

From: **Edwina Williams** <edwina.williams@dss.virginia.gov>
Date: Wed, Jul 3, 2019 at 11:26 AM
Subject: Religious Exempt Child Day Programs- Requirements for Reporting of all Serious Injury /Death of a Child
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DATE: July 1, 2019

TO: Religious Exempt Child Day Centers (RECDC)

FROM: Tara Ragland, Director
Division of Licensing Programs

SUBJECT: Senate Bill (SB) 539

This memo provides additional information on the reporting requirements from SB 539, impacting religiously exempt child day centers (RECDC), which is effective July 1, 2019.

RECDC's are required to establish and implement procedures for ensuring all incidents involving serious physical injury to or death of children attending the program are reported to the Commissioner:

- Reports of serious physical injuries, which shall include any physical injuries that require an emergency referral to an offsite health care professional or treatment in a hospital, shall be submitted annually; and,
- Reports of deaths shall be submitted no later than one business day after the death occurred.

You may submit your reports online at: <http://www.dss.virginia.gov/facility/iromt.cgi> Select the green box that applies to the program (Subsidy Programs or Non Subsidy Programs) then select Exempt Child Day Program as the Type of Provider and enter the information.

Updated documents including the Statement of Intent, Documentation for Religiously Exempt Child Day Centers, and the Staff-Child Ratio Information Sheet are posted to the VDSS web page. https://dss.virginia.gov/facility/child_care/unlicensed/recdc/index.cgi

If you have any questions, you may contact the regional licensing office that serves your location for information. The link provided contains the contact list for the local regional offices. https://www.dss.virginia.gov/contact_us/dolp_district.pdf