

CAYMAN ISLANDS GOVERNMENT

**DEPARTMENT OF
ENVIRONMENTAL HEALTH (DEH)**



**GUIDELINES FOR
THE OPERATION OF PRE-SCHOOLS
&
DAY CARE CENTRES**

Revised September 2013

DEPARTMENT OF ENVIRONMENTAL HEALTH (DEH)

GUIDELINES FOR THE OPERATION OF PRE-SCHOOLS & DAY CARE CENTRES

1.0. Physical Environment & Safety

- 1.1. The outdoor and indoor environment shall be safe, clean, attractive and free from any objects that may cause injury or harm to any child or staff.**
- 1.2. There shall be a minimum of 20 sq. feet of indoor and a minimum of 40 sq. feet of outdoor play space per child.**
- 1.3. Playground and play equipment and fixtures shall be safe, sturdy and so located and designed to prevent any harm or danger to the children.**
- 1.4. The playground shall be of surfaces such as grass, sand or other materials that will not be harmful to children in the case of falls or during normal activities.**
- 1.5. All premises used as a Pre-school/Day Care Centre shall be securely fenced around the perimeter and a gate provided with a latch beyond the reach of children.**
- 1.6. The Pre-school /Day Care Centre facility shall be free of noise or shall not be in close proximity to establishments or businesses that generate noise.**
- 1.7. The Pre-school/ Day Care Centre shall not be located in close proximity to establishments or businesses that may produce any odour, dust, smoke, fumes or other physical or chemical substances that may cause undue discomfort or is prejudicial to health or safety.**
- 1.8. The facility shall not be located in an area that is humid, swampy/marshy or near any body of stagnant water, poor drainage or any deposit or accumulation of water capable of breeding mosquitoes or other vermin.**
- 1.9. A well-stocked First Aid kit shall be provided.**

2.0. Lighting & Ventilation

2.1. Buildings intended to be used as a Pre-school/ Day Care Centre shall be provided with adequate natural lighting and ventilation and shall not be obstructed by any buildings, structures, trees, walls or any other objects.

2.2. There shall be adequate provision for natural and artificial lighting and ventilation. These (*lighting & ventilation*) shall be provided for by adequate windows, doors, other vents, electrical appliances and fixtures.

3.0. Water Supply

3.1. The facility shall be provided with adequate potable water for drinking and domestic purposes such as washing, cleaning and shall be from a piped source.

3.2. The facility shall be provided with piped water to the kitchen, wash areas and at wash hand basins and for the flushing of toilets and urinals.

3.3. Every Pre-school shall be provided with a drinking cooler or fountain supplied with potable water and maintained in a sanitary manner.

3.4. The facility shall be provided with hot and cold piped water at wash sinks and at washbasins.

4.0. Pest Control

4.1. All premises used as a Pre-school/ Day Care Centre shall be free of rats, cockroaches, flies, mosquitoes and other vermin.

4.2. The proprietor, owner or manager shall take such steps to prevent the infestation of rats, cockroaches, flies, mosquitoes and other vermin.

5.0. Garbage Storage & Disposal

Containers

5.1. A watertight metal or plastic container or containers with tight fitting covers shall be provided for the storage of solid wastes (refuse/garbage) and shall be of such type and description as approved by the Department.

5.2. Built-in garbage or in-ground solid waste containers are not allowed.

5.3. Storage bins for manual collection shall have a capacity of not less than 20 gallons (75 litres) or more than 32 gallons (120 litres).

5.4. A minimum of one storage bin is required.

Container Enclosure

5.5. An enclosure for individual bins for manual collection shall provide an area with minimum dimensions of 2 ft 6 inches by 2 ft 6 inches for each bin required.

5.6. Enclosures shall be so located as not to obstruct traffic and be easily accessible for collection.

5.7. Enclosures shall be made of durable and easily cleaned materials.

5.8. Where enclosures are made with concrete bases the floor shall have a minimum slope of $\frac{1}{4}$ inch to a foot and be provided with a drain to an approved disposal system.

5.9. Where enclosures are made of wood or other durable material, the bottom of the enclosure shall be a minimum of 6 inches from the ground. The floor member shall be spaced at least $\frac{1}{2}$ inch apart.

5.10. Where no door is provided for the enclosure the total height of the enclosure shall be not more than 3 ft. and in no case less than 2 ft. 6 inches.

