



Nonprofit
Finance Fund™

**Guide for Child Care Providers
Planning Renovations or
Construction for Expansion in
Philadelphia**

nonprofitfinancefund.org

The guide is specific to the requirements for center-based programs¹

If your center plans to renovate or build a new space for child care, this guide will be invaluable. The Guide for Child Care Providers Planning Renovations or Construction for Expansion in Philadelphia is a great introduction for newcomers to the child care facility development process as well as a reference for the experienced. Depending on how far along your center is in the process when you read this guide, you should reasonably dedicate nine months to two years to renovate/build and subsequently license a new center. The process requires a moderate level of expertise, capital, and above all else determination and patience.

The regulations outlined in this handbook will help your center take the steps to create a safe accessible environment for children and the personnel who care for them. The handbook goes one step further by first outlining the top best practices that have been implemented at local day care centers. Leaders in the child care provider world know that thoughtful construction and renovation of a center can enhance children's capacity for learning as well as curricula and should not be an afterthought because of fear of higher costs or complications to the development process. Quality facilities promote children's social, emotional and cognitive growth, and have also proven to substantially improve employee satisfaction while also promoting stability and retention.

Department of Public Welfare Regulations

The Pennsylvania Code, Title 55, Public Welfare, Chapter 3270 defines a day care center as "the premises in which care is provided at any one time for seven or more children unrelated to the operator." A child is defined as "a person 15 years of age or younger." This guide uses the term "day care center" in order to conform to the legal usage of the Pennsylvania Department of Public Welfare (DPW). According to the code (DPW regulations § 3270.3a), day care centers include preschool programs, child development centers, and part-day school-age programs that operate for *more* than 90 consecutive days per calendar year. Programs exempt from DPW licensing include part-day school-age programs that operate for *less* than 90 consecutive days per calendar year, part-day school-age programs that operate 2 hours or less per day for 3 or fewer days per week, tutoring programs licensed or approved by the Pennsylvania Department of Education, part-day school-age programs that have a single purpose for the children's attendance and that purpose is the only focus of the program (for example, basketball or art class), drop-in programs where the child may come and go at will, and care provided in a facility where the parent is present at all times child care is being provided. Programs also exempt from DPW licensing include state licensed (Department of Education) nursery programs and Head Start programs. However, both of these types of programs must obtain a license if they provide care before or after "nursery school" or "Head Start" hours.

City of Philadelphia Building Occupancy Code

All programs that provide care for children, including those not required to obtain a DPW license, must meet Philadelphia building fire code regulations.

How should this guide be used?

1. Read the guide for an overview of requirements, costs, and best practices.
2. Use the guide to engage in conversation with your center's staff and board, architects, contractors, development consultants, funders/banks, lawyers and licensing staff.
3. Use the guide as a tool to prioritize and organize the steps for your particular center's needs.

¹ Disclaimer: This booklet is not intended to substitute for or constitute legal advice. This booklet summarizes important regulatory requirements for child care centers seeking licensing in Philadelphia. Because it is a summary, and does not restate the regulations in full, it may exclude regulatory requirements important to your specific case or circumstance.

This booklet is a project of Nonprofit Finance Fund’s Child Care Initiative. The Child Care Initiative is dedicated to providing capital, capacity-building services, and technical assistance to nonprofit, center-based child care and out-of-school time (OST) service providers seeking to improve the quality of their programs and facilities. This initiative is a vital resource in building a sustainable child care system that will provide all of southeastern Pennsylvania’s children with access to high-quality early learning environments.

NFF Greater Philadelphia
1608 Walnut Street, Suite 703
Philadelphia, PA 19103
215 546 9426
Philadelphia@nffusa.org

Table of Contents

- I. Best Practices 2**
- II. Zoning Issues 4**
- III. Building Codes 7**
- IV. Pennsylvania Department of Public Welfare (DPW) Requirements for Centers 9**
- V. Food Service Requirements 10**
- VI. Outdoor or Indoor Play Space for Large Muscle Activity 12**
- VII. Costs of Some Typical Projects 13**
- VIII. Resources 14**
- IX. Acknowledgements 16**



Best Practices: Provide a Higher Quality Environment for Children²

Incorporate these best practices into your design BEFORE you renovate or build your space in order to cost effectively provide the highest quality environment possible. The following practices relate to quality measures from Pennsylvania's Keystone STARS program and related Environmental Rating Scales (ERS) for infants/toddlers, early childhood and school-age populations.

