

**Fees associated with opening and operating –  
Family Child Care Homes, Large Family Child Care Homes, and Early Care and Education and School Age Centers**

**July 2012**

The Office of Child Care Licensing does not impose fees on applicants for a license for any type of care it regulates.

The State of Delaware, the individual Counties and **some** (not all) incorporated municipalities (cities, towns and villages) impose fees which affect the cost of opening and maintaining a child care business in Delaware. Here is a list of the incorporated municipalities in Delaware:

New Castle County		Kent County		Sussex County		
<ul style="list-style-type: none"> <li>· Arden</li> <li>· Ardencroft</li> <li>· Ardentown</li> <li>· Bellefonte</li> <li>· Delaware City</li> <li>· Elsmere</li> <li>· Middletown</li> <li>· New Castle</li> <li>· Newark</li> <li>· Newport</li> </ul>	<ul style="list-style-type: none"> <li>· Odessa</li> <li>· Townsend</li> <li>· Wilmington</li> </ul>	<ul style="list-style-type: none"> <li>· Bowers Beach</li> <li>· Camden</li> <li>· Cheswold</li> <li>· Clayton</li> <li>· Dover</li> <li>· Farmington</li> <li>· Felton</li> <li>· Frederica</li> <li>· Harrington</li> <li>· Hartly</li> </ul>	<ul style="list-style-type: none"> <li>· Houston</li> <li>· Kenton</li> <li>· Leipsic</li> <li>· Little Creek</li> <li>· Magnolia</li> <li>· Milford</li> <li>· Smyrna</li> <li>· Viola</li> <li>· Woodside</li> <li>· Wyoming</li> </ul>	<ul style="list-style-type: none"> <li>· Bethany Beach</li> <li>· Bethel</li> <li>· Blades</li> <li>· Bridgeville</li> <li>· Dagsboro</li> <li>· Delmar</li> <li>· Dewey Beach</li> <li>· Ellendale</li> <li>· Fenwick Island</li> <li>· Frankford</li> </ul>	<ul style="list-style-type: none"> <li>· Georgetown</li> <li>· Greenwood</li> <li>· Henlopen Acres</li> <li>· Laurel</li> <li>· Lewes</li> <li>· Millsboro</li> <li>· Millville</li> <li>· Milton</li> <li>· Ocean View</li> <li>· Rehoboth</li> </ul>	<ul style="list-style-type: none"> <li>· Seaford</li> <li>· Selbyville</li> <li>· Slaughter Beach</li> <li>· South Bethany</li> </ul>

The following chart will provide **EXAMPLES** of other requirements and costs that will need to be taken into consideration.

**Please note – this is NOT a complete listing.**

Applicants and Licensees are encouraged to check with the state, county and municipal agencies and offices responsible for overseeing the area in which a child care facility is planned or currently located for the most current and accurate information

Requirement	Authority	FCC Homes	LFCC Homes	ECE & SA Centers
<b>Zoning, Land Use, Planning</b>				
<b>New Castle County</b> (unincorporated areas)	County	<b>No fee but would have to register as a home-based business.</b>	<b>\$75 for zoning verification fee</b>	<b>\$133 and up for the building permit (depends on the project)</b>  <b>\$50 (for certificate of use fee if a new center)</b>

<b>Kent County</b> (unincorporated areas)	County	<b>\$200 application fee (\$200 additional fee if a hearing is needed because neighbors object to a business in the home)</b>  <b>Max # of children: 6 FT + 3 PT</b>	<b>No large Family designation; Fees are the same as for centers..</b>	<b>Hearing Processing Fee: \$1300 plus additional fee of approx. \$200 (based on site acreage or sq. footage of building whichever is greater)</b>
<b>Sussex County</b> (unincorporated areas)	County	<b>If under 6 children, no charge but must contact zoning to fulfill needed requirements.</b>	<b>If over 6 children, must appear before a Board to secure a "Special Use Exception." Cost: \$400</b>	<b>Cost: \$500 and public hearings required</b>
<b>- Or - Zoning, Land Use, Planning</b> if living in the city or town limits of the following:				
<b>Bowers Beach</b>	Town	<b>\$250 (if not rated as commercial space, would require a "special exception" by Board of Adjustment)</b>	<b>\$250 (if not rated as commercial space, would require a "special exception" by Board of Adjustment)</b>	<b>\$0 (if already rated as commercial space)</b>
<b>Camden</b>	Town	<b>\$0 (if zoned for home business; \$200 (if not zoned for home business must request a variance from the Board of Adjustment)</b>	<b>\$0 (if zoned for home business; \$200 (if not zoned for home business must request a variance from the Board of Adjustment)</b>	<b>\$0 (if zoned for child care business) \$200 (if not zoned for child care business must request a variance from the Board of Adjustment)</b>
<b>Clayton</b>	Town	<b>\$0 (if permitted to have a child care business in a home)</b>	<b>\$0 (if permitted to have a child care business in a home) Town will not allow a commercial business in a residential area</b>	<b>\$0 (if facility was an existing childcare) \$500 plus cost of renovations (if a commercial review is needed to convert an existing structure to a child care facility)</b>

