

WORD AFIRE MINISTRIES

1503 Denim Drive
Erwin, NC 28339

MEMORANDUM


TO: Ms. Donna Johnson
Commercial Project Coordinator

Ms. Jamie Turlington, REHS
Environmental Health

Mr. Leslie Jackson
Chief Deputy Fire Marshal

Mrs. Becky Williams
Lead Child Care Consultant

Mrs. Sharoneta Gardner
Licensing Consultant

FROM: Vivian Cogdell 
Director, Word Afire Ministries

DATE: November 1, 2024

SUBJECT: **AFTER SCHOOL PROGRAM (SCHOOL AGE CARE)**
WORD AFIRE MINISTRIES

Greetings All,

In reference to the proposed after school program for Word Afire Ministries I am enclosing the follow up to our in-person meeting and updates, and request. I am resubmitting the *site plan* as requested by Ms. Turlington for the *existing* building located at 1503 Denim Dr, Erwin. NC 28339. I spoke with Deputy Fire Marshal, Spencer Berube about the door to be installed and he shared with me that there were no new requirements or changes in the building codes. I further consulted with him about the ceiling tile and he stated that we did not have a stove in the building; therefore, the ceiling tile is fine and the lighting is sufficient.

In order to be in compliance with all NC guidelines for After School Programs for school age care children, we will ensure that we follow the USDA guidelines and regulations. During our meeting on June 8, 2024, Mrs. Sharoneta Garner, DCDEE Director stated that she and Mrs. Becky Williams, the Lead Consultant for DCDEE would assist me with the state approved menus as well as the rotation of the menus. All food will come prepared, pre-packaged, and ready to disburse from local caterers and partners following the guidelines of the USDA under the guidance of Mrs. Becky Williams.

Ms. Turlington, at our June 8, 2024 meeting you requested that we change the knobs on our doors. I am enclosing a picture of the door knobs that are presently on our doors. To ensure that we are complying, I am requesting a picture of the door knobs required by your office.

Ms. Turlington please remove *Summer Day Camp* from our initial application. I will comply with DCDEE guidelines regarding approved programs.

Ms. Turlington after the site plan approval, per your request we will install:

- Hand wash in the kitchen prep area.
- Lockable door in the kitchen prep area for child safety.
- Change door knobs in building

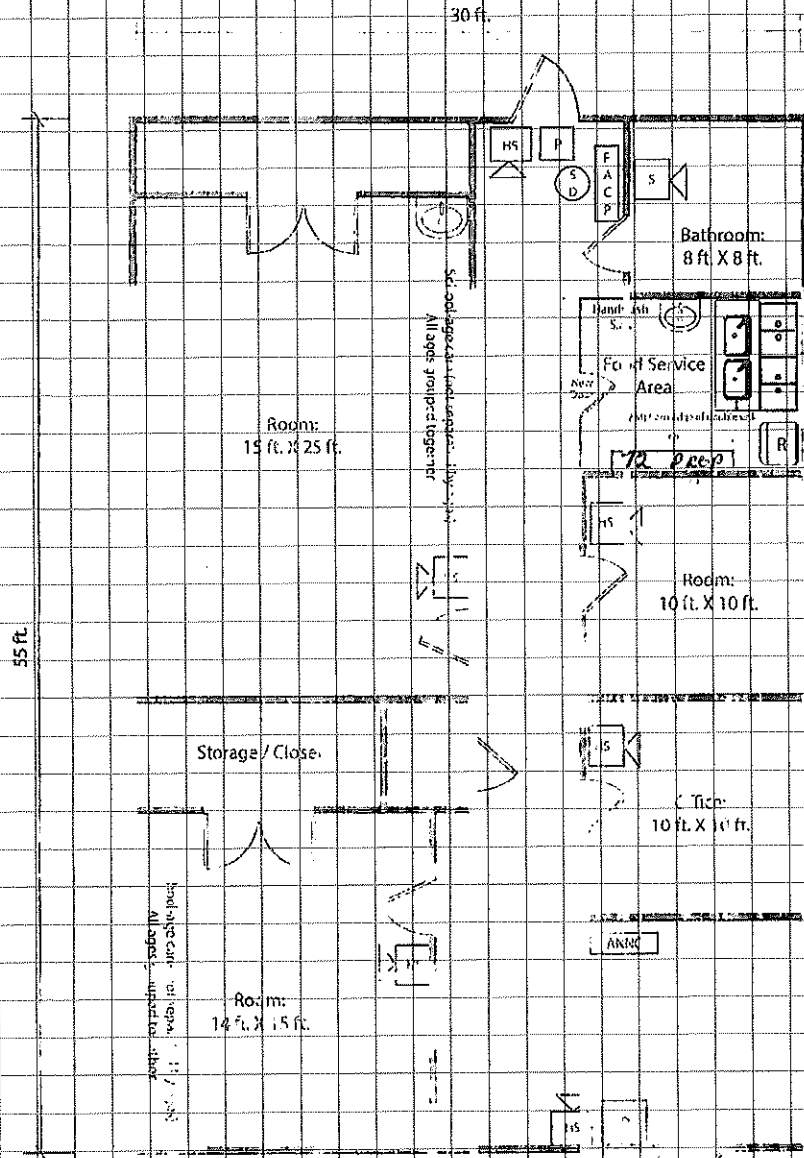
Per your request, I have attached the refrigerator, prep table, and door specifications.

