

Summer Camp 2023 Mass Consultation



Summer Camp Licensure

In the Virgin Islands



Overview

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

VI Fire Services



Edwin Danet

Deputy Fire Inspector II

- VI Fire Services Requirements





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 2023



DPNR



- Carlos Nickleson
- Building Inspector
- Dept. of Planning
- & Natural Resources


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 _____



UNITED STATES VIRGIN ISLANDS

Department of Health

Dept. of Environmental Health



Juanita Johannes

Assistant Director

- Dept. of Environmental Health Requirements



Dept. of E. Health

Requirements

HEALTH PERMIT

Current & Displayed

- The Receipt must be posted if the permit is being processed



Dept. of E. Health

Requirements

Staff Members

Health Cards

- **Current Food Handler's Card**
Required for all staff



Dept. of E. Health

Requirements

Food Supplies

- MUST BE DATED AND LABELED
- Refrigerator must always have thermometers

REQUIRED TEMPERATURES

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



Dept. of E. Health

Requirements

Water Sources

- Hot and Cold running water
- Purchased Water; Receipts are Required
- Onsite Water; Water Must be tested, and results submitted to Environmental Health



Dept. of E. Health

Requirements

PLUMBING SYSTEM;

Must be in good repair

TOILET & LAVATORY

Toilet must be clean & operable

Hot & cold Running water

GARBAGE; must be covered & discarded daily



Dept. of E. Health

Requirements

FLOORS & WALLS

- Must be kept clean, & in good repair

CHANGING ROOM & TABLE

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

RECREATION ACTIVITIES

- Keep Safety First



Dept. of E. Health

Requirements

ANIMAL VERMIN CONTROL

- Facility Must be Free From Rodents
- Outside openings screened





Dept. of E. Health

Requirements

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 ITEMS

**COTS, MATS AND OTHER
ITEMS THAT ARE USED
DAILY:**

- **MUST BE CLEAN & IN GOOD
REPAIR**

**EMERGENCY NUMBERS MUST
BE POSTED!**



Dept. of E. Health

Requirements

COVID- 19 REMINDERS

- TAKE SAFETY PRECAUTIONS
- SANITIZE
- STAY HOME IF SICK

TO KEEP OUR CHILDREN SAFE.
HAVE A HEALTHY & SAFE SUMMER!





Dept. of Human Services

Luz Camacho

Acting Director of Subsidy

Subsidy, Resource & Referral
Program Unit

- Participation Requirements

**DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILD CARE AND REGULATORY
SERVICES**

**SUBSIDY, RESOURCE AND REFERRAL
PROGRAM UNIT.**

St. Thomas/ St. John District (340) 774-0930 Ext: 4186 &
4180

St. Croix District (340) 772-7147



Eligibility & Recertification

Participants must be
working a minimum of 30
hrs. per week.

Or

Be attending school full time
or part-time.

Eligibility & Recertification (Continued)

Or

- Applicants or clients, who are working under 30 hours per week or attending school part-time, which does not provide sufficient hours to qualify for the program may volunteer their services by selecting a reputable tax-paying establishment to make up the qualifying hours with one of the following, but not limited to:
 - Agency (governmental or private)
 - Hospital
 - School
- Applicants or clients, who are not working or attending school full time, can combine activities interchangeably, such as:

Eligibility & Recertification (Continued)

Or such as:

School and training/volunteer

Work and school

Work and training/volunteer

Work (2 part-time jobs)

And

Meet income and family size requirement for eligibility determination

Child Care Subsidy Ages & Fees

Infants/Toddler	(birth – 2yrs)	\$450.00
Preschool	(3 yrs - 4 yrs)	\$ 400.00
Afterschool	(5yrs - 12 Yrs)	\$ 200.00
Special Needs	(birth - 18 Yrs)	\$ 475.00
Summer Camp	(3yrs - 12 yrs)	\$ 400.00

NOTE: If provider fees exceed any of the above monthly fees, participant is responsible

for the difference, and co-payment when applicable.

Family Responsibilities

- **Families' responsibilities include:**
 - **Reporting to Child Care Office any changes in provider, family income, or change in family size**
 - **Paying the weekly, monthly co-payment and the difference to the provider**
 - **Understanding your contractual obligations to the child care provider.**

Getting Paid for Services Provided

All completed, signed vouchers must be submitted to our office at the end of each month. Vouchers are valid for 90 days and if not submitted on time, vouchers will be voided.

The Processing Coordinator will review the invoice to ensure that it is filled out completely and invoice numbers are not duplicated.

Errors on the invoice are a common reason for payment delays, so it is important to take a few extra minutes to double check the information before sending in for payment.

Required Documents for Subsidy Providers

Approval Checklist

Completed Provider Agreement

DHS License

Health Inspection – Current

Fire Inspection – Current

SAM.GOV Registration – Current

Letter of Good Standing – Corporations

Updated Rate Sheet

W-9 Form – Completed

Operation Schedule or School Calendar

School/Student Accident Insurance

Required Documents for Subsidy Payment Processing

Attendance Certificate(s)

Attendance Certificate Must:

List the Provider

List the Period of Service

List Name of Child(ren)

List Child(ren) Date of Birth

Provider Signature

Tax ID or Social Security Number

Required Documents for Subsidy Payment Processing

INVOICE(S)

Invoices Must Include:

An Unduplicated Number

Official Name of the Provider (Business Name on W-9)

Mailing Address (Matching Address on W-9)

Phone Number

Name of Child(ren) services were provided for during the month

Total Number of Child(ren) included on the invoice

The Total Dollar Amount of Charges on the Invoice(s)

Provider Signature

Required Documents for Subsidy Payment Processing

VOUCHERS

Vouchers must be signed and dated by both the Provider and Client

Vouchers must not exceed the (90) days of the valid Period

Required Documents for Subsidy Payment Processing

IMPORTANT REMINDERS

Invoices, Vouchers and Certificates must:

Be Submitted Together

To the Office of Child Care & Regulatory Services by the 5th of the month following the month services were provided

The End



Thank you for coming to get a better understanding of the Subsidy, Resource and Referral Program Unit.

Dept. of Human Services

Office of Child Care & Regulatory Services



Peggy A. Wilkins

Director of Licensing Services

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



Role of Licensing

- 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

Is a License Required?



Is a license required to operate
a childcare or summer program?



License Required!



- 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



Operating Without a license:

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



Type of Licenses

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



Licensure Process

- Obtain Name Approval Lt. Gov. Office
- Obtain Zoning Approval Request Inspection-DPNR
- Obtain Fire Approval Request Inspection-VI Fire Services
- Obtain Health Approval Request Inspection-Environmental Health

written approval is necessary

Licensure Process



- Fill out Application or Registration Form
- Submit Completed Application w/ all required staff document & Inspections from ; DPNR, Fire & Health

Application are due May 9th, 2023!

Evaluation



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

DHS Requirements



- 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

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





CONSULTATION 2023

OCCRS LICENSING CONTACT INFORMATION

St. Croix:	(340) 772-7147	Mrs. Michelle Sebastian-Simon
St. Thomas:	(340) 774-0930	Ms. Peggy A. Wilkins, ext. 4184
Administrator	(340) 774-0930	Mrs. Tishma Tucker-Lans ext. 4180

Have a HEALTHY, SAFE & FUNFILLED SUMMER!

THANK YOU FOR ATTENDING