<b>Dover</b>	City	<b>No zoning variance needed in private residence (no apt. bldgs)</b>	<b>\$26 (for 6-12 children) \$25 annual public occupancy fee No zoning variance needed</b>	<b>\$325 (13 children and up) plus \$15 per acre Public notices fees (varies) \$25 annual public occupancy fee</b>
<b>Elsmere</b>	Town	<b>\$0 (if zoned to allow a childcare business in the home) \$200 (to request a variance)</b>	<b>\$0 (if zoned to allow a child care) \$200 (to request a residential use variance) \$300 (to request a commercial use variance)</b>	<b>\$0 (if zoning is correct) \$300 (to request a commercial space variance)</b>
<b>Middletown</b>	Town	<b>\$0 (maximum of 6 children allowed)</b>	<b>\$0 (for a home; maximum of 6 children allowed) \$150 for Conditional Use Application Fee For a commercial setting, additional fees vary greatly depending on sq. footage (\$7000+)</b>	<b>\$150 for Conditional Use Application Fee Fees vary greatly depending on existing or new construction. Permit fee and construction fees depend on square footage of space. (could be \$7000+)</b>
<b>Milford</b>	City	<b>\$0 (maximum of 6 children + 2 afterschool)</b>	<b>\$0 (maximum of 6 children + 2 afterschool) \$300 if needing a variance for a conditional use</b>	<b>\$0 (if area is zoned for cc center) \$1000 and up (for zoning variance request)</b>
<b>New Castle</b>	City	<b>\$0</b>	<b>\$600 (if special zoning exception needed)</b>	<b>\$0 (for already zoned commercial area) \$600 (if need to request a special zoning exception)</b>
<b>Newark</b>	City	<b>\$150 for residential special use permit</b>	<b>\$150 for residential special use permit  \$600 for commercial special use permit</b>	<b>\$600 for commercial special use permit</b>

<b>Townsend</b>	Town	<b>\$500 (to request zoning variance)</b>	<b>\$500 (if needing zoning variance)</b>	<b>\$0 (must be placed in a commercially zoned area)</b>
<b>Wilmington</b>	City	<b>\$0 (exempt—6 child maximum)</b>	<b>\$0 (exempt with 6 child maximum) \$250 (application fee to request more than 6 children)</b>	<b>\$250</b>
<b>Wyoming</b>	Town	<b>\$75 (for conditional use fee Plus cost of certified letters to residents within 250 feet @ approx \$6 each)</b>	<b>Residential: \$75 (for conditional use fee plus cost of certified letters to residents within 250 feet @ approx \$6 each)  Commercial: \$200 to request rezoning if needed</b>	<b>\$0 if already zoned commercial \$200 if need to request rezoning</b>
<b>Fire Safety Inspection</b>				
<b>State</b>	State Fire Marshal	<b>Included in Plan Review \$150</b>	<b>Plan review cost varies; \$150 minimum  Annual inspection cost subsidized (paid in full) by State Contract</b>	<b>Plan review cost varies; \$150 minimum  Annual inspection cost subsidized (paid in full) by State Contract</b>
<b>Fire Safety Inspections</b> If living in city limits of the following:				
<b>Dover</b>	Dover Fire Marshal 302-736-7010	<b>\$25</b>	<b>\$25</b>	<b>\$25 (staff called this a public occupancy fee)</b>

