

## STATEMENT OF INTENT

**INSTRUCTIONS:** The information must be submitted on an ANNUAL basis. **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.**

\_\_\_\_\_ intends to operate the  
(Name of Religious Institution)

\_\_\_\_\_ during 20\_\_\_\_/20\_\_\_\_  
(Name of Center)

for \_\_\_\_\_ children in the age range of \_\_\_\_\_ through \_\_\_\_\_.  
(Capacity)\*

I certify that:

- 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.
- I am in receipt of, have read, and intend to comply with the requirements of Section 63.2-1716 of the Code of Virginia.

\_\_\_\_\_  
(Signature of Administrator of Religious Institution) (Title) (Date)

\_\_\_\_\_  
Address of Religious Institution

Religious Institution Tax ID Number: \_\_\_\_\_

Telephone Number of Administrator of Religious Institution: \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

\_\_\_\_\_  
Physical Address of Child Day Center (If different from Address of Religious Institution)

\_\_\_\_\_  
Mailing Address of Child Day Center (If different from Physical Address)

Center Email Address: \_\_\_\_\_

Center Telephone Number: \_\_\_\_\_

Center Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\*NOTE: “Capacity” means the maximum number of children receiving care at any one time. The number listed may not exceed the maximum capacity listed on your Certificate of Occupancy. If your capacity or age range changes in a manner that requires a revised public notice, you must update the information and submit a revised form.