Ms. Donna, if there is another form needed to move forward, please email it to me at your earliest convenience. If I need to come in person and pay additional fees, please advise. I appreciate the assistance of everyone involved in bringing my endeavor into completion. For questions comments, or concerns, do not hesitate to contact me by calling 910-797-2316 or by email at vhcogdell@gmail.com.

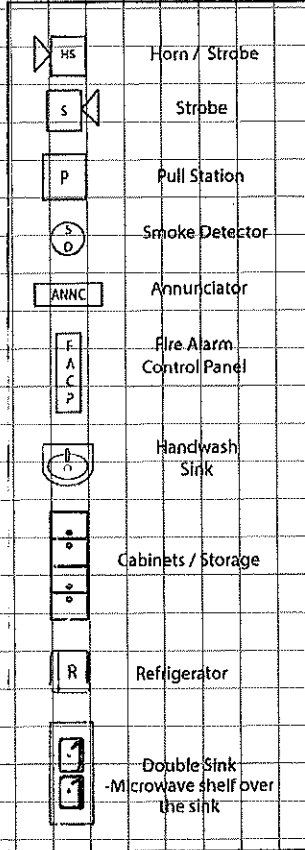
Best Regards,

Vivian Cogdell

After School Care
1503 Denim Drive, Erwin NC



Legend



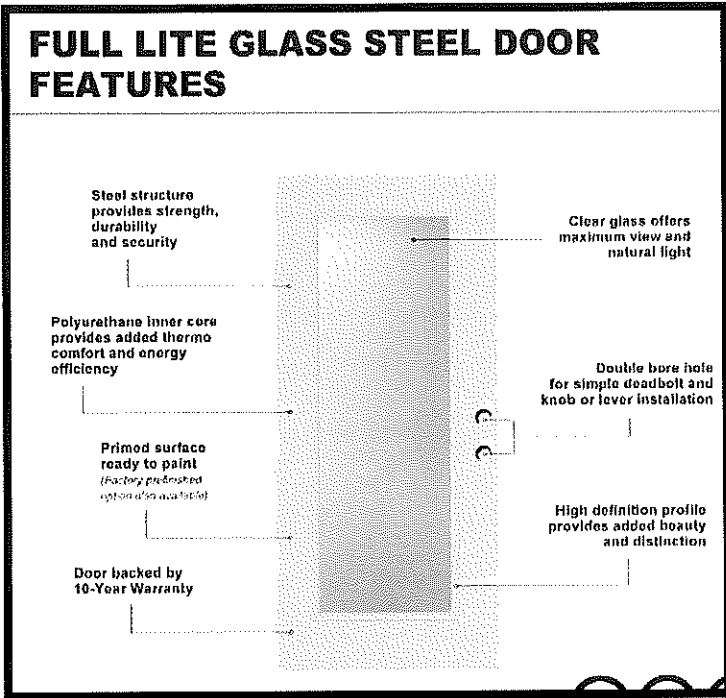
Summary:

- New coo
- Microwave shelf over the sink connected to existing cabinet
- Handwash sink
- Prep table top cabinet (6ft)
- Wall finish - Lead free
- Paint from Lowes
- Sherwin PAINT
- 72 Inch Prep Table



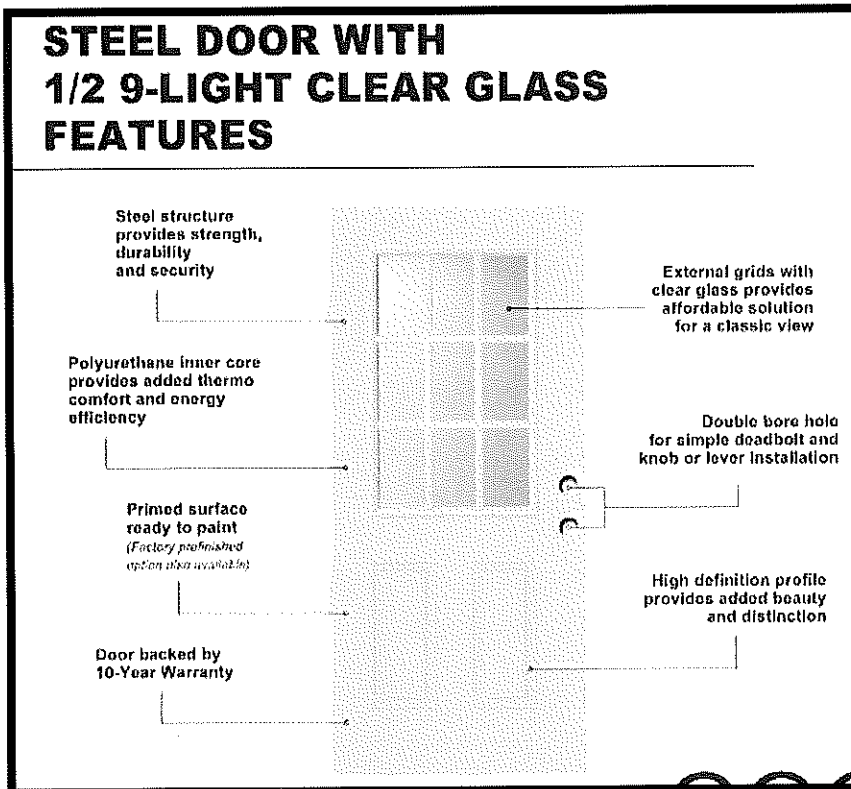
Option 1:

36-in x 80-in x 4-9/16-in Steel Full Lite Left-Hand Inswing Unfinished Prehung Front Door with Brickmould Insulating Core



Option 2:

36-in x 80-in x 4-9/16-in Steel Half Lite Right-Hand Inswing Unfinished Prehung Front Door with Brickmould Insulating Core with Grills



Free Shipping Over \$49.99*

Sign in to bedbathandbeyond.com with Google X



Find all things home & beyond

welcomerewards

Vivian Cogdell
vhcogdell@gmail.com

Furniture Rugs Bedding Bath Kitchen Decor Outdoor Home Improvement

[Continue as Vivian](#)