<b>Newark</b>	Newark Fire Marshal 302-366-7075	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
<b>New Castle</b>	New Castle Fire Marshal 302-322-9813	<b>\$0---included in the business license fee</b>	<b>\$0---included in the business license fee</b>	<b>\$0---included in the business license fee</b>
<b>Wilmington</b>	Wilmington Fire Marshal 302-576-3120	<b>Annual inspection \$50</b> <b>Initial plan review (includes inspection) \$150</b>	<b>Annual inspection \$50</b> <b>Initial plan review (includes inspection) \$150</b>	<b>Annual inspection \$50</b> <b>Initial plan review (includes inspection) \$150</b>
<b>Business Licenses</b>				
<b>State</b>	State Division of Revenue	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>
<b>- And -</b> Additional business licenses are required if living in the city or town limits of the following:				
<b>Bowers Beach</b>	Town	<b>\$0 (no licenses issued)</b>	<b>\$0 (no licenses issued)</b>	<b>\$0 (no licenses issued)</b>
<b>Camden</b>	Town	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>Clayton</b>	Town	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>

<b>Dover</b>	City	<b>\$50.50</b>	<b>\$50.50</b>	<b>\$50.50</b>
<b>Elsmere</b>	Town	<b>\$150</b>	<b>\$150</b>	<b>\$150</b>
<b>Georgetown</b>	Town	<b>\$78 (1-10 employees)</b>	<b>\$78 (1-10 employees)</b>	<b>\$180 (11-50 employees) \$270 (51 and more employees)</b>
<b>Harrington</b>	City	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
<b>Middletown</b>	Town	<b>\$125 (maximum of 6 children in a home)</b>	<b>\$125 (maximum of 6 children in a home) \$250 (7 children and up in a commercial setting)</b>	<b>\$250 (7 children and up in a commercial setting)</b>
<b>Newark</b>	City	<b>Exempt</b>	<b>Exempt</b>	<b>Exempt</b>
<b>New Castle</b>	City	<b>\$40 per year (1-3 employee rate)</b>	<b>\$40 (1-3 employee rate)</b>	<b>\$40 (1-3 employee rate) \$75 (4-8 employees) \$175 (9-20 employees) \$300 (21 or more employees)</b>
<b>Townsend</b>	Town	<b>\$125 (maximum of 6 children)</b>	<b>\$250 (7 children and up)</b>	<b>\$250 (7 children and up)</b>
<b>Wilmington</b>	City	<b>\$0 (Exempt; maximum of 6 children)</b>	<b>\$0 (maximum of 6 children) \$120 (if in a commercial space)</b>	<b>\$120</b>

Wyoming	Town	\$75	\$75	\$75
<b>Other Costs</b>				
<b>Electrical Inspection</b>	State Fire Marshal	Must use inspector approved by fire marshal; costs vary depending on inspector used (\$50-\$225)	Must use inspector approved by fire marshal; costs vary depending on inspector used (\$50-\$225)	Must use inspector approved by fire marshal; costs vary depending on inspector used (\$60-\$225)
<b>Lead Paint Inspection</b> (if home or facility is older and there are signs of peeling, chipped or loose paint)	State Public Health	A Risk Assessment can cost \$600-\$800 (includes visual inspection by a risk assessor and testing). Home owners can remove lead paint themselves (but this is not recommended) or contact a DPH approved contractor. Cost varies depending on the contractor.	Any individual performing lead-based paint activities in the State of Delaware must be certified by the Division of Public Health (DPH). Costs vary depending on the contractor.	Any individual performing lead-based paint activities in the State of Delaware must be certified by the Division of Public Health (DPH). Costs vary depending on the contractor.
<b>DNREC approval (septic)</b>	State DNREC	No fee. (DNREC must check existing septic permit already on file to make sure facility can accommodate additional children—10 gals of water per day per child.)	No fee. (DNREC must check existing septic permit already on file to make sure facility can accommodate additional children—10 gals of water per day per child.)	No fee. (DNREC must check existing septic permit already on file to make sure facility can accommodate additional children—10 gals of water per day per child.)
<b>Office of Drinking Water Certificate</b>  (well water only)	State Public Health	\$4.00 for a self-test kit	\$4.00 for a self-test kit	\$50 annually if more than 25 children and staff. However, they will perform the initial inspection free of charge. Fees vary if treatment is needed.
<b>Food Service Permit</b> (commercial kitchen facility only)	State Public Health	Exempt	Exempt	\$50-\$250 for initial plan review by DPH (actual cost dependent on square footage of kitchen) plus \$100 (annual fee for permit)

