

## Information for Nonpublic Schools

The Department of Education registers all nonpublic schools. However, there may be other state or local agencies with whom you need to work. Following are brief overviews of these regulatory agencies:

### Office of Child Care Licensing, Department of Services for Children, Youth, and Their Families

– This agency has oversight of individuals and organizations that provide care, education, protection, supervision and guidance to children in out-of-home care, in the absence of the child's parent, for which there is compensation. If you provide education for children other than your own for compensation, you may be required to be licensed by this agency. Contact Child Care Licensing:

- (302) 892-5800 New Castle County
- (302) 739-5487 Kent County
- (800) 822-2236 Sussex Co.
- Website – [www.state.de.us/kids/occlhome.htm](http://www.state.de.us/kids/occlhome.htm)

Office of the State Fire Marshal – This agency has oversight of the construction and maintenance of buildings in the area of fire safety and fire protection. If you are using a building other than your home for your school, or if you are using your home to educate children unrelated to you, it may be necessary to submit building plans to this agency and have onsite inspections. Contact the Office of the State Fire Marshal:

- (302) 323-5365 New Castle County
- (302) 739-4394 Kent County
- (302) 856-5298 Sussex County
- website – [www.statefiremarshal.delaware.gov](http://www.statefiremarshal.delaware.gov)

### Office of Food Protection, Division of Public Health, Department of Health and Social Services -

This agency has oversight of food service establishments. If you are preparing food for children other than your own, in a building other than your home, you may need to obtain a Food Establishment permit. Obtaining a permit includes submitting plans to this agency and having onsite inspections.

- For more details, the Office of Food Protection can be reached by telephone at (302) 739-4731 or e-mail at [desafeed@state.de.us](mailto:desafeed@state.de.us).

**All of the above agencies may be reached by calling the Delaware Helpline at (800) 464-HELP (4357) and asking for the specific agency.**

Local Zoning and Building Code Authorities – These agencies have authority over the use of properties and the construction of buildings for specific uses. The codes for zoning and buildings vary by jurisdiction. It is important to check with your local authority to determine if any approvals are required for your school.

- A list of local authorities may be found at [www.delawarestatefiremarshall.com/geninfo.htm](http://www.delawarestatefiremarshall.com/geninfo.htm)

**It is important that you be familiar with your possible obligations to these agencies. Please contact these agencies directly should you have any questions.**