5.11. Enclosures shall be fixed securely to ensure that they cannot be overturned under the weight of a child.

6.0 Sewage and Wastewater Disposal

6.1. Provisions shall be made for the sanitary disposal of sewage and wastewater generated on the premises.

6.2. There shall be adequate facility and plumbing for the run off and disposal of storm water.

6.3. There shall be adequate amount of toilet facilities (water closets), urinals and wash hand basins provided at the facility. The ratio is 1 w/c per 15 children as per DEH guidelines (**amended; currently the Planning Dept. has the ratio at. 1 w/c per 50 as per Planning Reg. re: Institutions.**)

6.4. In the case of Pre-schools, separate toilet facilities shall be provided for males and females.

6.5. Fixtures and the interior of toilet facilities and urinals shall be maintained in a clean, orderly and sanitary manner.

6.6. Toilet facilities shall be provided with adequate lighting and ventilation.

6.7. Facilities shall be provided with adequate supplies of paper towels, tissue paper and hand washing soap (toiletries).

7.0. Food Hygiene/Sanitation

7.1. The food preparation area of the Pre-school/Day Care Centre shall be constructed in accordance with the Cayman Islands Building Code.

(Floor plans and equipment layout shall be submitted for DEH review.)

7.2. The floor, walls and ceiling shall be of sound construction, durable, impervious to moisture and easily cleanable.

7.3. The facility shall be adequately ventilated whether by natural or artificial means in order to ensure comfortable working temperature for employees.

7.4. The facility shall be adequately lit to ensure visibility thereby reducing the potential for accidents.

7.5 All openings in food preparation areas i.e. doors and windows shall be screened in order to prevent the entry of vermin.

7.6. No sanitary facility (toilets) shall open directly into any area where food is handled, stored or prepared.

7.7. The water supply to all food preparation areas of Pre-school/Day Care Centre shall be from a potable supply. These facilities shall be connected to the public water supply, except in areas where Municipal water is not supplied.

7.8. There shall be adequate facilities for the washing and preparation of foods.

7.9. All food preparation and utensil sinks shall be equipped with ample supply of hot and cold potable water and shall only be used for food operation purposes.

7.10. A hand washbasin supplied with potable hot and cold water, liquid soap and drying material shall be provided for employees to wash their hands.

7.11. All food preparation surfaces shall be of sound condition, durable, impervious to water, non-toxic, non-corrosive and easily cleanable.

7.12. All utensils shall be constructed of non-toxic, non-corrosive materials and shall be maintained in good repair at all times and must be sanitised prior to being used.

7.13. There shall be adequate refrigerated facility in which to store perishable foods safely.

NOTE: Care shall be taken to store raw foods apart or below prepared foods in refrigerated compartments to avoid cross contamination.

7.14. All dry food items must be stored on shelves at least 12 inches above the floor surface and must not be stored along with chemicals such as cleaning agents and insecticides so as to prevent the possibility of chemical poisoning.

7.15. Colour coded plastic cutting boards shall be provided in the food preparation areas.

7.16. All food preparation and handling personnel shall be trained in Food Hygiene and Safety.

NOTE:

The Department of Environmental Health currently conducts Basic Food Hygiene sessions.

Arrangements can be made for staff to attend by calling 949 6696.

8.0. General Sanitation

8.1. The centre shall be cleaned daily. Surfaces, equipment and utensils shall be washed and disinfected after each use.

8.2. Soap, piped hot and cold water shall be readily available for washing and cleaning.

8.3. Used diapers shall be properly disposed of and inaccessible to children.

8.4. All other garbage, refuse including food wastes shall be disposed of daily.

8.5. All garbage storage containers shall be cleaned/washed and disinfected daily.

8.6. Adequate hand towels, bathroom tissue, hand soap and other cleaning and disinfecting agents shall be provided.

8.7. Bathrooms, toilets (w/c), urinals and other sanitary facilities and surfaces shall be cleaned and disinfected daily.

8.8. Provision shall be made for the safe storage of all chemicals, cleaning agents, disinfectants and all such chemicals and cleaning agents shall be inaccessible to children. All chemicals shall be properly labelled and used in accordance with the manufacturer's instructions.

8.9. Brooms, mops, buckets and other articles used for cleaning and disinfecting shall be properly stored and inaccessible to children.