



DEPARTMENT OF EDUCATION
Office of Child Care Licensing

New Castle County:
3411 Silverside Road, The Concord, Hagley Building
Wilmington, DE 19810
Phone: (302) 892-5800 Fax: (302) 633-5112

Kent & Sussex Counties:
821 Silver Lake Boulevard, Barratt Building, Suite 103
Dover, DE 19904
Phone: (302) 739-5487 Fax: (302) 739-6589

Variance Request (one request per form)

Name Title Date

Facility Name License #

Facility Address Email Address

Variance requested for regulation/rule number:

Regulation Type (check one): Center Child Placing Agency Family Large Family Residential/Day Treatment

Status of License (check one): Annual Initial-Provisional Provisional Applicant

Current Enforcement Action (check one): Warning of Probation Probation None

Ages and Number of Children Affected:

- A. Licensed capacity: C. Ages of children served:
B. Current enrollment: D. Days and hours of operation:

Time period requested for variance:

Provide detailed responses to items 1 through 4.

- 1. Reason variance is being requested:
2. Describe alternative method proposed for meeting intent of the regulation:
3. Reason this variance should be granted:

4. Possible adverse effect on children in care if variance is approved:

Signature:

Date:

*(My signature attests that the above information is true to the best of my knowledge.)*

**Office of Child Care Licensing use only**

Recommendation(s)/Conditions:

**DETERMINATION:**

Approved as submitted

Approved with the conditions as described above

Denied as described above

Director, Office of Child Care Licensing

Date

(Permanent Variance) Associate Secretary, Early Childhood Support

Date