INDIANA FIVE STAR ENVIRONMENTAL RECOGNITION PROGRAM FOR CHILD CARE FACILITIES APPLICATION

State Form 49200 (R7 / 1-14)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

OFFICE OF PLANNING AND ASSESSMENT
100 North Senate Avenue, IGCN 1316
Indianapolis, IN 46204-2251

Internet: www.idem.IN.gov/childcare
Toll-free telephone: (800) 451-6027

INSTRUCTIONS: The Indiana Department of Environmental Management (IDEM) awards stars for the Indiana Five Star Environmental Recognition Program for Child Care Facilities on a triannual basis. The application submittal due dates are April 1, August 1, and December 1. Eligible facilities must:

- *Be licensed or registered (operate more than four (4) hours a day, ten (10) consecutive work days and care for more than five (5) children). Provisional and probationary licenses are not eligible.*
- *Be in compliance with all applicable state and federal rules and regulations and have a positive compliance history throughout the course of membership.*
- *Meet all criteria for the star category in which they apply.*
- *Submit a complete and accurate application.*
- *Agree to address identified hazards appropriately. Unaddressed hazards may be referred to the appropriate agency for follow up.*
- *Reapply every three (3) years to maintain stars.*

TO APPLY:

1. *Check the boxes as you complete the criteria.*
2. *Refer to the Application Guidelines available at www.idem.IN.gov/childcare for assistance with application requirements and sample policies.*
3. *Call IDEM at 800-451-6027 ext. 3-5555 to request a site visit.*
4. *Mail the completed application to the address above.*

SECTION 1	APPLICANT INFORMATION				
Facility name					
License or registration number		Year building was constructed		Number of students	
Mailing address					
City			ZIP code		
Facility address (*number and street*)					
City			ZIP code		
County					
Type of application	☐ New ☐ Renewal	Number of stars for which you are applying:		☐ 3 Stars ☐ 4 Stars ☐ 5 Stars	
Contact person		Title			
Telephone number	( )	E-mail address			

I certify the information in this application is accurate to the best of my knowledge. I understand it is my obligation to correct hazards identified through this program and that failure to address hazards appropriately may result in referrals to appropriate state agencies.

Official Signatory for Applicant		Title		Date	

NARRATIVE

Please use this space to describe your facility's efforts to meet the requirements of the program. Include changes, new policies in place, and any other improvements you have made as a result of this program.

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3-STARS CRITERIA		
Child care facilities applying for three stars must meet the criteria below. Please select whether each criteria was something your facility was already doing or whether your facility made a change to meet the criteria. This information is used for data collection purposes only.		
Already was doing	**A change we made**	**GENERAL**
		Our facility is in full compliance with applicable state and federal rules and regulations. This includes: a satisfactory or better compliance history in CareFinder; following state and federal requirements during renovation such as hiring licensed asbestos inspectors and certified lead contractors when required; and meeting the state's Smoking Ban requirements.
		All parents of currently enrolled children have been notified about environmental hazards identified at our facility and are kept informed of how they are remedied.
		Our building is well maintained, has no peeling paint, no holes in walls, no existing water damage, and no missing, chipped or stained building materials. Maintenance is performed when children are not present.
		We have taken steps to reduce clutter and unnecessary items throughout the facility. Our facility is diligently cleaned.
		We have completed the Five Star Self Assessment. (*See the guidelines at www.idem.IN.gov/childcare.)* It is available for review.
		LEAD
		We have a written prevention of exposure to lead policy included in the staff and parent handbooks or where there are no handbooks, we have informed parents and staff about the written policy. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*
		Our facility was built in 1978 or after. Or, our facility was built prior to 1978 but all cleaning and maintenance staff has received the lead poisoning prevention training which meets Five Star criteria *(For approved training, see the guidelines at www.idem.IN.gov/childcare)*. In addition, we have made cleaning and maintenance staff aware of any known lead paint in the building. We use wet cleaning to reduce lead dust, and in accordance with federal law, we use a certified lead contractor for building repairs where paint may be disturbed. Or, we have had a lead inspection which has indicated no lead paint is present at this facility. METRIC: Number of cleaning/maintenance staff trained in lead poisoning prevention:_____
		We use only cold water for drinking, cooking and making baby formula, we flush all cooking and drinking outlets each morning, and we clean debris from our outlet screens or aerators on a regular basis. * We have posted signs reminding staff of this commitment.
		MERCURY
		We do not use any mercury-containing fever thermometers.*
		PEST CONTROL
		We never store pesticides at the facility and we follow the model Pest Control Policy for Indiana Child Care Facilities for insects, rodents, and weeds. (*See the guidelines at www.idem.IN.gov/childcare.)*
		CLEANING AND MAINTENANCE
		We store cleaning supplies and chemicals in original containers and out of reach of children. Materials transferred to secondary containers are properly labeled. We use these substances as recommended by the manufacturer.
		We have eliminated use and storage of unnecessary cleaning products. A list of chemicals is available for review.
		AIR QUALITY
		We take action to reduce mold, fungi, and allergens, including repairing leaks immediately, replacing damaged ceiling tiles, and removing affected carpet when possible.
		We have a working carbon monoxide alarm.
		We have no pets or, if pets with fur or feathers live at the facility, a written policy has been provided to all parents. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*
		We have performed a radon test in the lowest level of building where children are regularly present. Levels were less than 4 pCi/L or if levels were above 4 pCi/L, we have purchased and used a long-term test or we have hired a certified radon mitigator to perform a long-term test and if necessary, work to reduce radon levels at the facility; or we have installed a radon mitigation system. ***Attach radon results.***