				<p><b>Partial circumstances when Food Service Permit is required:</b></p> <ol style="list-style-type: none"> <li>1. Central kitchen transports meals to a child care facility at another location</li> <li>2. Kitchen is used to prep foods for catering on or off premises</li> <li>3. Kitchen usage is leased or contracted to an individual or entity other than licensee</li> </ol>
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## EXTRA INFORMATION

<p><b>Liability Insurance</b></p>	<p>OCCL requirement</p>	<p><b>Not required but encouraged.</b></p>	<p><b>“...proof of property and comprehensive general liability insurance that specifically covers the LFCC home business is required” (Rule #84)</b></p> <p><b>Costs vary dependent on insurance carrier and coverage.</b></p>	<p><b>“...fire and comprehensive general liability insurance” is required (Rule #124)</b></p> <p><b>Costs vary dependent on insurance carrier and coverage.</b></p>
<p><b>Administration of Medication Training</b></p> <p>Licensees and staff at licensed facilities that choose to administer medication to children under their care are required by “The Nurse Practice Act” (DE Code, Chapter 24, Title 19) to self-study and</p>	<p>State Law – Nurse Practice Act</p>	<p><b>\$6</b> per individual – one time test - if passing grade is received (80%), certificate with no expiration date is awarded</p>	<p><b>\$6</b> per individual – one time test - if passing grade is received (80%), certificate with no expiration date is awarded</p>	<p><b>\$6</b> per individual – one time test - if passing grade is received (80%), certificate with no expiration date is awarded</p>

<p>successfully pass a test. The Office of Child Care Licensing contracts for the services of an RN to conduct training and proctor testing.</p>																		
Type of Care	Family Child Care (FCC) Homes	Large Family Child Care (LFCC) Homes	Early Care and Education (ECE) and School-Age (SA) Centers															
	<p>One individual providing care in private home for up to 6 younger children (newborn to 5 yrs) including up to 3 school-age children (in Kindergarten and higher grades)</p> <p>Younger children living in the home count toward the maximum capacity of 6.</p> <p>School-age children living in the home do not count if attending school outside of the home.</p>	<p>At least two individuals providing care in a private home or commercial space for up to 12 younger children (newborn to 5 yrs) including up to 2 school-age children (in Kindergarten and higher grades)</p> <p>If the LFCC is in a private home, the younger children living in the home count toward the maximum capacity of 12.</p> <p>If the LFCC is in a private home, school-age children living in the home do not count if attending school outside of the home.</p>	<p>Specific number of staff members providing care in commercial space for 13 or more children.</p> <p>Includes full, partial or half day programs known as day care, child care, early care and education, early childhood education, preschool, nursery school, before/after school care, out of school care - holidays, vacation, and summer care.</p> <table border="0"> <thead> <tr> <th><u>Child to Staff Ratios</u></th> <th><u>Age Group</u></th> </tr> </thead> <tbody> <tr> <td>4 to 1</td> <td>Newborn to under 1 yr old</td> </tr> <tr> <td>6 to 1</td> <td>1 yr to under 2 yrs old</td> </tr> <tr> <td>8 to 1</td> <td>2 yrs to under 3 yrs old</td> </tr> <tr> <td>10 to 1</td> <td>3 yrs to under 4 yrs old</td> </tr> <tr> <td>12 to 1</td> <td>4 yrs to under 5 yrs old or not yet in Kindergarten (K)</td> </tr> <tr> <td>15 to 1</td> <td>5 yrs (in Kindergarten) and older (in first grade or higher grade)</td> </tr> </tbody> </table>		<u>Child to Staff Ratios</u>	<u>Age Group</u>	4 to 1	Newborn to under 1 yr old	6 to 1	1 yr to under 2 yrs old	8 to 1	2 yrs to under 3 yrs old	10 to 1	3 yrs to under 4 yrs old	12 to 1	4 yrs to under 5 yrs old or not yet in Kindergarten (K)	15 to 1	5 yrs (in Kindergarten) and older (in first grade or higher grade)
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