Day-lighting

- Place windows in classrooms for natural light.
- Windows at eye level offer children, especially toddlers and young children, an opportunity to gaze outside and expand their environment.

Space

- Provide more than 40 square feet of classroom space per child, especially for infants and toddlers.³ (The Pennsylvania Department of Public Welfare requires only 40 square feet of classroom space per child.)
- Designate a resource/break room and restroom for staff. Staff need a space outside of the classroom for breaks and/or classroom planning. This could be a space with table(s), chairs, resource materials, a microwave and refrigerator. Adults should have private restrooms not accessed by children. The staff toilet should be accessible from reception area for use by parents as well.

² Information from this chapter is taken from National Association for the Education of Young Children (NAEYC): www.naeyc.org

³ Whole Building Design Guide (Child Care section), National Institute of Building Sciences, www.wbdg.org

- Provide outside or indoor play space for large muscle activity. Items followed by an asterisk (*) apply to outdoor play spaces only.
 - The play space should provide clear lines of sight for supervision.
 - One third of the play space should be open and free of obstructions for running and games.
 - The play space should offer at least seven different types of physical skill opportunities in addition to walking, running, skipping and hopping created by open space. Options include: climbing, sliding, bouncing, swinging, balancing, hanging, rolling, tumbling, pushing, pulling, riding, throwing, kicking, catching, digging, building, manipulating, pulling-up, crawling, scooting and wiggling.
 - The play space should offer a variety of developmental opportunities for the support of social, emotional and cognitive growth. Options include playhouses, kitchen toys, toy cars and animals, dolls, outdoor instruments, paint, chalk, large outside toys, buckets, funnels and shovels.
 - One third of the play space should be shaded.*
 - The play space should offer some experience with natural materials and the natural world. Options include: sand, water, mud, grass, gardens, butterfly bushes, ornamental grasses, natural terrain, bird houses and wind chimes.*
 - If possible, drinking water should be available.

Classroom Efficiency

- Place sinks in all classrooms and locate children's toilets in or adjacent to classrooms. This will allow staff to spend more time in the classroom, give children choices, and reduce disruptions to classroom schedule. All of this will help improve scores on the Environmental Rating Scale (ERS).
 - It is highly desirable that providers have separate sinks for bathroom hand washing and all other instances of hand washing (e.g. a separate station for diaper changing).
 - Sinks should be installed at a child's height to eliminate the need for step stools. (While portable sinks are acceptable for obtaining a DPW license, they will reduce ERS scores because refilling and emptying them many times a day reduces the amount of time teachers interact with children.)
 - Providers should explore the feasibility of motion-activated faucets and soap dispensers.
- Consider the option of installing a hands-free drinking fountain in the classroom.

Safety

- Create a security "airlock" at front door by building a foyer or vestibule that can be monitored and controlled by receptionist to prevent unwanted visitors.
- Possible options for additional security measures include remote door release, keyless entry, and the installation of an intercom and CCTV system.



Zoning Issues⁴

This section is current as of 2010. The Zoning Code Commission is in the process of amending the zoning code for Philadelphia. All zoning information should be reviewed in case it has been changed since the writing of this document. (See footnote 4 below for the website of the Philadelphia Zoning Code Commission; this website will provide information on changes to the zoning code.)

Zoning regulations dictate land use, the height and bulk of buildings, parking requirements, placement of signs, character of development on private property, and how property is “used,” inside and out. For example, zoning laws tell what kinds of structures can be attached to our homes, such as decks or fences, or the number of families that can legally live in a particular property. They also tell the business operator where he/she can legally locate commercial activity.

Why zoning is important for child day care centers:

The City of Philadelphia Zoning Code sets limits on how each property in the city may be used. It is important to check the zoning of a property before purchasing, leasing, or planning to start a child care center at a particular location. You can request this information at Licenses and Inspections—Zoning Archive. This can be done only online at <http://www.phila.gov/zoningarchive>. This site is relatively new; most paper files housed at the Municipal Services Building were scanned in 2008, but there are still some problems with the site. You will need the legal address for the building. Sometimes this is the mailing address or “house” number. If this address does not work you can search the website of the Board of Revision of Taxes, Property Search Services, to discover what address they use (www.phila.gov; then “Property Information,” then “Property Assessments”). Licenses and Inspections will also email you a copy of the zoning file for a property if you send a request to zoningrm@phila.gov. Be sure to specify the property address in your message.

