



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VA 23218-2120

**DATE:** February 14, 2025

**TO:** Certified Preschools

**FROM:** Jeffrey S. Williams, Assistant Superintendent

**SUBJECT:** Revised Documentation for Certification of Preschool Programs

This memo is to notify certified preschools that the Documentation for Certification of Preschool Programs exemption packet and individual forms have been revised. The Office of Child Care Health and Safety (OCCHS) has included information related to requirements in §§ [22.1-289.057](#) and [22.1-289.058](#) of the *Code of Virginia* for programs that serve preschool-age children to ensure all programs are aware of these statutory requirements. The packet and individual forms have also been converted to fillable PDF documents which allow for ease and efficiency of use.

The revised packet and individual forms can be found online on the Department's [Child Care VA website](#). Simply locate the [Certified Preschools](#) webpage in the providers section and select the appropriate link(s). If you have recently submitted an exemption packet or are in the process of completing the previous version of the packet, the OCCHS will continue to accept the previous version for 30 days. However, all programs are encouraged to begin using the revised packet or individual forms immediately.

Programs are reminded that § [22.1-289.032](#) of the *Code* allows a preschool operated by a private school accredited by an accrediting organization recognized by the Board pursuant to § [22.1-19](#) of the *Code* to be exempt from licensure if the program complies with the provisions of that *Code* section. If such a private school chooses not to be licensed, it shall file with the superintendent, prior to the beginning of the school year or calendar year, and annually thereafter, specific documents required by the *Code* section. The OCCHS requests that the initial filing be submitted at least 60 days prior to the intended date of operation and at least 30 days prior the expiration of the current exemption.

Initial and annual filings of exemption for certified preschools should be submitted through the [online provider portal](#). Utilizing the portal will help avoid mailing delays and ensure that your documents are submitted securely to the OCCHS. A quick reference guide on using the portal is available on the Department's [Child Care VA website](#).

If you have any questions, please contact your licensing representative.