Trending Deals
Murphy Beds, Mattresses, Bedding Sets

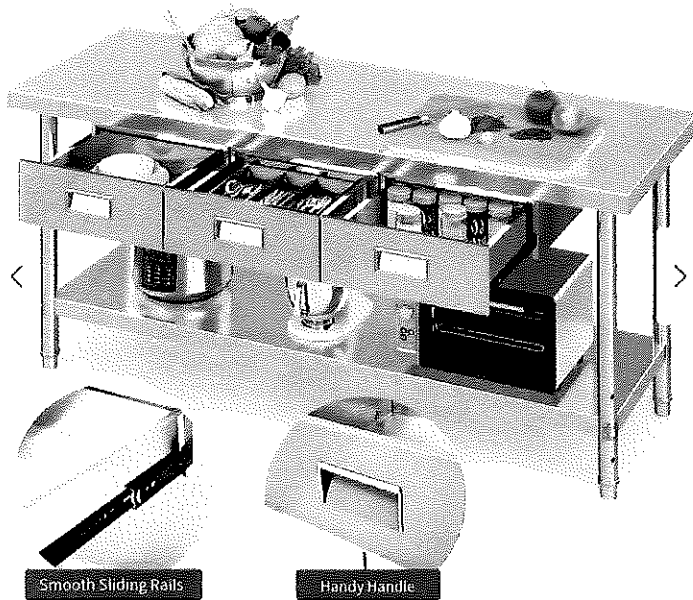
Never Miss a Deal
[Download The App](#)

To create your account, Google will share your name, email address, and profile picture with bedbathandbeyond.com. See bedbathandbeyond.com's [privacy policy](#) and [terms of service](#).

[Storage and Organization](#) / [Garage Storage](#) / [Workbenches](#)

SPACIOUS STORAGE SPACE

Quiet, Smooth, Fast and Convenient



72" X 24" Drawers

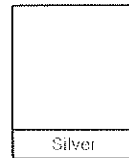
★★★★★

~~\$529.99~~ 10% Savings

Sale \$476.99

5% back in rewards* + Special Financing* with an [Overstock Credit Card](#) or
This product is eligible for lease-to-own with [flexible payment options](#)
[Learn More >](#)

Color (1): **Silver**



Free Standard Shipping!* Get an estimated delivery date, [Enter Zip Code >](#)

Qty

1 ▼

[Add to Cart](#)

[Add to List](#)

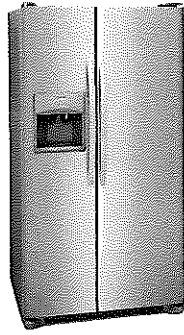
[Add to Registry](#)

Add BEYOND Services Powered by Angi
Professional Assembly Services. See what is covered. >

Free Standard Shipping* & 5% Rewards
Join today for \$19.95/yr.

welcomerewards >

Get Notified!
Get Price Drop Alerts & More! >



FRIGIDAIRE

Currently
Located in Bldg.
7th Bldg on
June 8.

Frigidaire LFSS2312TF specifications

Below you will find the product specifications and the manual specifications of the Frigidaire LFSS2312TF.

General

Brand	Frigidaire
Model	LFSS2312TF
Product	refrigerator
Language	English
Filetype	User manual (PDF), Installation Guide (PDF)

View Manual (Free)

Manuals - Shift

Shift

Open

June 14, 2024

SUBJECT: AFTER SCHOOL PROGRAM (SCHOOL AGE CARE)

Good afternoon Ms. Turlington,

I am resubmitting the site plan as requested for the existing building. There is not a stove in the building. A list of state approved snacks, proposed menus, and caterers are also being resubmitted for your perusal. The food will come prepared and ready to disburse from caterer's or partners.

If you need additional information or have questions, please contact me via email at vhcogdell@gmail.com or phone at 910-797-2316.

Mrs. Williams is cc'd for updated status of licensing application.

Respectfully Submitted,



Vivian Cogdell



3040 E. Cornwallis Road • PO Box 12194 • Research Triangle Park, NC 27709-2194 • USA
Telephone +1.919.541.6000 • www.rti.org



presents this

To Vivian Humphrey Cogdell

Who is awarded 0.5 contact hours for attending and participating in the child care on-going training:

Testing for Lead and Asbestos in Child Care Centers

Approved by the Division of Child Development and Early Education North Carolina
Department of Health and Human Services

Presented 10/10/2023



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

The webinar was 30 minutes long and gave a brief overview of why it is important to test for lead in drinking water, lead-based paint, and asbestos in buildings, how child care centers in North Carolina can enroll for lead and asbestos testing, and resources to understand and communicate results and take actions to reduce or eliminate lead and asbestos hazards.

