

Summer Camp 2022 Mass Consultation



Licensed Summer Camp

In the Virgin Islands



CONSULTATION 2022

Overview

- VI Fire Services Requirements
- Dept. of Planning & Natural Resources
- Dept. of Environmental Health Requirements
- Dept. of Education Special Nutrition Program
- Dept. of Human Services Summer Licensure Requirements

VI Fire Services



Serena Williams

Deputy Fire Inspector

- VI Fire Services Requirements



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GOVERNMENT OF
THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
VIRGIN ISLANDS FIRE SERVICE
"Providing Safety, Service and Satisfaction"



St. Thomas/St. John: 385 William G. Lewis Drive, Estate Taarneberg, St. Thomas, VI. 00802 ~ Tel: (340) 774-7610 ~ Fax: (340) 774-4630
St. Croix: No. 3039 Orange Grove, St. Croix, VI. 00820 ~ Tel: (340) 773-8050 ~ Fax: (340) 773-8032

Child Care Facility Inspection

Business Name _____

Operator of facility _____ Telephone # _____

Address _____

Directions to facility _____

	Satisfactory	Unsatisfactory
Adequate exits	_____	_____
Exit signs posted	_____	_____
Exits and hallways free from obstruction	_____	_____
Serviced ABC (5lb.) dry chemical fire Extinguisher(s) mounted	_____	_____
Condition of electric cords, equipment & appliances	_____	_____
Condition of wiring and fixtures	_____	_____
Posted evacuation plan (map lay out)	_____	_____
Written evacuation plan (monthly fire drills)	_____	_____
Outlets covered and in good repair	_____	_____
Approved location of propane tanks	_____	_____
Rubbish, trash and other hazards cleared from Attic, basement, closets, stoves, outdoor area	_____	_____
Emergency telephone numbers readily available	_____	_____
Emergency Lights	_____	_____
Halls and walkways minimum 36 inches	_____	_____
Exit doors minimum door swing 36 inches	_____	_____
Exits discharge at grade level for ages 7 and below	_____	_____
Cribs adequately spaced	_____	_____
Protection provided to keep children out of kitchens	_____	_____
Appropriate door locks on bathroom doors	_____	_____
Water heater enclosed in a minimum 1 hr. rated enclosure	_____	_____
Adequate exits in sleeping area	_____	_____
Egress windows	_____	_____

Inspection Fee _____ Late Fee _____ Total Paid _____ Date Paid _____

Certificate No. _____ Expiration Date _____ Receipt # _____

Inspected By: _____ Date: _____

☐ Approved ☐ Disapproved Comments: _____

Re-Inspection: Fee: _____ Date Paid: _____ Receipt #: _____

Re-Inspected By: _____ Date: _____

☐ Approved ☐ Disapproved

Signature of Applicant _____

Director or Authorized Representative
Virgin Islands Fire Service

"WE EXIST TO PROTECT, CARE FOR, AND SERVE"

VI Fire Services

CONSULTATION 2022



DPNR



- Carlos Nickleson
- Building Inspector
- Dept. of Environmental Health Requirements


DEPARTMENT OF PLANNING AND NATURAL RESOURCES
Division of Building Permits

Cyril E. King Airport, 2nd Floor
St. Thomas, VI 00802
Tel: (340) 774-3320
Fax: (340) 714-9532

45 Mars Hill
Frederiksted, VI 00840
Tel: (340) 773-1082
Fax: (340) 778-4620

ZONING AND BUILDING CODE VERIFICATION

CHILD DAY CARE AGENCY NAME: _____
CHILD DAY CARE AGENCY TYPE (S): _____
LOCATION ADDRESS: _____
APPLICANT'S NAME: _____
MAILING ADDRESS: _____
TELEPHONE: _____

Zoning District Classification: _____

☐ The child day care agency at the above referenced address conforms to the zoning and building code requirements of the Virgin Islands.

COMMENTS/RESTRICTIONS (if applicable):

☐ The child day care agency at the above referenced address must conform to the zoning and building code requirements of the Virgin Islands. Any discrepancies are noted below or on attached.

COMMENTS/RESTRICTIONS (if applicable):

Director, Division of Building Permits
Department of Planning and Natural Resources

Date _____



CONSULTATION 2022

Dept. of Environmental Health

Karen Gonzalez

Health Enforcement Officer

- Dept. of Environmental Health Requirements

2022 SUMMMER CAMP
SANITATION
INSPECTIONS FOR CHILD
CARE FACILITIES

BY:

KAREN C. WARNER-GONZALEZ

HEALTH ENFORCEMENT OFFICER

Dept. of E. Health

Requirements



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Personnel

- ***Health Cards***, Required for all staff

Dept. of E. Health

Requirements



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Food

- -MUST BE DATED AND LABELED
- -Refrigerator must have thermometers at all times

REQUIRED TEMPERATURE

- COLD FOODS-41F
- FROZEN TEMP
- 0 DEGREE OR BELOW
- HOT FOODS – 165F



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Dept. of E. Health

Requirements

Water Sources

- Hot and Cold running water
- Purchasing Water- Must present receipts
 - Onsight Water – Must have water tested, and result must be submitted to Environmental Health



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Dept. of E. Health

Requirements

Water Testing

- Ocean Systems Laboratory
- (340) 714-1911 (Telephone)
- (340) 777-2711 (Fax #)

Water testing will only be required if the meals are being prepared at the site. If the meals are coming from school lunch, no testing will be required.