⁴ Information in this chapter is taken from Philadelphia Zoning Code Commission, <http://www.zoningmatters.org>; Department of Licenses and Inspections, <http://www.phila.gov/li>

To legally use a property as a child care center in the City of Philadelphia, you must obtain a zoning permit from the Department of Licenses and Inspections. If the property is not properly zoned, this may be difficult or impossible. Primarily, prospective child care providers must be concerned with whether the child care “use” is allowed, according to the zoning of the property. The prospective child care provider should also be concerned with “zoning” restrictions, particularly if the provider intends to make any changes to the exterior of the building.

Before securing rental or purchase of a property for use as a child care center, the provider may want to seek necessary zoning approvals. If the property is not yet owned or will be rented by your organization, you must have the written permission of the owner to apply for zoning approvals.

A property can be used as a day care center without the need of a zoning hearing in the following cases:

• **“C” or Commercial Properties**

Under the Philadelphia Zoning Code, child care centers may operate in properties which have been designated for commercial (or “C”) uses. Centers for no more than 12 children are permitted in properties zoned “C-1.” If you would like to operate a center for more than 12 children, you should look for a property which is zoned “C-2” or higher. Note: Councilmanic Districts 6 and 10 do not allow up to 12 children in properties zoned C-1. Zoning hearings will be necessary in these districts, and variances are not always granted.

• **“REC” or Recreational Properties**

Historically, child care centers have been opened in Recreational Districts. Some have been opened without use permits, some with approval from the Department of Recreation, and some with the approval of the Department of Licenses and Inspections. There is no policy statement that clarifies the appropriate process for obtaining a use permit for child care centers in Recreational Districts as of this writing.

• **Accessory to a House of Worship**

Child care centers may also operate as an “accessory use” to a house of worship, regardless of whether the house of worship is zoned residential, commercial, recreational, or industrial. “Accessory uses” must be on the same lot as, and secondary to, the principle use. That is, the child care center cannot be the main use of the property. An outside entity that rents space from the House of Worship for daycare and applies for a permit will be refused. It must then appeal

the refusal and be granted a “variance” from the Zoning Board of Adjustment at a hearing. Variances are not always granted (see Page 6).

Note: Child care centers are not a permitted use in “R” or Residential Properties under the Zoning Code. You may only provide care for 6 or fewer children as an accessory use to a single family residence, as a matter of right. Additionally, child care centers are not permitted in “G” or “L” Industrial Properties under the Zoning Code. If you seek to care for more than 6 children in an R district or to open a center in a G or L district, you must obtain a variance.

How to determine if a property is correctly zoned for use as a child care center:

Realtors, landlords, and previous tenants may not have accurate information about the zoning of a property. The only way to get accurate information about whether you can legally operate a child care center on a particular property is to check the zoning file for the property. The zoning file shows the current zoning for the property and whether a previous variance, or exception to the Zoning Code, may already apply to the property. In most cases, the file can be accessed online at: <http://www.phila.gov/zoningarchive/Default.aspx>. You can also check the Philadelphia zoning map, which is not always accurate, at <http://citymaps.phila.gov/zoningoverlay>.

When you seek zoning approval for a non-permitted use, you will receive a refusal from L&I. Refusals may be appealed. The Zoning Board of Adjustments (ZBA) then hears appeals seeking allowance to do what is not allowed under the Zoning Code in a particular property. The Philadelphia Zoning Code may be found online at: http://www.amlegal.com/philadelphia_pa.

How to apply for a Use Registration Permit or a Zoning Permit:

You apply for zoning approval by submitting an Application for a Zoning/Use Registration Permit at the Municipal Service Building at 1401 JFK Boulevard. The cost to apply for each use is \$100. If the use is allowed, the Use Registration Permit can be obtained on the same day as the application. Applicants should be sure to list what floors of the building will be used for day care. You should also be sure to list “accessory preparing and serving of food” in the application, as well as any other accessory uses you intend to have in the building. These may include playground space, office space, storage space, etc.