Sincerely,

Jennifer Hoponick Redmon
Clean Classrooms for Carolina Kids™
Program Director

AJ Kondash
Clean Classrooms for Carolina Kids™
Project Manager

Kelly Hoffman
Clean Classrooms for Carolina Kids™
Project Manager

Lisa Greene
Clean Classrooms for Carolina Kids™
Project Director

Andrea McWilliams
Clean Classrooms for Carolina Kids™
Project Manager

County of Harnett

Office of the Fire Marshal

Workplace Ministrals (Day Care)

Permit for Occupant Load
Occupancy by More than

19

Persons is Dangerous and Unlawful.

In accordance with the North Carolina Administration and Enforcement Requirements Code Section 204.11.2 and the North Carolina Fire Prevention Code Section 1004.3, it shall be unlawful to remove, deface, or permit more than this legal number of persons within this space or area.

12/13/2023

Date of Issue

Spencer A. Berube, Deputy Fire Marshal

Code Enforcement Official

RECEIVED
2-21-23

2.20.23

BCOM-2210-0002

HARNETT COUNTY NEW CHILD CARE CENTER PLAN REVIEW APPLICATION < School Age >

* The application will be reviewed using 15A NCAC 18A .2800 "Rules Governing the Sanitation of Child Care Facilities."

Plans must be submitted and approved prior to construction, Submit plans to the Harnett County Central Permitting Office located at 108 East Front St., Lillington, NC 27546 or by mail at PO Box 65, Lillington, NC 27546. You may contact the Central Permitting Office at 910-893-7525, Ext. 2. If you have questions regarding this application, contact one of the following Environmental Health Specialists below at 910-893-7547.

Gale Violette, REHS
Food and Lodging Program Specialist

Jamie Turlington, REHS
Environmental Health Specialist

Cindy Pierce, REHS
Environmental Health Specialist

Nikki Eason, REHS
Environmental Health Specialist

sd

- _____ Plans must include drawings showing placement of equipment in the facility, including storage, food service areas, diaper changing areas, can wash facilities, along with general plumbing, electrical, mechanical, and lighting plans. You must also submit equipment and finish schedules.
- _____ Each child care classroom should be identified by age group(s) that will be using the room.
- _____ Plans must have a proposed menu provided listing the foods to be served at the child care center (snacks) beverages, list of caterers
- _____ Plans must include a site plan locating exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water.

? county sewer

NAME OF CHILD CARE CENTER: ^{school-age} Youth & Family Enrichment Center

CHILD CARE CENTER'S ADDRESS: 1503 Berim Drive, Erwin NC

PHONE: 910 797 2316 FAX: n/a

APPLICANT'S NAME: Vivian Cogdell

MAILING ADDRESS:

PHONE: 910 797-2316 EMAIL: vhcogdell@gmail.com

* DIRECTOR: Vivian Cogdell

NUMBER OF CHILDREN FOR WHICH FACILITY WILL BE LICENSED: 15-25

Animals

What type of animals will be on the premises? n/a

Outside premises

* Please describe the playground area (size, type of play equipment, type of fence, water activities, etc...) Basketball Hoop - Picnic Table; Horse Shoe, Jump Rope
Hoola Hoops

Is there chromated copper arsenate (CCA) pressure-treated wood in the play ground area?

n/a
What methods will you use to make this inaccessible to the children?

* Is the car wash facility located outside? Yes
If yes, is there a fence and lock around it so it is not accessible to children? Yes

* Is the HVAC, mechanical equipment, etc... locked with a fence around it so it is not accessible to children? Yes

Do you have appropriate test strips for the types of sanitizer and disinfectant you are using?

Will use Bailey Testing strips

Where is the can wash facility for cleaning trash cans, dumping mop water, etc...?

Designated area in the back of area.

Will water play centers be used? Water play on if weather permitting.

Hand wash lavatories

Does each toilet area have a hand wash lavatory? yes

Does the diaper changing station have a hand wash lavatory exclusively for diaper changing?

n/a Diaper Changing not required for school-age

Does the food service area in the infant and toddler room have a lavatory exclusively for food services? n/a

Does the kitchen have a hand sink that is separate from the 2 or 3 compartment sink for hand washing only? No

What types of faucets are at all hand wash lavatories (please note that metering type is not allowed unless they can retain warm water for at least 20 seconds at the first pressing):

Chrome 1-handle faucet.

