

# LICENSING INFORMATION FOR PARENTS



Office of  
Child Care Licensing

This Parent Brochure has been especially prepared for you as a parent or guardian of a child in a Family Child Care Home. This brochure will help you understand the requirements your Family Child Care Provider must follow.

Family Child Care Licensure is required for anyone who is providing care, education, protection, supervision and guidance in a private home on a regular basis. This service is provided for a limited number of children for part of the 24-hour day, unattended by parent or guardian, and for compensation. The Office of Child Care Licensing monitors each licensed Family Child Care provider for compliance in following the *Delaware's Requirements for Family Child Care Homes*.

The Office of Child Care Licensing knows it is important that you have an understanding of the requirements. Following are the answers to some questions you may have about requirements:

## HOW SHOULD MY CHILD BE CARED FOR?

Your child should be participating in a variety of developmentally appropriate activities each day. Young children learn best through play experiences. Your provider should be offering a variety of activities which support your child's social, emotional, intellectual and physical growth and also helps to prepare your child to be ready for school.

Your child should be disciplined in a positive manner which encourages his or

her self-discipline. All forms of corporal punishment are absolutely prohibited by the requirements.

While accidents do happen, it is important that your child be closely supervised to help ensure her or his safety while in care. Also, your child should not be watching too much television. The requirements limit television viewing to two hours of children's shows per day. Your child should not be watching adult television such as soap operas or talk shows while she or he is at your provider's home.

There are two levels of Family Child Care providers. These levels reflect a provider's experience and amount of training in the area of early care and education. A Level II provider has more training and experience than a Level I provider. With this higher amount of training and experience, the Office of Child Care Licensing assumes the Level II provider is able to care for more children.

Ask your provider or look at your provider's license to determine the level. If your provider is:

### LEVEL I

She may care for no more than four children preschool age or younger and two school age children. Her own children who are not yet in school will count toward the group of four younger children. Her own school-age children do not count toward the numbers of children in care.

### LEVEL II

She may care for no more than six children preschool age or younger and



three school age children, or in one of the following ways:

**IF** your provider has two infants and two toddlers in care, she may only care for two school age children.

**IF** your provider cares for three infants, she may only care for two other preschoolers or one preschooler and two school age children

All of the above options include the provider's own children not yet in school.

## **STEPS TO REVIEW A LICENSING FILE**

The Office of Child Care Licensing maintains a file on each licensed facility. To help you learn about your provider or any licensed facility, you have the right to review the file. Each file includes copies of compliance reviews, applications for licensure, and reports of any complaints filed against the facility. These files are available for public review. If you wish to review a file, you should contact one of the Licensing Offices to schedule a review time. You may contact the Office either by letter or telephone. You will be asked to put your request in writing prior to actually reviewing the file.

## **MAY MY CHILD GO TO CHILD CARE IF SHE OR HE IS SICK?**

No, generally your child should not be in child care if she or he is sick. Your provider has very specific requirements to follow on the exclusion of sick children from care. They will be shared with you by your provider. These requirements were

developed by the American Academy of Pediatrics and the American Public Health Association.

Your child may be able to be in your provider's home if his or her illness is minor or if your child is no longer contagious. For some types of illness your provider may need a note from your doctor before your child may return to care. Your provider may have to contact you to pick up your child from care if she or he becomes ill during the day. Please be prepared for this possibility to protect your child and all the other children in care.

## **WHAT SHOULD I DO IF I HAVE A CONCERN ABOUT MY CHILD'S CARE?**

Talk to your child care provider every day - this is important for both of you. It will keep open the lines of communication. It will help you keep in touch with what your child is doing in child care and it will also make it easier for both of you to talk about concerns that may arise.

Should you have a concern about the care your child is receiving please talk to your provider in an attempt to resolve your concern. If your specific concern involves non-compliance with ***Delacare: Requirements for Family Child Care Homes*** which is not corrected through your discussions with your provider, you may make a complaint to the Office of Child Care Licensing. The Licensing staff will investigate your complaint and may be reached at the locations listed below.

The Offices of Child Care Licensing also appreciates learning about the good quality child care your child receives. If you would like to write a letter of appreciation concerning your provider please direct it to the appropriate office and it will be included in your provider's licensing record.

### **NEW CASTLE COUNTY**

Office of Child Care Licensing  
Delaware Youth and Family Center  
1825 Faulkland Road  
Wilmington, DE 19805  
(302) 892-5800

### **KENT AND SUSSEX COUNTY**

Office of Child Care Licensing  
821 Silver Lake Blvd., Suite 103  
Dover, DE 19904  
(302)739-5487 or 1-800-822-2236

### **Office of Child Care Licensing's Website**

<http://kids.delaware.gov/occl/occl.shtml>

Your provider has a complete copy of ***Delacare: Requirements for Family Child Care Homes***. You may ask to review it, or may contact the above offices or visit our website to obtain your own copy.

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**RECEIPT OF  
PARENT  
INFORMATION**

I certify that I have received:

- Licensing Information Brochure  
which includes the steps to  
review a licensing file
- Release of Children Procedure
- Discipline Policy
- Policy on health and prevention  
of communicable diseases,  
injuries and child abuse/ neglect

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

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Please tear off the receipt section  
and give it to your provider for your  
file. Retain the other portions for  
future reference.