

OFFICE USE ONLY
Revised December 2016

Date Received: _____

Supervisor: _____



State of Delaware
Department of Services For Children, Youth and Their Families
OFFICE OF CHILD CARE LICENSING

APPLICATION FOR LICENSE EXEMPTION

INSTRUCTIONS

PLEASE TYPE OR CLEARLY PRINT ALL RESPONSES
SUPPLY ALL REQUESTED INFORMATION

⌘ SUBMIT TO ⌘

NEW CASTLE COUNTY SITES
OFFICE OF CHILD CARE LICENSING
3411 Silverside Road
Concord Plaza, Hagley Building
WILMINGTON, DELAWARE 19810
PHONE: 302-892-5800
FAX: 302-633-5112
Email: ann.ryan@state.de.us

KENT OR SUSSEX COUNTY SITES
OFFICE OF CHILD CARE LICENSING
821 SILVER LAKE BOULEVARD, SUITE 103
DOVER, DELAWARE 19904
PHONE: 302-739-5487
FAX: 302-739-6589
Email: maxine.travis@state.de.us

SECTION A – Identification

Applicant: _____ Title: _____ Program Email: _____

Phone #: _____ Alternate or Cell Phone #: _____ Fax #: _____

Program Name: _____

Location: _____
(Street Address) (City) (County) (Zip)

Check all that apply to the site location:

Church
 Organization/Club Facility
 Outdoors
 Commercial Site

State Operated
 School *

*Delaware DOE School Registration #: _____

Please note an exemption cannot be granted for a private residence.

Currently licensed by OCCL? No Yes License #: _____

Is this program run by or affiliated with another Organization? If yes, please provide Organization information below.

Organization Name: _____

(Street Address) (City) (County) (Zip)

Telephone Number: _____ Fax #: _____ Email Address: _____

Contact Person _____ Title _____

Has the Applicant been previously licensed, approved, or exempted to provide childcare, foster care, adoption, or residential day treatment to children in Delaware or any other state? Yes No

If "Yes," note below the state, the specific location, and the dates of operation:

*** IF YOU ARE A SCHOOL REGISTERED WITH DELAWARE DOE, PLEASE SKIP TO SECTION E.**

SECTION B – Program Information

- Dates of Operation: _____ Days: M T W Th F Sa Su
Program Hours: _____AM/PM to _____AM/PM
- Ages of the children to be served: _____
- Will a parent of each child in attendance remain onsite each day? Yes No
- Will a fee be charged for attendance to this program? Yes No
- Is this a "drop-in" program which children may enter or leave without being placed with a designated adult? Yes No
- Are you applying for Delaware Child Care Subsidiary Program (Purchase of Care)? Yes No

SECTION C – Program/Service

Instructions: List activities provided:

<u>ACTIVITIES/SERVICES</u>

SECTION D – Additional Information Attachments

Exemptions from Delacare Regulations for Early Care and Education and School-Age Centers may be granted under the following conditions:

- A. Camps issued permits by the Division of Public Health;
- B. An institution, agency, association, or organization under State of Delaware ownership and control;
- C. Classes for religious instruction conducted by religious institutions during the summer months for periods not to exceed four weeks;
- D. Programs established in connection with a business, recreation center, or religious institution in which children are provided care for brief periods of time, while parent/guardian is on the premises, are readily accessible at all times on an on-call basis, and are able to resume control of the child immediately;
- E. Programs that offer activities for children over the age of six who attend at their own discretion on an ‘open door’ basis, where there is no compensation, and where there is no agreement, written or implied, between the program and the parent/guardian for the program to assume responsibility for the care of the child;
- F. Programs that offer school-age care on an ad hoc, sporadic, and isolated basis in order to meet an emergency or special need or to provide specific skill instruction; or
- G. A public or private school that provides regular and thorough instruction through at least the sixth grade in the subjects prescribed for the schools of the State, in a manner suitable to the children of the same age and stage of advancement, and that reports to the State Board of Education pursuant to 14 Delaware Code, Section 2704. This exclusion shall include all programs operated by these schools, except as stated above, and shall also include preschool education programs for people with disabilities as defined by 14 Delaware Code, Section 3101(4).

Required Attachments:

- (1) **Explanation** of why a licensing exemption applies to this program using the criteria in Section D,
- (2) **Daily Activity Schedule** with times per day for a 2-week period.

SECTION E - Signature

Signature of Applicant

Date

Title/Relationship to Facility