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CRITERIA FOR 4- or 5-STARS			
For additional stars, complete all 3-Star criteria on page 2. Then, for 4-Stars, complete those criteria below labeled "REQUIRED FOR 4-STARS" and choose an additional four (4) criteria from the menu below. Or, for 5-Stars, complete those criteria below labeled "REQUIRED FOR 5-STARS" and choose an additional five (5) criteria from the menu below.			
Already was doing	**A change we made**	**Not doing or NA**	**LEAD**
			A lead risk assessment was conducted at the facility in the past year, the results of the assessment were posted for view by parents and all identified hazards have been reduced or eliminated per the plan established in the assessment. *(IDEM offers free assessments for the Five-Star Program.)* Or, a lead inspection has occurred at the facility. **REQUIRED FOR 5-STARS IF BUILT PRIOR TO 1978. **Attach risk assessment or inspection report.***
			We request documentation that blood lead testing occurred. (Documentation does not need to include results.)
			We train all staff in contact with families (director, teachers, and nurse) in lead poisoning prevention which meets Five Star criteria. (*For approved training, see the guidelines at www.idem.IN.gov/childcare.)* METRIC: Number of staff trained in lead poisoning prevention:_____
			MERCURY
			We securely store and recycle all fluorescent and compact fluorescent light bulbs.* **REQUIRED FOR 5-STARS.**
			PEST CONTROL
			We have a written pest control policy requiring integrated pest management (IPM) included in the staff and parent handbooks or where there are no handbooks, we have informed parents and staff about the written policy. A copy is also provided to any pest control companies with which we work. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)* No one applies pesticides unless they are licensed to do so by the State Chemist's Office. **REQUIRED FOR 5-STARS.**
			We do not use antibacterial products for hand washing (i.e. hand soaps).
			CLEANING AND MAINTENANCE
			We use quaternary ammonia or chlorine bleach only when and where it is required or recommended by state and local authorities.* We use no more than necessary. We use a test strip to ensure our solution is neither too strong nor too weak. **REQUIRED FOR 5-STARS.**
			We have a written "green cleaning" policy. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)* When selecting products for general cleaning, not regulated by state or local authorities, we read labels and research eco-labels, ratings, and certifications to select products safe to use around children and the environment. We know that labels such as "nontoxic", "natural", and "green" are NOT a reliable means for determining safety.
			ENERGY EFFICIENCY AND RECYCLING
			We recycle at least two (2) of the following waste streams: paper, cardboard, plastic, glass, or aluminum. **REQUIRED FOR 5-STARS.**
			We use reusable dishware for meals.
			We have improved energy efficiency by using a water heater blanket, a programmable thermostat set to adjust the temperature for times the facility is unoccupied, have replaced incandescent bulbs with more energy efficient lighting, and have installed weather stripping around windows and doors.
			We use ENERGY STAR certified appliances including at least three of the following: HVAC system, refrigerator, freezer, dishwasher, washer/dryer, water heater, computers, printers/copiers, and/or windows and doors.
			We have installed low flow toilets, faucets, and/or washing machines.
			ASBESTOS
			We have a written asbestos policy to describe procedures for handling building materials when it is unknown whether asbestos may be present, to document where known asbestos-containing material exists and how it may be handled, and to ensure no new asbestos-containing materials are used in the building. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*