If an application for a permit is refused, you have two options:

• **Appeal**

The cost of appeal is \$200 for commercial properties and \$100 for residential properties. An appeal is a request for a hearing with the ZBA to explain why your property should be granted an exception, or a variance, from the Zoning Code. Corporations filing appeals must be represented by an attorney.

• **Abandon the application**

If you decide not to pursue an appeal, you might consider finding another property which is zoned correctly for your use, or changing your business plan to include only the number of children permitted in your property.

Will an appeal to the Zoning Board of Adjustments be successful?

Generally, a variance from the Zoning Code requires that you show that if you are not permitted the use you request, there will be a hardship to the property. In practice, in Philadelphia, the Zoning Board of Adjustment has granted variances in many instances when the hardship standard was not met.

Sometimes, instead of a refusal, you will receive a referral to the Zoning Board. In this instance, you will still have to appear before the Zoning Board at a hearing, but you do not have to prove hardship in the same way that, theoretically, variance-seekers must.

By law, the ZBA must consider certain things when deciding whether to grant a request for a variance on appeal:

- hardship to the structure or land if the limits in the Zoning Code are followed
- reasons for appeal which are unique to the property
- substantial or permanent injury to the legal use of neighboring properties
- actions of the applicant that created the need for appeal
- congestion of public streets
- danger of fire or danger to public safety
- overcrowding
- the flow of light and air to adjacent properties
- burdens on transportation, water, sewer, park, school or other public facilities
- dangers to public health, safety and general welfare
- spirit and purpose of the Zoning Code

- area redevelopment plans and the Comprehensive Plan for the City
- environmental damage
- danger of flooding
- erosion, silting or pollution

When deciding whether to grant a variance for child care, the ZBA has also considered whether the child care facility will be in compliance with applicable Building Code and Department of Public Welfare standards. Often, the expectations of the ZBA are higher than Building Code and Department of Public Welfare standards for child care licensing. For example, the ZBA has sometimes considered whether the facility has:

- separate toilet facilities for staff and children,
- air conditioning of classroom areas,
- children's toilets exceeding the DPW mandated 15:1 ratio for toilet trained preschool-age children,
- space exceeding the State's 40 square feet per child rule,
- windows for light and ventilation in the classroom area,
- ventilation and egress from any below-grade classroom area,
- pick-up and drop-off points to minimize the impact on traffic flow,
- adequate trash storage and removal,
- safe and appropriate play space without disruption to the surrounding community,
- other commercial uses in the surrounding properties,
- garbage disposal (food grinder)
- special diaper disposal equipment
- support of the surrounding community members, civic association, or City Council representative.

Readers may find it helpful to know that it has been especially important for appeals to the ZBA to demonstrate community support. Issues of traffic flow, trash storage, and play space also seem to receive special consideration. Be prepared to address these issues in the hearing.



Building Codes (Fire Safety and Handicapped Accessibility)⁵

These regulations apply to major renovations and new construction. Providers should first review the current, existing documents on file with the City for a selected building. It is not uncommon to have a building that already has zoning and a Certificate of Occupancy (CO) for child care. This section deals with some of the most confusing aspects of the building code. Please consult with a licensed architect experienced in Philadelphia and DPW child care regulations for further insight about the specifications of your building.

All buildings located in Philadelphia must comply with building codes in order to meet fire safety and handicapped accessibility requirements. These regulations can result in pricey upgrades and modifications to your center, but they are in place in order to ensure that children are in a safe accessible space.

Depending on the age group that the center will serve, certain fire safety regulations must be followed in order to obtain licensing.

Use Group I-4 refers to a facility that provides supervision on less than a 24-hour basis for more than five children ages 2 ½ years or less.

Use Group E refers to the use of a building for educational services for more than five children older than 2 ½ years of age.

Use Group E also refers to a facility that provides care for a total of six to 99 children 2 ½ years of age or less ONLY when the rooms are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior. *Classrooms must be located at grade level and not located in a basement or above-grade level. Each classroom must have an exit that opens to the exterior without steps.*

⁵ Information in this chapter is based on the International Building Code 2006 (for newly constructed Buildings) or the International Existing Building Code 2006 (for Existing Buildings).

Fire separations:

If the daycare facility has both I-4 and E use groups, rooms containing these groups may need to be separated by a one hour rated wall construction if the building is equipped with a sprinkler system, or 2 hours where not equipped with a sprinkler system. (One hour rated wall construction refers to the amount of time, one hour in this case, that a particular wall of this construction would take to be destroyed by fire.)

