



## COMMONWEALTH of VIRGINIA

Office of Child Care Health and Safety  
Central Region  
central.cclicensing@doe.virginia.gov

DEPARTMENT OF EDUCATION  
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February 20, 2025

Halimah Abdul-Mateen, Administrative Assistant  
Islamic Center of Virginia  
Al Madina School of Richmond  
10700 Academy Drive  
Midlothian, Virginia 23112

Dear Madam or Sir:

*Al Madina School of Richmond* operated by Islamic Center of Virginia and located at 10700 Academy Drive, Midlothian, Virginia has filed the required documentation for exemption as a child day center that is operated or conducted under the auspices of a religious institution pursuant to Section 63.2-1716 of the Code of Virginia. This exemption is effective December 30, 2024 through December 29, 2025.

This exemption permits you to provide services to 160 children in the age range from 3 years 0 months through 12 years 11 months.

According to the information you have filed with us, your program is in compliance with the staff-child ratios required in the law. The exemption law requires that you maintain these staff-child ratios throughout the year.

The exemption law requires that you file the required documentation 30 days prior to the anniversary date of the current exemption. We will notify you prior to the time your renewal documentation must be submitted. If you have any questions, please contact Susan Ellington-Sconiers at (804) 588-2368.

Thank you for your cooperation.

Sincerely,

*Barbara Workman*

Barbara Workman  
Licensing Administrator