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Already was doing	A change we made	Not doing or NA	AIR QUALITY
			We have a written policy which prohibits pets with fur or feathers in rooms where children with respiratory illnesses or allergies are present. (On rare occasions, such as Show and Tell and when students with asthma or allergies are appropriately accommodated, animals may be allowed.) **REQUIRED FOR 4-STARS.** (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*
			We have prohibited all pets with fur or feathers in a written policy. (On rare occasions, such as Show and Tell and when students with asthma or allergies are appropriately accommodated, animals may be allowed.) **REQUIRED FOR 5-STARS.** (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*
			We have a written "100% Tobacco-Free Facility and Grounds" policy included in the staff and parent handbooks or in instances where there are no handbooks, we have informed parents and staff about the written policy. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)* In addition, we have posted signs indicating such around the exterior of the building. *(If located in a multiuse location (churches, strip malls, etc.) and property owner refused to institute a no smoking ban property wide, then display "no smoking" signs that meet state requirements near child care doors and windows and other appropriate locations.)* **REQUIRED FOR 5-STARS**
			We train at least one teacher in each classroom using the IACCRR or FSSA Asthma Training. *(See the guidelines at www.idem.IN.gov/childcare.)* **REQUIRED FOR 5-STARS.** METRIC: Number of staff who received Asthma Training:_____
			We prohibit the use of air fresheners, room deodorizers, and aerosol disinfectants of any type. **REQUIRED FOR 5-STARS.**
			We have posted "No-Idling" signs where parents, school buses, and delivery trucks are likely to idle their vehicles. *(Free signs are available from IDEM.)* **REQUIRED FOR 5-STARS.**
			We have a written "No Idling" policy included in the staff and parent handbooks or where there are no handbooks, we have informed parents and staff about the written policy. This policy must meet Five Star criteria. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)* We do not allow vehicles to idle in our designated parking areas* or near entrances/exits to the building. METRIC: Approximately how many vehicles idled prior to program?_____ How many vehicles idle after program implemented? _____
			We have taken steps to address asthma at our facility including: we require a written asthma action plan for children with asthma, we use a HEPA vacuum or have eliminated wall to wall carpeting, and we monitor outdoor air quality through the SmogWatch listserv. (*See the guidelines at www.idem.IN.gov/childcare.)* On days classified as "unhealthy for sensitive groups" or worse, we avoid physical exertion by children between 11:00 am and 8:00 pm and whenever possible, we limit all outdoor activities. In addition on these days, we keep windows closed and use air conditioning.
			SAFETY
			We have contacted our county emergency management agency to ensure we have identified potential disaster situations for our facility and to provide them copies of our Emergency Action Plan. (*See the guidelines at www.idem.IN.gov/childcare.)* **REQUIRED FOR 5-STARS.** METRIC: Did this requirement lead to any improvements for your program? ☐ Yes ☐ No *If yes, please describe.*
			POLYCHLORINATED BIPHENYLS (PCBs)
			Our facility was built prior to 1979; however, we have documented where PCB-containing fluorescent light ballasts exist at our facility and have a written plan to complete a lighting retrofit to replace them. (*For a sample policy, see the guidelines at www.idem.IN.gov/childcare.)*
			OTHER
			Our facility takes action to protect children from sun exposure by providing shade on playgrounds, using sunscreen on children, and encouraging protective clothing such as sunglasses and hats.
			We avoid items (such as wall and ceiling hangings) that require us to apply fire retardants.

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