Sprinklers:

Use Group I-4: Sprinklers are required.

Use Group E: Sprinklers are required when the fire area is greater than 20,000 square feet in area OR if the spaces used for educational purposes are *below* the level of exit discharge. *If your daycare center is larger than 20,000 square feet or you plan to place classrooms in a space below grade, sprinklers are required.*

Exception to the rule: Renovations to existing buildings may not require sprinklers for the above use groups if you are altering less than 50% of the floor area OR if there is not enough water pressure at the street to support a sprinkler system without a fire pump.

Fire alarm and detection systems:

Use Group I-4: A manual fire alarm system is required along with an electronically supervised automatic smoke detection system.

Use Group E: A manual fire alarm system is required. Where sprinklers or smoke detectors are installed, they shall be connected to the building fire alarm system.

Fire extinguishers (with a minimum rating of 2-A:10-B:C) are required for both use groups and must be placed as directed by building inspectors.

Basements:

Are allowed for classroom use, but may require sprinklers (see "Sprinklers" above).

Exits from building:

A minimum of two exits are typically required from each floor level within a building (Note: there are a few exceptions). They should be as far from each other as possible. *There is no exact guidance on how far apart exits should be, and this could be a point of disagreement at licensing.*

Stairwells may require enclosure with one hour rated walls.

Dead end corridors can have a maximum length of 20 feet for new construction and 35 feet for existing buildings. *In the event of an emergency personnel and children should not be confused by dead end corridors.*

Accessibility (by those with handicapping conditions):

Any alterations to an existing building must comply with accessibility codes unless it is "technically infeasible." Where compliance is technically infeasible, the alteration must provide access to the maximum extent that is technically feasible.

Note: "Technically infeasible" is a quote from the regulations. It is probably meant to be vague so that plan examiners can make decisions based on local circumstances. Generally, it means that an existing building does not need to be adapted for accessibility if the cost is very great or if the historic nature of the building is compromised too much.

An example: It would be possible to make the top of the Great Pyramid in Egypt accessible to wheelchairs, but the cost would be huge and the pyramid would not retain its historic and cultural integrity.

New buildings must fully comply with all accessibility codes, including toilet rooms, accessible paths and routes.

Accessibility codes may require ramps at entrances/exits, 32 inch wide doors at entrances and restrooms, handicap accessible restroom with a 60 inch turning space to accommodate wheelchairs, and ramps or an elevator to access other floors.

IV.

Pennsylvania Department of Public Welfare (DPW) Requirements for Centers⁶

- Running water for hand washing in diaper-changing areas: DPW regulations—Chapter 3270.82 (j)—state: “A source of running water for hand washing shall be present in infant and toddler diapering areas. If the running water does not flow directly into a drain that is connected to a sewage system, a receptacle shall be provided to contain the water used for washing. The receptacle shall be emptied into an approved sewage system at least once a day.” This is usually interpreted to mean that portable sinks can be used in diaper-changing areas. Please refer to the “Best Practices” section for more information on portable sinks.
- 40 square feet of classroom space for each child enrolled in the center: this does not include closets, bathrooms, halls, etc.
- Outdoor or indoor play space for large muscle activity:
 - For infants: a minimum of 40 square feet per child
 - Toddlers: a minimum of 50 square feet per child
 - Preschoolers and school-age children: 65 square feet per child

The regulations do not specify that all children enrolled in the center must be able to use the play space at one time. Centers have been licensed that provide play space for only one classroom of children at a time; classrooms then take turns using the play space.
- Ratio of toilets to toilet-trained children:
 - Toddlers and preschoolers: 1 toilet for every 15 children
 - School-age children: 1 toilet for every 20 children
- Ratio of sinks to children:
 - Toddlers and preschoolers: 1 sink for every 25 children
 - School-age children: 1 sink for every 30 children

DPW regulations—Chapter 3270.82(c)—state: “A sink shall be located in or near a toilet area.”
- Stairs:
 - Inside or outside stairs with three or more steps must have a handrail.
 - Inside stairs must have nonskid surfaces.
 - Ramps and porches must have handrails.

