



**Virginia Department of Education
 Division of Early Childhood Care and Education
 Office of Child Care Health and Safety**

**RENEWAL APPLICATION FOR A LICENSE TO OPERATE A
 FAMILY DAY SYSTEM (FDS)**

- Complete this application, as appropriate, and review it carefully to ensure completeness before submitting. **Retain a copy of the application and all attachments for your records.**
- This is a fillable form and it is recommended that applicants type and electronically sign the form.
- If you are unable to type in the form, please print legibly using permanent, blue or black ink.
- Contact the Office of Child Care Health and Safety in your region if there are any questions regarding this application.

To ensure timely processing, the applicant must submit a complete application at least 60 days prior to the expiration date of the current license. Submission of an incomplete application will delay the review process and could delay the issuance of a license.

PART 1: APPLICANT INFORMATION

APPLICATION AGREEMENT

1. I am in receipt of and have read a copy of the laws and regulations applicable to the type of facility for which I am making application.
2. It is my intent (a) to comply with applicable laws and regulations and (b) to maintain compliance with them if I am so licensed.
3. I understand that representatives of the Department of Education are authorized to investigate all aspects of facility operations, to inspect the facility, and to make any investigations necessary concerning the circumstances surrounding this application. I understand that if the facility is licensed, the Department’s representatives will make announced and unannounced visits to investigate complaints received and to determine continuing compliance.
4. In the event this application is denied, I understand that I have appeal rights that are explained in the regulations, *General Procedures and Information for Licensure*.
5. I am aware that it is a misdemeanor for any person to interfere with an authorized agent of the Superintendent in the discharge of his duties, make false or untrue reports with respect to the operation of the facility, engage in the operation of a facility without first obtaining a license, or serve more persons than the maximum capacity stipulated on the license.

This application must be signed by an applicant or agent listed in the “Identifying Information” section of the Business Entity page completed.

I hereby attest that the information contained in this application, including the attachments, are truthful and correct under penalty of perjury. Falsification of application information is grounds for denial or revocation of the license to operate a facility. An application may be withdrawn at any time the applicant so desires, but the application fee will be forfeited.

Signature of Applicant:	Date:
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Printed Name of Applicant:

Business Name (if applicable):

For Office of Child Care Health and Safety Use Only:

Date Received:	Received by:	Check/MO No:	Amount Received:	Inspector:	Application No.:	File No.:

PROGRAM INFORMATION This section must be completed in its entirety.

Name of Family Day System as it is to appear on license

Note: A facility name different than that of the legal business entity name will only be reflected on the license if the documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted.

Director Name

Primary Phone Number (to be listed on the public website)	Fax Number
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E-mail Address (used for VDOE correspondence only)

Street Address of Family Day System (physical address)	<i>City</i>	<i>State</i>	<i>Zip</i>
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Mailing Address of Family Day System (if different from physical address)	<i>City</i>	<i>State</i>	<i>Zip</i>
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Number of Homes to be Approved	Counties and Cities of Homes
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TYPE OF CARE TO BE OFFERED OR CURRENTLY OFFERED
Please list the number of children in care for each age group and category.

Age Group	Half Day Care	Full Day Care	Before and After School Care	Evening Care (7 p.m.- 1 a.m.)	Overnight Care (After 1 a.m.)	TOTAL
Infants and Toddlers (under 2 years old)						
Preschool: 2 years old						
Preschool: 3-5 years old						
School Age: 6-9 years old						
School Age: 10-14 years old						
TOTAL						

PART 2: BUSINESS ENTITY TYPE APPLYING FOR LICENSURE

Check only ONE box and submit ONLY the corresponding business entity page.