Are handwashing signs provided? yes

Locked Items

Please indicate where the following type of locked items will be stored and what type of lock.

Medicines (both refrigerated and non refrigerated)

Medication administration will be given by parents/guardians

Cleaning supplies and all types of chemicals

locked in cabinets 5 feet (out of reach of children)

Personal belongings (purses, keys, employee items)

Employee's items locked in storage, car or file cabinet

Aerosols and all other toxic products

All aerosols locked in cabinets 5 feet (out of reach of children).

Mildly Ill Children

Will you be licensed to care for mildly ill children pursuant to 10A NCAC 09.2400? Children
Please include your protocols for this type of care.

Will be placed in designated sick area in administrative office. Parents and guardians will pick up sick and mildly ill children.

Main Food Service

Meals prepared on site or catered meals? (With catered meals you are still required to have the minimum requirements in the kitchen) Meals will be catered due to NO Commercial Kitchen.

Where will the children eat meals? (Family style, tables in classrooms, dining area, etc...)
School-age children will eat in classroom

Will multi-use utensils, silverware, sippy cups, etc... be used or disposable utensils?
Disposable utensils will be used.

Can the kitchen door be locked? Is there a barrier to keep children out of the kitchen?
Kitchen will be inaccessible.

Please list all equipment to be used in the kitchen and include specification sheets: n/a

Do you have a thermometer available to monitor food temperatures? n/a "Food catered!"
Do you have thermometers in the refrigerators? n/a

Will leftovers be served? NO Will meals be prepared 12 or more hours in advance? NO

Infant Food Service n/a - infant care not provided.

Will bottles be stored, prepared, warmed, served, etc... in the infant room or in the kitchen?
n/a

Describe your procedures for handling breast milk: n/a

Does the infant room have countertop space for warming bottles? n/a

What method will be used to warm bottles? n/a

Is there a refrigerator for bottle storage? n/a Is there a thermometer? n/a

Is there a separate sink used exclusively for bottle/food preparation? n/a

Diaper Changing infant care not provided

Are diaper changing stations in each age appropriate room? n/a

Where will diaper changing supplies be kept? n/a

Is there a dirty diaper receptacle with a lid? n/a

Can the caregiver view the children while changing diapers? n/a

Where and how will soapy water, sanitizers and disinfectants be stored?

All soapy water, sanitizers and disinfectants will be stored 5 feet above in kitchenette area

Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?

n/a ~ No diapering because care for infants isn't available.

Are diaper changing signs provided? n/a

Cubbies and Storage

How and where will cubbies be arranged? Cubicles are available for each school-age.

Are coat hooks spaced at least 12" apart? yes

Is all storage in all closets stored off floor (recommend 12") to facilitate cleaning? yes

Will toothbrushes be used at the center? n/a Will they be labeled? n/a

Beds, Cots, Mats, Cribs, and Linens

Will cribs have the capability of being spaced 18" apart while in use? (if not, crib dividers and partitions are acceptable) n/a

How and where will cots and/or mats be stored? n/a Cots and mats are not required for after school.

Where will crib, cot, and mat sheets be stored? n/a

Where is there a designated sick area with cot/mat? Designated sick area will be located in admin office.

Is linen being provided by the center or the parents? School-age linen for children who need naps will be provided

How often will infant sheets be changed? n/a

How often will sheets be laundered? All items that need laundering will be washed weekly. Any soiled linens will be washed daily

Cleaning, Sanitizing and Disinfecting

Is all furniture in the center of a smooth, washable finish? Yes, all furniture are safe, smooth with a washable finish.

How will toys in infant and toddler rooms be washed and sanitized? Where? How often?

All school-age toys and manipulatives will be washed and sanitized in clear plastic bins in kitchenette.

Please explain what type of sanitizer will be used to sanitize toys, food areas, furniture, etc.:

Clorox and water mixture 50/100 will be used to sanitize toys, food areas, furniture etc. with a bleach/disinfectant will be used.

Please explain what type of disinfectant will be used to sanitize toilets, lavatories and diaper changing tables: Disinfectant solution - Thymol of Clorox and water.