⁶ Information in this chapter is taken from Pennsylvania Code, Title 55, Public Welfare, Chapter 3270, Child Day Care Centers. Available on line at www.pacode.com/secure/data/055/chapter3270/chap3270toc.html

V.

Food Service Requirements (Department of Health and Department of Licenses & Inspections⁷)

In most cases, you will have to submit documents to the Department of Health (DOH) for a Plan Review for Food Establishments. It is recommended that in developing a new or substantially renovated facility, these plans should be submitted for DOH review BEFORE proceeding with renovations, as there may be adjustments required by DOH. DOH regulations generally concern food safety—preparation, serving, and storage. The Department of Licenses and Inspections also regulates food service; they are concerned primarily with fire safety.

The following paragraphs are a brief summary of regulations so that those planning to provide food service can get an idea about what might be involved. For detailed, up-to-date information and required forms, you should go to the Department of Health website (<http://www.phila.gov/health/Environment/FoodProtection.html>). If you have trouble accessing this website, go to www.phila.gov and type in “health” in the search box. The Office of Food Protection at the Philadelphia Department of Health encourages questions; you can call them at 215-685-7495.

⁷ Information in the this chapter is taken from the “Plan Review Guidelines for Food Establishments,” Philadelphia Department of Public Health, Office of Food Protection; http://www.phila.gov/health/pdfs/Plan_Review.pdf

There are a number of approaches to providing food in day care centers. A center can prepare meals on its premises or it can arrange for children or some caterer to provide meals. Many centers today have a mission to provide full healthy meals to children in their care; however, preparing any meal, no matter how simple, will require upfront costly installation of kitchen equipment. No/limited on-site preparation of food will require far less costly kitchen equipment; however, the center loses freedom to cook in the kitchen.

1. On-site food preparation for 20 or more children. If meals are prepared on a regular basis for 20 or more children, the kitchen must meet all of the requirements of a commercial kitchen as defined by the Department of Licenses and Inspections. This means, among other things, installing commercial grade equipment and an approved fire suppression system. The center needs to submit architectural plans of the proposed kitchen and a complete description of equipment to be installed. The center must receive approval of the plans and undergo an inspection once the kitchen has been installed. This decision could require employing an architect.

2. On-site food preparation for 20 or fewer children. If a center prepares meals for fewer than 20 children, some domestic type equipment can be used and a fire suppression system is usually not required.⁸ In this case the organization will need to sign an “Affidavit of Limited Cooking.” A copy of this Affidavit can be found on the website of Licenses and Inspections (<http://www.phila.gov/li>)(Codes and Regulations – Code Insights – Commercial Cooking & Affidavit). The Affidavit of Limited Cooking includes a promise that your center will not fry foods.
3. No/Limited on-site food preparation. If the center decides that children should bring their own lunches to the center, or if the center uses catered meals like those provided by the Archdiocese of Philadelphia, a full-service commercial kitchen is not required. However, a commercial NSF-approved refrigerator and sometimes microwave oven are required. (NSF = NSF International—www.nsf.org—formerly National Sanitation Foundation). Limited food preparation, as used here, refers to warming of already prepared meals.

⁸ Department of Licenses and Inspections, <http://www.phila.gov/li>; Codes and Regulations – Code Insights – Commercial Cooking & Affidavit

VI.

Outdoor or Indoor Play Space for Large Muscle Activity⁹

Pennsylvania DPW requires play space for all age groups. Play space can be inside of your center, or it can be located outside and adjacent to your center. DPW regulations do not specify that all children enrolled in the center must be able to use the play space at the same time. Centers have been licensed that provide play space for only a few classrooms of children at a time; classrooms then take turns using the play space.

The play space must be in or adjacent to the center. While it is permissible for centers to visit a nearby playground or park, these spaces will not satisfy the DPW requirement for outdoor play space.

The following are the specific square footage requirements for infants, toddlers, preschoolers and school-age children:

- Infants: a minimum of 40 square feet per child
- Toddlers: a minimum of 50 square feet per child
- Preschoolers and school-age children: a minimum of 65 square feet per child
- If there are unsafe “areas or conditions” in or near an outdoor play space, “fencing or natural barriers are required to restrict children from those unsafe areas”

Other regulations

These regulations apply to both indoor and outdoor play space.

