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## DEPARTMENT OF EDUCATION

### Office of Child Care Licensing

New Castle County:  
3411 Silverside Road, Concord Plaza, 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

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September 1, 2020

Dear 2020 Summer/Youth Camp Provider,

We understand from the Delaware Division of Public Health (DPH) that you operated a summer/youth day camp in 2020. As you know, schools in our state are soon headed back virtually and in person, which leaves school age children potentially needing child care assistance.

Governor Carney, on August 26, 2020, released his Twenty-Fifth Modification: State of Emergency Declaration, in which he announced the following: "Recreational camps (usually called summer or youth camps) approved by the Division of Public Health may request limited or temporary continuation of the previous camp program through the end of October 2020. Such requests should be directed to the Department of Education, Office of Child Care Licensing, which shall review the requests and act as the administrator of any camps approved for continuing operation."

For a limited time (for now, through October 30, 2020), we are able to extend your role as a summer/youth day camp if you are interested in providing care for school age students (which we consider, for this program, to be K- 6<sup>th</sup> grade). Your summer/youth day camp would be added to a list of those offering care for students; parents would contact you directly. Originally, authority was granted for you to operate a youth camp by the Division of Public Health. While the new order has moved that authority to the Office of Child Care Licensing (OCCL) which operates under the Department of Education, your licensing requirements will not change for this limited service. However, you are required to follow health guidelines supplied by the Delaware Department of Public Health regarding the COVID-19 health crisis. Details are contained in a separate guidance document.

In agreement with the Public Health requirements, day camps shall have one counselor to six campers under age 6; one counselor to nine campers under age 8; and one counselor to 10 campers 8 years of age and older. Other public health requirements for youth camps under which you operated during the summer months continue to apply during this extended period.

If you are interested in operating a day camp through October 30<sup>th</sup>, please send the following to OCCL:

- A letter indicating interest
- A daily schedule of events
- Hours of operation
- A plan to support an environment for remote learning (you are not required to offer educationally-based services; just a supportive environment for students).
- Cost
- Facility/facilities to be used including exact address and rooms(s) to be used

- List of staff
- Copies of current background eligibility determination for staff
- Completed application, also attached here.

This information may be mailed to Kimberly Garvey, at the WILMINGTON office address shown above or emailed to [Kimberly.garvey@delaware.gov](mailto:Kimberly.garvey@delaware.gov) at OCCL. (Please note that sending the needed documents by email will enable the review process to begin more quickly.)

Please complete the application completely and carefully to avoid delays in the review and approval of your request. Upon receipt of a complete packet of information, OCCL will draft a letter indicating approval for limited/temporary continuation for the previous camp program through October 30<sup>th</sup>. If there is an opportunity for a date extension, we will advise immediately.

Thank you,

*Susan S. Bunting*

Susan S. Bunting, Ed. D.  
Secretary of Education