<input type="checkbox"/> Individual/Sole Proprietor	→ Go to Business Entity A, page 7
<input type="checkbox"/> Partnership *Partnership Documentation Required A general partnership (sometimes simply referred to as a “partnership”) is an association of two or more persons to carry on, as co-owners, a business for profit. Each partner contributes money, property and/or services in return for an interest in the general partnership, shares in the profits and losses of the general partnership’s business, and has equal rights in the management and conduct of the partnership’s business. A limited partnership, a type of partnership distinct from a general partnership, is formed by two or more persons with at least one general partner and one limited partner. The general partners exercise control over the management of the limited partnership’s business.	→ Go to Business Entity B, page 8
<input type="checkbox"/> Corporation *Corporation Documentation Required A corporation is an artificial person or legal entity managed by a board of directors, consisting of one or more individuals, who collectively elect officers to run the corporation’s day-to-day business activities.	→ Go to Business Entity C, page 9
<input type="checkbox"/> Association *Association Documentation Required Business associations are organizations that bring together business owners from a specific area. They range from nationwide associations to those that encompass businesses in individual states, counties, cities, or neighborhoods.	→ Go to Business Entity D, page 10
<input type="checkbox"/> Limited Liability Company (LLC) *LLC Documentation Required A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company’s business. It is managed in accordance with an operating agreement by one or more members (member-managed) or by one or more managers (manager-managed). A limited liability company is a separate legal entity and, generally, the members and managers are not liable for the obligations of the limited liability company.	→ Go to Business Entity E, page 11
<input type="checkbox"/> Public Agency “Public Agency” is defined to mean the Government of the United States; local government; state agency, including any department, institution, authority, instrumentality, board, or other administrative agency of the Commonwealth.	→ Go to Business Entity F, page 12
<input type="checkbox"/> Business Trust *Business Trust Documentation Required A business trust is an unincorporated association whose governing instrument, sometimes referred to as a declaration of trust, provides that one or more trustees will manage property or conduct for-profit business activities on behalf of one or more beneficial owners. A business trust is a separate legal entity and, generally, its trustees and beneficial owners are not liable for the obligations of the business trust.	→ Go to Business Entity G, page 13
<input type="checkbox"/> Religious Organization (if not a business type listed above) A religious organization is generally a nondenominational or interdenominational organization and has a principal purpose of advancing religion.	→ Go to Business Entity H, page 14

PART 3: REQUIRED ATTACHMENTS

FAMILY DAY SYSTEM	Check if submitted
<p>1. \$70.00 FEE PAYABLE TO “TREASURER OF VIRGINIA”</p> <p>An application will not be processed until the fee has been received. No fee is required for processing a renewal application submitted at the end of a conditional licensure period.</p> <p>Personal check, money order, or certified check must be made payable to “<i>Treasurer of Virginia.</i>” Fees are non-refundable. There will be a service charge of \$50.00 for any check that must be returned due to insufficient funds.</p>	<input type="checkbox"/>
<p>2. One Business Entity Section Only A, B, C, D, E, F, G or H (see corresponding page of this application)</p> <p>*This page must match the Business Entity checked in Part 2</p>	<input type="checkbox"/>
<p>3. Three Reference Letters – These are required for any NEW individuals listed in the section for Type of Business Entity under “Identifying Information”. Reference letters must be dated no more than 12 months prior to the date of this application from three persons who are not related to the individual by blood or marriage who have known him/her for at least one month, and who can attest to his/her character and reputation.</p> <p>**This is not required for public agencies or existing licensees (entity with one or more currently licensed programs).</p>	<input type="checkbox"/>
<p>4. Staff Information Sheet (see page 6 of this application) – All staff, including the director, must be listed. In addition to executive, administrative, supervisory, and child-placing staff, this list must include but is not limited to student interns, trainees, mentors, transporters, recruiters, trainers, clerical support, etc. Please include full-time, part-time, and contract workers.</p>	<input type="checkbox"/>
<p>5. Written schedule of payments to be made to homes that are members of the system. This schedule shall specify the amount of payment, conditions of payment, and frequency of payment. Please indicate if this has changed since the previous license was issued.</p>	<input type="checkbox"/>
<p>6. Directory of approved homes that are members of the system</p>	<input type="checkbox"/>
Submit the following ONLY IF there has been a change since the previous license was issued.	
<p>7. Statement of Written Goals and Objectives</p>	<input type="checkbox"/>
<p>8. Written documentation of the system’s “chain of command” or organizational chart to include all individuals who are responsible for operational and management decisions</p>	<input type="checkbox"/>
<p>9. Name of the management company that operates the agency, if other than the licensee</p>	<input type="checkbox"/>
<p>10. Written job descriptions for all staff</p>	<input type="checkbox"/>
<p>11. Copies of policies and procedures relating to the operation of the system, personnel, and to member home</p>	<input type="checkbox"/>
<p>12. Copies of all new or revised forms used by the system (if different from the model forms provided by the Department of Education) especially those used in homes’ records and those used in children’s records</p>	<input type="checkbox"/>
<p>13. Copies of any brochures</p>	<input type="checkbox"/>
<p>14. Description of method of transportation, if transportation provided</p>	<input type="checkbox"/>

PART 4: BACKGROUND CHECKS

DO NOT mail or send electronically to the licensing office. Background checks must be available for inspection.