- All play equipment should meet the American Society for Testing and Materials - ASTM Standards for Public Play Equipment (if designed for children under age 2, ASTM F2373; for children 3 to 12, ASTM F1487).
- All safety surfacing should meet the ASTM F1292 Standard for Impact Attenuation.
- All playgrounds should be designed to allow for safety of use according to the United States Consumer Product Safety Commission Handbook for Public Playground Safety.
- All playgrounds should be accessible to persons with disabilities according to the Americans with Disabilities Act (ADA).
- The play space should be free of tripping, suspended or protruding hazards.
- DPW regulations require fencing or other barriers if there are hazardous conditions nearby; best practices suggests fencing or barriers for all playgrounds. Fencing must conform to the new ASTM Fencing Standard F2049.

⁹ Information in this chapter is taken from the United States Consumer Product Safety Commission Public Playground Safety Handbook, <http://www.cpsc.gov/>, The National Program for Playground Safety, <http://www.playgroundsafety.org/>, and The Americans with Disabilities Act, www.access-board.gov

VII.

Costs of Some Typical Projects

These costs were determined in June 2010. They are based on paying "prevailing wage" or union scale wages since many projects funded by city or state government require it. Because of inflation, the costs shown below can be expected to increase by three to four percent a year. Smaller projects will generally cost more per square foot. Accept quotes from contractors and compare thoroughly. The following costs are typical, but do not reflect EVERY possible cost that a project could incur. Work with an owner's representative, development consultant and/or architect to create an extensive list of costs.

Lead paint:

Stabilized - \$4/square foot

Abated (removed) - \$17/square foot

Asbestos:

Encapsulated - \$3/square foot

Abated (removed) - \$9/square foot

Sprinkler system:

\$6/square foot (more per square foot for smaller installations, less for larger ones)

Fire alarm system:

\$5/square foot (more per square foot for smaller installations, less for larger ones)

Playground safety:

poured-in-place surface: \$15-\$20/square foot

Concrete ramp: \$55/linear foot

Guard rails: \$95/linear foot

Interior ramp: \$35-\$40/linear foot

New door opening: \$1700 - \$2000

New toilet and sink (with rough-in): \$6000 - \$8000

Backflow preventer (a device that stops water in a building's plumbing from flowing back into the public water system):
\$8000 - \$9000

Costs also vary by the type, size, and age of the building. In general, 2008 prices for construction were as follows:

New construction: \$210/square foot

Fit out of a building in good condition: \$110/square foot

Total rehabilitation: \$180 - \$190/square foot

These costs do not include the cost of an architect, insurance, permits, legal services, furnishings, and installation of telecommunication systems.

VIII.

Resources

Community Legal Services – Child Care Law Project

<http://www.clsphila.org> (general website)

<http://www.clsphila.org/Content.aspx?id=185> (page describing services to child care providers)

TEL: (215) 981-3774

The Child Care Law Project (CCLP) provides legal counsel to nonprofit and low-income child care providers that serve low income neighborhoods. By helping child care providers navigate the complicated and sometimes conflicting child care licensing systems of the City of Philadelphia and the Department of Public Welfare, CCLP fosters a diverse supply of child care facilities with sound business practices and quality child care programs. The CCLP may represent child care clients with the following licensing issues: Zoning permits and variances; Certificates of Occupancy; Variances from handicap accessibility requirements; Licenses and Inspections violations, etc.

Head Start Information and Publication Center

Child Center Design Guide. U.S. General Services Administration, 1999.

<http://www.gsa.gov/graphics/pbs/designguidesmall.pdf>

The Federal Child Care Center Design Guide provides criteria for planning and designing child care centers in GSA-owned or controlled spaces; however, it is a useful guide for anyone planning to build or renovate a day care center.

Local Initiatives Support Corporation

www.lisc.org

LISC offers information about developing child care facilities through its Community Investment Collaborative for Kids (CICK). LISC published an interesting study on child care design and its relation to quality entitled *Child Care Facilities: Quality By Design* by Tony Proscio, Carl Sussman & Amy Gillman, published by Local Initiatives Support Corporation, 6/28/2004, (<http://www.lisc.org/content/publications/detail/815>). CICK has also prepared a series of how-to resource guides and tools on all aspects of designing, developing and financing quality child care space.

National Association for the Education of Young Children

www.naeyc.org

NAEYC Academy for Early Childhood Program Accreditation Standard 9: NAEYC Accreditation Criteria for Physical Environment Standard outlines best practices for child care facilities.