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Dept. of E. Health

Requirements

PLUMBING

- Must have a problem free system

TOILET & HANDWASHING FACILITIES

- Toilet must be operable
- Hot and cold Running water

GARBAGE

- Garbage must be discarded daily



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Dept. of E. Health

Requirements

FLOORS & WALLS

- Must be kept clean at all times

CHANGE ROOM

- Must be kept clean at all times, free from the soiled pamper

RECREATION

- SAFETY IS ALWAYS PRIORITY

Dept. of E. Health

Requirements

VECTOR CONTROL

-Free from rodents



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Dept. of E. Health

Requirements



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FIRST AID KIT

- BANDAGE
- STERILE GAUZE PADS, GAUZE ROLLS
- EYE SHIELD OR PADS
- ADHESIVE TAPE
- LATEX AND NON-LATEX GLOVES
- STERILE COTTON BALLS & COTTON TIPPED SWABS
- INSTANT COLD PACK
- THERMOMETER
- TWEEZERS
- HAND SANITIZER
- ANTISEPTIC SOLUTION OR WIPES (HYDROGEN PEROXIDE)
- ANTIBIOTIC OINTMENT (NEOSPORIN)
- STERILE EYEWASH OR SALINE

Dept. of E. Health

Requirements

GENERAL-COTS, MATS AND OTHER ITEMS THAT ARE USED DAILY

- MUST BE KEPT CLEAN AT ALL TIMES
- LIST OF EMERGENCY NUMBERS



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Dept. of E. Health

Requirements

COVID- 19

- TAKE PRECAUTIONS
- WEARING FACIAL BARRIERS
- PRACTICE SOCIAL DISTANCING

CONTINUE KEEPING OUR
CHILDREN SAFE WHILE HAVING
FUN AND EXPLORING FOR THE
SUMMER.



CONSULTATION 2022

Dept. of Education



CONSULTATION 2022

Jevon Hanley

Nutrition Program Specialist

- Dept. of Education Special Nutrition Program

Dept. of Human Services

Office of Child Care & Regulatory Services



CONSULTATION 2022

Peggy A. Wilkins

Director of Licensing Services

- Dept. of Human Services Office of Child Care & Regulatory Services
- Summer Licensure Requirements

Role of Licensing



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- To protect the health and safety of children in out of home care in the Virgin Islands
- Title 34, Section 1, Chapter 13, VI Code

License Required!



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- No person may operate a childcare facility that serves three or more unrelated children unless they hold a valid license from the Department of Human Services

Unlicensed Programs



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Operating Without a license:

- A misdemeanor
- Subject to civil penalty; \$1,000 each day of violation
- Imprisonment; not to exceed 3 months or both



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Type of Licenses

- Day Care Center
- Family Home
- Group Home
- Certification (Gov. Operated)
- **Children's Camp**
 - **Recreational**
 - **Educational**
 - **Cultural**

Licensure Process



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- Identify the Zoning approved location/ written approval is necessary
- Complete Application or Registration Form
- Submit request for inspection to partnering agencies; DPNR, Fire & Health

Licensure Process



CONSULTATION 2022

- Complete Application or Registration Form
- Request inspections from partnering agencies; DPNR, Fire & Health
- Submit completed application by May 9th, 2022.

Evaluation



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- Application reviewed for completeness; must include ALL supporting documents
- Site evaluations conducted by Licensing Staff

DHS Requirements



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- Enrollment of children maintained
- Child Immunization Record
- Obtain required staff documents prior to employment
- Telephone Required
- Post Inspections
- Evacuation Plan
- COVID- 19 SAFETY PROTRCALL

DHS Requirements

Staff

- Adult Medical
- Background Check VIPD/NCIC
- CPR/First Aid Certification
- Education Credential
- Employee Record
- Health Card



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STAFF TO CHILD RATIO

<u>Ages</u>	<u>Adult to Child</u>
• 3 Years	1 Adult for 9 Children
• 4 Years	1 Adult for 10 Children
• 5 Years	1 Adult for 12 Children
• 6to 14 Years	1 Adult for 12 Children
• 3-5 Yrs/Swimming	1 Adult for 3 Children
• 6-14 Yrs/Swimming	1 Adult for 4 Children





OCCRS LICENSING CONTACT INFORMATION

St. Croix:	(340) 772-7147	Mrs. Michelle Sebastian-Simon
St. Thomas:	(340) 774-0930	Ms. Peggy A. Wilkins, ext. 4184/4181

Have a HEALTHY, SAFE & FUNFILLED SUMMER!

THANK YOU FOR ATTENDING