- Background checks are required for any person listed in the [Code of Virginia § 22.1-289.035](#), *et. seq.*
- **Sworn Disclosure Statement** (model form available on DOE [website](#))
- **National Criminal Background Check** obtained through Fieldprint and VDSS Office of Background Investigations (OBI) – The National Criminal Background Check is completed after submission of the initial application. You will be contacted and given information on how to obtain fingerprint background checks. Applicants will then need to complete the fingerprint background check before the initial inspection is scheduled.
- **Child Protective Services Central Registry Check** obtained through VDSS Office of Background Investigations (OBI)
- **Out-of-State Central Registry Check** for any individual who has lived in another state in the past five years.
- **Out-of-State Criminal History Name Check** for any individual who has lived in another state in the past five years unless the state is identified as a NFF (National Fingerprint File) state.
- **Out-of-State Sex Offender Registry Check** for any other state in which a person has resided in the past five years

BUSINESS ENTITY B: PARTNERSHIP

A general partnership (sometimes simply referred to as a "partnership") is an association of two or more persons to carry on, as co-owners, a business for profit. Each partner contributes money, property and/or services in return for an interest in the general partnership, shares in the profits and losses of the general partnership's business, and has equal rights in the management and conduct of the partnership's business.

A limited partnership, a type of partnership distinct from a general partnership, is formed by two or more persons with at least one general partner and one limited partner. The general partners exercise control over the management of the limited partnership's business.

PARTNERSHIP General Partnership Limited Partnership

Identifying Information

Name of Partnership Applying for License

Mailing Address <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Partnership Tax ID Number	Designated Contact Person <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Provide the following information on each general and limited partner: *(Attach additional pages if needed.)*

Name	Title	Address

List the name, title and address of any agent(s) other than the partners who is empowered to act on behalf of the partnership in matters relating to the facility:

Name	Title	Address

Required Attachments:

- If certified by the Virginia State Corporation Commission (VSCC), documentation from the VSCC that the partnership is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of fact of existence from VSCC, etc.)
- (If there has been a change to the partnership since the last license was issued) Proof of filing certified by the VSCC (i.e., a copy of the statement of partnership authority or certificate of limited partnership) or the clerk of the circuit court or, if none, a partnership agreement that clearly delineates the responsibilities of each partner in the operation and maintenance of the facility for which the partnership is seeking licensure

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). ***If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.***

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY C: CORPORATION

A corporation is an artificial person or legal entity managed by a board of directors, consisting of one or more individuals, who collectively elect officers to run the corporation's day-to-day business activities.

CORPORATION Domestic Corporation Foreign Corporation

Identifying Information

Name of Corporation Applying for License

Corporate Mailing Address <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Corporate Tax ID Number	Designated Contact Person <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Provide the following information on each officer of the corporation. (Attach additional pages if needed.)

Title	Name	Address
President		
Vice President		
Secretary		
Treasurer		

List the name, title and address of any agent(s) other than the officers who is empowered to act on behalf of the corporation in matters relating to the facility.

Name	Title	Address

Required Attachments

- Documentation from the VSCC that the corporation is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of good standing from VSCC, etc.)
- (If there has been a change to the corporation since the last license was issued) Certificate of Incorporation issued by the VSCC or for corporations formed under laws of a jurisdiction other than Virginia, Certificate of Authority to Transact Business in Virginia issued by the VSCC
- (If there has been a change to the corporation since the last license was issued) Articles of Incorporation

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY D: ASSOCIATION

Business associations are organizations that bring together business owners from a specific area. They range from nationwide associations to those that encompass businesses in individual states, counties, cities, or neighborhoods.

ASSOCIATION

Identifying Information

Name of Association Applying for License

Association Mailing Address *Street/P.O. Box*

City

State

Zip

Association Tax ID Number

Designated Contact Person Name

Title

Email

Phone Number

Provide the following information on each officer of the association. (Attach additional pages if needed.)