* Hot Water Supply

The kitchen hot water temperature will need to be a minimum of 120 degrees Fahrenheit. All other sinks that are accessible to children and the can wash facility must be maintained between 80-110 Fahrenheit. Using two separate water heaters may be the best option since it is often difficult to obtain two separate temperatures with one water heater. Mixing valves installed on sinks have a high failure rate and are not very dependable.

Explain what the specifications of your water heater(s) are. (For example, if you are using two water heaters, indicate which one is for the kitchen and which one if for the classrooms). It is recommended that the minimum water heater size be 50 gallons.

→ Tank Manufacturer and Model # Rheem PROCESS T2 RN94
 → Storage tank size 55 gallons GPH recovery _____ Additional tank size 55 gallons

Lighting

Do all light fixtures have shatterproof or shielded bulbs? *yes*

Will lighting illuminate 50 ft. candles at all work areas?
 * and 10 ft. candles at all other areas, including storage closets? *yes*

✓ * Finishes

Please describe the finishes/construction material in the following areas:

	Floors	Walls	Baseboards	Ceilings
* Kitchen	TILE	Sheet Rock	Wood	White tile
* Bathrooms	TILE	Sheet Rock	Wood	White tile
Infant Room	n/a	n/a	n/a	n/a
Toddler Room	n/a	n/a	n/a	n/a
* Other Rooms Preschool-Age Room	Tile	Sheet Rock	Wood	White tile
* Staff Room/Office	Tile	Sheet Rock	Wood	White tile
* Storeroom	Tile	Sheet Rock	Wood	White tile
* Other				

*Wall to wall carpets must be cleaned at least every six months

Youth & Family Enrichment Connect

SNACK MENU (original store packaging; including but not limited to):

State Approved

- Milk
- Fruits & Vegetables
- Greens
- Bananas
- Mangoes
- Strawberries
- Mixed Fruit
- Applesauce
- Muffins
- Tortilla Chips
- Sweet Potato Fries
- Corn Dogs
- Chicken Sandwiches
- BBQ Sandwiches
- Crackers
- Goldfish
- String Cheese
- Yogurt
- Salad
- Graham Crackers
- Ginger Snaps
- Vanilla Wafers – Sugar Free
- Fruit Juice (100%)
- Vegetable Juice (100%)
- Pretzels
- Granola
- Oatmeal Cookies
- Nutri-grain Bars
- Sugar Free Jell-O
- Vanilla Pudding – Fat Free
- Frozen Pops (100% Fruit)
- Fruit Snacks (100% Fruit)
- Jell-O Fruit Cups

Youth & Family Enrichment Connect

Proposed Days & Hours of Operation (School-Age Care)

- Monday – Friday after school hours 2pm - 8pm

Summer Care hours

- Monday – Friday summer hours 7am - 5pm

** Special needs care not available*

0'-3"
2'-0"

27-112
REQUIRED EXIT
SEPARATION

STORAGE ROOM

B 3,4,5
100 G
P 14

HALLWAY

27-112

REST ROOM

BREAK AREA

OFFICE

50-118
ACTUAL EXIT
SEPARATION

CLOSET

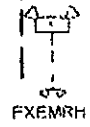
OFFICE

STORAGE ROOM

FOYER

WINDOW

WINDOW



EXISTING TYPANT SEPERATION (NON-RATED)

FIRE AREA = 6 500 S F

1
LS-1

LIFE SAFETY PLAN

SCALE 1/4"=1'-0"

7
170

34" CLEAR EXIT WIDTH

HARNETT COUNTY WATER SUPPLY AND WASTEWATER SYSTEM
APPLICATION

No application will be processed if this form is not completely filled out.

Water supply:

- * Type of water supply: (check one)
- Non-public
 - Community/Municipal
 - Non-transient, non-community
 - Transient, non-community

Is an annual water sample required of your establishment? (check one)

- Yes
- No

Wastewater System:

- * Type of wastewater system: (check one)
- Public sewer
 - On-site septic system

Number of children:

15-25

Number of employees:

2

09/11

gv