One Stop Shop for Child Care Licensing Information in Philadelphia

Neighborhood Interfaith Movement
7047 Germantown Avenue
Philadelphia, PA 19119
www.nimphilly.org

TEL: (215) 475-3030

The One Stop Shop offers child care centers invaluable assistance to get their facilities licensed. Assistance includes help around zoning.

Women's Community Revitalization Project (WCRP)

407 Fairmount Avenue
Philadelphia, PA 19123
www.wcrpphila.com
TEL: 215-627-5550

WCRP offers centers invaluable assistance to get their spaces licensed. Assistance includes project management, assessment of facility construction or renovation needs, operating and/or development pro forma. WCRP also leads workshops on various aspects of the development process and accessing funding sources.

Pennsylvania Early Learning Keys to Quality

<http://www.pakeys.org/>

Southeast Regional Key (SERK)

<http://www.seregionalkey.org/>

Keystone STARS is an initiative of the Department of Public Welfare's Office of Child Development and Early Learning to improve, support and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania. Participating providers are ranked on a scale from STARS Level 1 to STARS Level 4, with Level 4 representing the highest level of quality. Providers receive grants or merit awards for achievement of higher STARS Levels. They also receive higher subsidy rates through Pennsylvania's Child Care Subsidy program.

We thank the following people and organizations for providing information and advice:

IX.

Acknowledgements

Betsy Caesar, Playcare, Inc.

Bill Thomas and Karyntha Cadogan, Facilities Project Managers, Women's Community Revitalization Project

Kevin Maguire, Construction Project Management

Lauren B. Glazer, Sanitarian Specialist, Philadelphia Department of Public Health

Marion Brown, One Stop Shop for Child Care Licensing in Philadelphia

Michael Hauptman, Brawer/Hauptman Architects

Palak Raval-Nelson, PhD, City of Philadelphia Department of Health

Rasheedah Phillips, Esq., Community Legal Services

Sofia Ali-Khan, Esq., Community Legal Services

Disclaimer: This booklet is not intended to substitute for or constitute legal advice. This booklet summarizes important regulatory requirements for child care centers seeking licensing in Philadelphia. Because it is a summary, and does not restate the regulations in full, it may exclude regulatory requirements important to your specific case or circumstance.



Northeast

New York Region and National Headquarters

70 West 36th Street, 11th Floor
New York, NY 10018
212 868 6710
NY@nffusa.org

New England

89 South Street, Suite 402
Boston, MA 02111
617 204 9772
NE@nffusa.org

West Coast

San Francisco

28 Second Street, Suite 600
San Francisco, CA 94105
415 255 4849
SF@nffusa.org

Los Angeles

626 Wilshire Blvd., Suite 510
Los Angeles, CA 90017
213 623 7001
LA@nffusa.org

Mid-Atlantic

New Jersey

59 Lincoln Park, Suite 350
Newark, NJ 07102
973 642 2500
NJ@nffusa.org

Greater Philadelphia

1608 Walnut Street, Suite 703
Philadelphia, PA 19103
215 546 9426
Philadelphia@nffusa.org

DC-MD-VA

1801 K Street, NW, Suite M-100
Washington, DC 20006
202 778 1192
DC@nffusa.org

Midwest

Detroit

645 Griswold Street, Suite 2202
Detroit, MI 48226
313 965 9145
Detroit@nffusa.org

nonprofitfinancefund.org

About Nonprofit Finance Fund®

As one of the nation's leading community development financial institutions (CDFI), Nonprofit Finance Fund (NFF) makes millions of dollars in loans to nonprofits and pushes for fundamental improvement in how money is given and used in the sector. Since 1980, we've worked to connect money to mission effectively so that nonprofits can keep doing what they do so well.

We provide a continuum of financing, consulting, and advocacy services to nonprofits and funders nationwide. Our services are designed to help great organizations stay in balance, so that they're able to successfully adapt to changing financial circumstances—in both good and bad economic times—and grow and innovate when they're ready. In addition to loans and lines of credit for a variety of purposes, we organize financial training workshops, perform business analyses, and customize our services to meet the financial needs of each client. For funders, we provide support with structuring of philanthropic capital and program-related investments, manage capital for guided investment in programs, and provide advice and research to help maximize the impact of grants.