Name	Title (i.e. President, Sr. Vice President, Secretary and Treasurer)	Address

List the name, title and address of any agent(s) other than the officers who is empowered to act on behalf of the association in matters relating to the facility:

Name	Title	Address

Required Attachments

- (If there has been a change to the association since the last license was issued) Constitution or bylaws that delineate responsibilities for the operation and maintenance of the facility for which the association is applying for licensure

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY E: LIMITED LIABILITY COMPANY

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. It is managed in accordance with an operating agreement by one or more members (member-managed) or by one or more managers (manager-managed). A limited liability company is a separate legal entity and, generally, the members and managers are not liable for the obligations of the limited liability company.

LIMITED LIABILITY COMPANY (LLC) Domestic LLC Foreign LLC

Identifying Information

Name of LLC Applying for License

LLC Mailing Address <i>Street/P.O. Box</i>	City	State	Zip
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LLC Tax ID Number	Designated Contact Person <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Provide the following information on each manager and member or other persons authorized to manage the business and affairs of the LLC. (Attach additional pages if needed.)

<i>Title</i>	<i>Name</i>	<i>Address</i>

List the name, title and address of any agent(s) other than the members and managers who is empowered to act on behalf of the LLC in matters relating to the facility:

<i>Name</i>	<i>Title</i>	<i>Address</i>

Required Attachments

- Documentation from the VSCC that the LLC is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of fact of existence from VSCC, etc.)
- (If there has been a change to the LLC since the last license was issued) Certificate of Organization or Certificate of Registration (for LLCs formed under the laws of a jurisdiction other than Virginia) issued by the Virginia State Corporation Commission (VSCC)
- (If there has been a change to the LLC since the last license was issued) Articles of organization

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY F: PUBLIC AGENCY

"Public Agency" is defined to mean the Government of the United States; local government; state agency, including any department, institution, authority, instrumentality, board, or other administrative agency of the Commonwealth.

PUBLIC AGENCY

Identifying Information

Name of Public Agency Applying for License

Public Agency Mailing Address <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Public Agency Tax ID Number	Designated Contact Person <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Person responsible for the facility (including hiring the facility director/administrator):

<i>Name</i>	<i>Title</i>

Any agent other than the person listed above who is empowered to act on behalf of the public agency in matters relating to the facility:

<i>Name</i>	<i>Title</i>

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY G: BUSINESS TRUST

A business trust is an unincorporated association whose governing instrument, sometimes referred to as a declaration of trust, provides that one or more trustees will manage property or conduct for-profit business activities on behalf of one or more beneficial owners. A business trust is a separate legal entity and, generally, its trustees and beneficial owners are not liable for the obligations of the business trust.

BUSINESS TRUST Domestic Business Trust Foreign Business Trust

Identifying Information

Name of Business Trust Applying for License

Business Trust Mailing Address *Street/P.O. Box* *City* *State* *Zip*

Tax ID Number **Designated Contact Person** *Name* *Title*

Email *Phone Number*

Provide the following information on each trustee, beneficial owner and any officer of the Business Trust. (Attach additional pages if needed.)

Name	Title	Address

List the name, title and address of any agent(s) other than the trustees, beneficial owners or officers who is empowered to act on behalf of the business trust in matters relating to the facility:

Name	Title	Address

Required Attachments

- Documentation from the Virginia State Corporation Commission (VSCC) that the trust is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, etc.)
- (If there has been a change to the trust since the last license was issued) Certificate of Trust or Certificate of Registration (for trusts formed under the laws of a jurisdiction other than Virginia) issued by the Virginia State Corporation Commission (VSCC)
- (If there has been a change to the trust since the last license was issued) Articles of trust

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- Documentation of the legal fictitious name registered with the proper designated authority, the VSCC

BUSINESS ENTITY H: RELIGIOUS ORGANIZATION

NOTE: Complete only if the religious organization is not a business type listed in Subsections A-G.

A religious organization is generally a nondenominational or interdenominational organization and has a principal purpose of advancing religion.

RELIGIOUS ORGANIZATION

Identifying Information

Name of Religious Organization Applying for License

Religious Organization Mailing Address *Street/P.O. Box* *City* *State* *Zip*

Organization Tax ID Number Designated Contact Person *Name* *Title*

Email *Phone Number*

Name(s) and Title(s) of Person(s) Responsible for the Facility (including hiring the facility director/ administrator):

<i>Name</i>	<i>Title</i>

Any agent other than the person(s) listed above who is empowered to act on behalf of the religious organization in matters relating to the facility:

Name

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's true name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's true name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

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Required Attachment if Using a Fictitious Name:

Documentation of the legal fictitious name registered with the proper designated authority, the VSCC