

## MEMORANDUM

To: Delaware Licensed Providers  
From: Patricia Quinn, Administrator  
Office of Child Care Licensing  
Date: January 4, 2007  
Subject: Parents Right to Know Act

As you are aware, the Office of Child Care Licensing maintains a file on each licensed facility. These files are available for public review (confidential information is excluded) by contacting our Wilmington or Dover Licensing Office. A person wishing to inspect a file contacts the nearest Licensing Office to schedule a time to review the file. OCCL maintains a listing of persons requesting a review, those individuals reviewing a file and the provider files reviewed

The Parents Right to Know Act, which is part of the Delaware Code, requires each licensed child care provider to provide to a prospective purchaser of care a written notice which details the purchaser's right to inspect, at any time, the active record and complaint files of any licensed child care facility. Because it is Delaware Law it is required of providers, even if not listed in Delaware Requirements or Rules. This has now, however, been included in the newly revised Center Rules and will be included in the revision to any other Delaware Rules covered under this Code. Specifically, the "notice shall include, but not be limited to, the name of the contact person from the Office of Child Care Licensing, the address of the nearest location and telephone number. Such notice shall be provided as part of any application packet of materials that the facility provides to purchasers of care. Every child care facility shall obtain a statement, signed by the prospective purchaser of care, which attests to timely receipt of the notice". The child care facility shall keep the signed statement on file.

The Office of Child Care Licensing has developed the enclosed form for your immediate use in informing prospective or new customers of their right to review your Licensing file. This form will also be available at the OCCL website [www.state.de.us/kids/occl/occl\\_providers.shtml](http://www.state.de.us/kids/occl/occl_providers.shtml). During the application process, provide this form to the parent/guardian and have them read, date and sign the form. Please keep the signed form on file and give a copy to the parent/guardian. As part of a compliance review Licensing Specialists will be looking for this documentation that customers were provided with information.

If you have any questions regarding this form or The Parents Right to Know Act, please contact your Licensing Specialist at our Wilmington Office 892-5800 or Dover Office 739-5487.

**PARENTS RIGHT TO KNOW NOTICE**

Under the Delaware Code you are entitled to inspect, at any time, the active record and complaint files of any licensed child care facility. To review a child care facility record contact:

Ellen Liden, Adm. Support Specialist I  
Office of Child Care Licensing  
1825 Faulkland Road  
Wilmington, DE 19805  
(302) 892-5800

**OR**

Dawn Clarke, Adm. Support Specialist I  
Office of Child Care Licensing  
821 Silver Lake Boulevard  
Suite 102  
Dover, DE 19904  
(302) 739-5487

I acknowledge that I received notice of a Parents Right to Know as part of the application packet of materials from \_\_\_\_\_

(name of child care facility)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

---