode establishments/CFM.shtm

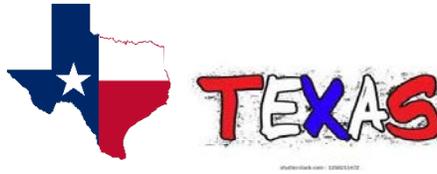
Food Handler's certification can also be obtained through these sites.

Online and classroom courses

- Responsible Training
<https://www.responsibletraining.com/>
- ServSafe
<https://www.servsafe.com/>
- National Registry of Food Safety Professionals
<https://www.nrfsp.com/exam-center/food-handler/>
- 360 Training
<https://www.360training.com/learn2serve>
- State Food Safety
<https://www.statefoodsafety.com/>

Certified Food Manager – In depth training class required for all restaurants

Certified Food Handler – Basic course for food prep personnel



Licensing Standards for Daycare Centers
 Licensing Standards for Family Daycare
 Local Child Care Licensing Offices

Worker Qualifications

Staff: Must be at least 18 years old and have a high school diploma or equivalent.

Provider/Child Ratio

Ratio For Daycare Centers in Texas

Age Range	Child: Ratio Staff	Maximum Group Size
0-11 months	4:1	10
12-17 months	5:1	13
18-23 months	9:1	18
2 years (24 months)	11:1	22
3 years	17:1	30
4 years	20:1	35
5 years	22:1	35
6-8 years	26:1	35
9-12 years	26:1	35

Definition of Licensed Family Child Care Homes

Small Family Child Care Homes

Texas requires small family childcare homes that care for 1-3 children to be listed with the state. No inspections are conducted and there are no standards to meet. Small family childcare homes caring for 4-6 (plus 6 SAC) children are required to be registered and meet state requirements.

Total Number of Children Allowed: 1-3

Maximum Number of Children to One Provider: 3

Provider's Own Children Counted: No

Maximum Number of Infants/Toddlers to One Provider: NA (Not addressed in Regulations)

Registered Small Family Child Care Homes

Total Number of Children Allowed: **4 - 6**

Ratio of Children To One Provider

Maximum Group Size	Infants 0-17 mos	Preschool 18 mos-4 yrs	SAC 5-13 yrs
12	0	6	6
12	0	5	7
12	0	4	8
12	0	3	9
12	0	2	10
12	0	1	11
12	0	0	12
10	1	5	4
10	1	4	5
10	1	3	6
10	1	2	7
10	1	1	8
10	1	0	9
8	2	4	2
8	2	3	3
8	2	2	4
8	2	1	5
8	2	0	6
7	3	3	1
7	3	2	2
7	3	1	3
7	3	0	4
6	4	2	0
6	4	1	1
6	4	0	2

Contact Information

Child Care Licensing Agency

Department of Protective and Regulatory Services
P.O. Box 149030
M.C. E-550
Austin, TX 78714-9030
Phone: Day Care Hotline: (800) 862-5252
or (512) 438-3269
Fax: (512) 438-3848
Texas Daycare Listings

Child Care Subsidy Agency

Texas Workforce Commission
Child Care Services
101 E. 15th Street, Room 440-T
Austin, TX 78778-0001
Phone: (512) 936-3137 or 211 (within State)
Toll Free: (877) 541-7905
Fax: (512) 936-3255

Head Start - State Collaboration Office

University of Texas
7000 Fannin Street, Suite 2054
Houston, TX, 77030
Phone: (713) 500-3835
Fax: (713) 500-0386

Child Care Food Program Agency

Office of Family Services
Texas Department of Health and Human Services Commission
Post Office Box 149030
1106 Clayton Lane, Suite 325E
Austin, Texas 78714-9030
Phone: (512) 420-2506
Fax: (512) 371-1595

State Child Care Resource & Referral Contact

Texas Association of Child Care Resource & Referral Agencies
1500 W. University Ave., Ste. 105
Georgetown, TX 78628
Phone: (512) 868-0552
Fax: (512) 868-5743

Office of Child Support Enforcement

Child Support Division
Office of the Attorney General
P.O. Box 12017
Austin, Texas 78741-2017
Phone: (800) 252-8014
Fax: (512) 460-6867

Child Abuse Reporting

To report suspected child abuse in Texas, call (800) 252-5400.

For national child abuse information, call the Child help USA National Child Abuse Hotline (staffed 24 hours daily with professional crisis counselors): 1-800-4-A-CHILD or 1-800-2-A-CHILD (T.D.D).