

OFFICE USE ONLY	
Date assigned:	_____
Licensing specialist:	_____
Supervisor:	_____

**Please Print  
all responses.**

Date received:

## SECTION A – Identification

Email address: \_\_\_\_\_ Fax #: \_\_\_\_\_

1. If entity is an LLC, provide on a separate page a name, address, and phone number for the managing member.
2. If entity is a corporation, provide on a separate page a name, address, and phone number for each corporate officer.
3. Please submit: ☐ certificate of incorporation or LLC, if applicable and ☐ a Delaware state business license or ☐ proof of non-profit status (for example, letter of tax-exempt status or 501(c)(3) documents).

**Household member(s) If care will be provided in the applicant's home, list all household members other than the applicant (anyone staying in the home for more than 30 days within a year, or whose current driver's license/state ID is issued to the address listed on this application)**

[illegible]

APPENDIX II: LFCCH INITIAL LICENSE APPLICATION

SECTION B – Additional Information, continued

Substitute(s)					
Full name	Alias, maiden, or married names this person has used	Date of birth	Race	Gender	Emergency or non-emergency use

Staff Member(s)					
Full name	Alias, maiden, or married names this person has used	Date of birth	Race	Gender	Provider, assistant, aide, or volunteer

CHU contact	
Please provide a contact person and email to receive the fingerprinted background check results from the Criminal History Unit (CHU). The results will contain confidential information about each person’s eligibility for employment or to reside at a licensed child care facility.	
CHU contact name:	Email:

SECTION C – References for the Applicant

List three individuals who are not related to the applicant. If the applicant has no previous work history in the last five years, list five individuals. These individuals must verify the applicant is of good character and reputation, respects and understands children, and is sensitive to meeting children’s needs. **OCCL will contact these references.**

Name	Address	Telephone/Email

SECTION D – Previous Licensure

## APPENDIX II: LFCCH INITIAL LICENSE APPLICATION

Are you currently licensed to provide care to convalescent, aged, or nursing patients? ☐ Yes ☐ No

If yes, name of agency: \_\_\_\_\_ Contact person: \_\_\_\_\_

Are you currently licensed or approved or applying to provide foster care or kinship care? ☐ Yes ☐ No

If yes, name of agency: \_\_\_\_\_ Contact person: \_\_\_\_\_

Have you ever been licensed or approved to care for children in DE or any other state? ☐ Yes ☐ No

*List the name and address of the licensed/approved facility/home and the dates of approval/licensure.*

---

---

---

Have you ever had an application or license to provide care for children in DE or any other state denied, revoked, suspended, withdrawn, or placed on probation? ☐ Yes ☐ No

*List the name and address of the facility/home, your relationship to the facility, and the type and date of action.*

---

---

---

### SECTION E – Facility Information

Check all that apply, for the licensed address:

☐ Own commercial building/house/mobile home (circle type)

☐ Rent commercial building/house/mobile home/apartment (circle type)

If home is rented, landlord approval documentation is required. ☐ submitted ☐ home is not rented

If home uses well water, a DE Office of Drinking Water certificate is required. ☐ submitted ☐ no well water used

On a separate sheet of paper, answer the following questions:

1. Draw and label a diagram of all the rooms that will be used for child care. Also, note the dimensions of the rooms and floor level that will be used for care.
2. List where the children will nap and/or sleep and the type of sleeping equipment that will be used.
3. Describe where the children will play outside and the equipment available for outdoor use. Note the dimensions of the outdoor play area. If the outside area is not located at the child care home, how far is the area from the home?
4. Are there any hazards near the outside play area (a high-traffic road, a body of water, railroad tracks, etc.)?
5. Create a detailed daily activity schedule to be followed during all hours of care. Please include routines such as naps, meals, developmental activities, and physical fitness. (See sample in application packet.)
6. Complete a two-week sample menu if the home provides food. Be sure to follow the OCCL required meal components in the appendices of the *DELCARE: Regulations for Family and Large Family Child Care Homes*.
7. Complete the Emergency Plan for Large Family Child Care Homes using OCCL's template.
8. If providing meals or snacks, describe the kitchen equipment available to prepare, serve, and store meals and snacks which includes one separate sink used only for hand washing only in the kitchen where food is prepared.

### SECTION F – Proposed Program Information

**Hours of operation:**

\_\_\_\_\_ a.m. – \_\_\_\_\_ p.m. or a.m. (circle one)

**Days of operation:**

☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su

**Months of operation:**

☐ January to December

APPENDIX II: LFCCH INITIAL LICENSE APPLICATION

\_\_\_\_\_ p.m. – \_\_\_\_\_ p.m.

☐ August to June  
☐ \_\_\_\_\_ to \_\_\_\_\_

**Ages of children accepted:** (use “kindergarten” for 5-year-olds attending kindergarten. Otherwise, use exact ages.)

**Example: From 6 weeks to 12 years** From \_\_\_\_\_ to \_\_\_\_\_

**Program components:**

☐ Purchase of Care    Transportation: ☐ Yes ☐ No ☐ ~~field trips~~ ☐  
☐ Yes ☐ No    daily ☐ other \_\_\_\_\_  
☐ Food program (CACFP) agency: \_\_\_\_\_  
☐ Yes ☐ No    ☐ Other (specify): \_\_\_\_\_

**SECTION G – Certification and Signature**

- I have read, understand, and will follow *DELACARE: Regulations for Family and Large Family Child Care Homes*.
- I agree that identifying information, including my name, address, and contact information, license status, enforcement action, non-compliances, and substantiated complaints will be made available to the public through a variety of means, including via the OCCL website.
- I understand that the Department of Education, Office of Child Care Licensing, is required under Delaware Code, Title 14 § 3004A to make a thorough investigation to determine the good character and intention of the applicant or applicants, that the individual home or facility meets the physical, social, moral, mental and educational needs of the average child, that the required criminal background checks are completed and approved, and whether the regulations and requirements of OCCL are properly met. That may consist of announced or unannounced on-site review of the program and contacting of references submitted as well as other persons or agencies that may have information pertinent to making the determination that the applicant has met the requirements of Delaware Code, Title 14 § 3004A.
- I hereby certify that to the best of my knowledge the applicant, substitutes, staff members, and household members, if applicable, do not have any conviction, current indictment, or current arrest involving violence against a person; child abuse or neglect; possession, sale, or distribution of illegal drugs; sexual offense; or gross irresponsibility or disregard for the safety of others. I further certify if I gain knowledge of any convictions, current indictments, or current arrests involving any of the persons cited above, I will promptly notify OCCL.
- I certify that to the best of my knowledge any applicant, substitute, staff member, or household members have not lost custody of their own child or any child placed in their care; been diagnosed or under treatment for any serious mental illness that limits the person's ability to perform child care or have access to children and cannot be addressed by a reasonable accommodation; or has a current or former addiction to drugs or alcohol. I further certify if any of the above incidents occur, involving any of the persons cited above, I will promptly notify OCCL.
- I agree to comply with all federal, state, and local laws and regulations.
- I certify that to the best of my knowledge all information I have given to OCCL is true and correct. I will continue to supply true and correct information. Submitting false information or failing to provide complete information when requested may result in warning of probation, probation, suspension, revocation of the license, or denial of a license application.

\_\_\_\_\_  
Signature of applicant from page 1

\_\_\_\_\_  
Date

STATE OF DELAWARE        )  
  : SS  
COUNTY OF \_\_\_\_\_ )

Signed and attested before me this \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of notarial officer

\_\_\_\_\_  
Print name

(seal)

