

Virginia Department of Education  
Office of Child Care Health and Safety

**STATEMENT OF INTENT**

**Religiously Exempt Child Day Center (RECDC)**

The information must be submitted INITIALLY (at least 60 days prior to beginning operation) and ANNUALLY (at least 30 days prior to anniversary date of current exemption). This form MUST BE SIGNED by an administrator of the religious institution such as a pastor, priest, rabbi, or an officer of the board of directors of the religious institution.

**I. BASIC INFORMATION: RELIGIOUS INSTITUTION**

Name of religious institution	
Address	Tax ID Number
Name and title of the administrator of the religious institution	Phone number of the administrator of the religious institution

**II. BASIC INFORMATION: CHILD DAY CENTER OPERATED BY THE RELIGIOUS INSTITUTION**

Name of child day center		
Physical Address	Mailing Address (if different from physical address)	
Phone number		
Center Contact Name and Title		
Contact phone number	Contact email address	
Requested number of children:	Hours, Days, and Months of Operation	Exemption Period
Age of Children:	Hours: Days: Months:	20_____ to 20_____

Center Name	Operated by
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Please describe how the child day center named above is operated under the auspices of the religious institution named above. "Under the auspices" means that the religious institution is offering the child day center protection, support, patronage, guidance, or aid. Please attach additional documentation if necessary. (Additional information may be required if the description is insufficient or incomplete)

Center Name	Operated by
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**Please attach to this *Statement of Intent* documentary evidence that:**

- The religious institution has tax exempt status as a nonprofit religious institution in accordance with § 501(c) of the Internal Revenue Code of 1954, as amended, or that the real property owned and exclusively occupied by the religious institution is exempt from local taxation.
- Within the prior 90 days for the initial exemption and within the prior 180 days for exemptions thereafter, the local health department and local fire marshal or Office of the State Fire Marshal, whichever is appropriate, have inspected the physical facilities of the child day center and have determined that the center is in compliance with applicable laws and regulations with regard to food service activities, health and sanitation, water supply, building codes, and the Statewide Fire Prevention Code or the Uniform Statewide Building Code.
- The child day center employs supervisory personnel according to staff to child ratio requirements by completing the *Staff-Child Ratio Information Sheet* model form or its equivalent.
- Each person in a childcare supervisory role has been certified by a practicing physician or physician assistant to be free from any disability which would prevent him from caring for children under his supervision *by completing the Staff Health Report* model form or its equivalent.
- The following aspects of the child day center's operations are described in a written statement to the parents or guardians of the children in the center and made available to the public: physical facilities, enrollment capacity, food services, health requirements for the staff and public liability insurance by completing the *Public Disclosure Statement* model form or its equivalent.
- A person trained and certified in first aid and cardiopulmonary resuscitation (CPR) will be present at the child day center whenever children are present or at any other location in which children attending the child day center are present.

**I certify that the Child Day Center has established and implemented procedures for:**

- Hand washing by staff and children before eating and after toileting and diapering.
- Appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure safety of children.
- A daily simple health screening and exclusion of sick children by a person trained to perform such screenings.
- Ensuring that all children in the center are in compliance with the provisions of § 32.1-46 regarding the immunization of children against certain diseases.
- Ensuring that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment.
- Ensuring that all staff are able to recognize the signs of child abuse and neglect.
- Ensuring that all incidents involving serious physical injury to or death of children attending the child day center are reported to the Superintendent.

Center Name	Operated by
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**I certify that the Child Day Center complies with the following requirements:**

- The child day center named above is operated under the auspices of the religious institution named above.
- I have received, have read, and shall comply with the requirements of [Section 22.1-289.031](#) of the Code of Virginia.
- The child day center has disclosed in writing to the parents or guardians of the children in the center the fact that it is exempt from licensure.
- The child day center has posted the fact that it is exempt from licensure in a visible location on the premises.
- The child day center has disclosed in writing to the parents or guardians of the children in the center the qualifications of the personnel employed therein.
- Section [22.1-289.039](#) relating to background checks requiring all applicants for employment, employees, applicants to serve as volunteers, and volunteers and any other person who is expected to be alone with one or more children enrolled in the child day center to obtain a background check.
- Section [63.2-1509](#) of the Code relating to the reporting of suspected cases of child abuse and neglect.
- Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 regarding a valid Virginia driver's license or commercial driver's license; of Article 21 (§ 46.2-1157 et seq.) of Chapter 10 of Title 46.2, regarding vehicle inspections; ensuring that any vehicle used to transport children is an insured motor vehicle as defined in §46.2-705; and Article 13 (§ 46.2-1095 et seq.) of Chapter 10 of Title 46.2, regarding child restraint devices.
- I am not currently ineligible to operate another child day program due to a suspension or revocation of the license or license exemption for reasons involving child safety or any criminal conviction, including fraud, related to such child day program.
- The child day center is in compliance with all safe sleep guidelines recommended by the American Academy of Pediatrics.

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**Signature and Title of Administrator of the Religious Institution**

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**Printed Name**

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**Date**