



# Application for Use Permit

Complete this application in its entirety and submit pages 4 and 5 along with the required materials (including any required supplements) as listed on page 2 to the address below:

City of Hampton  
Community Development Department, Planning Division  
22 Lincoln Street, 5th Floor  
Hampton, Virginia 23669

OFFICE USE ONLY  
Date Received:

**MARCH 25, 2024**

Case Number: **UP 24 - 00025**

## 1. PROPERTY INFORMATION

Address or Location 1416 Todds Lane Hampton VA 23669

LRSN 3001227

Zoning District R-13

Current Land Use Childcare Center

Proposed Land Use Childcare Center

The proposed use will be in:  an existing building  a new addition  a new building

## 2. PROPERTY OWNER INFORMATION (an individual or a legal entity may be listed as owner)

Owner's Name - Amazing Childcare and Learning Academy

Address 613 Brandywine Drive City Newport News State VA Zip 23602

Phone 757 895 6914 Email contact@beamzingchildcare.com

## 3. APPLICANT INFORMATION (if different from owner)

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 4. APPLICANT AGENT INFORMATION (if different from applicant)

Agent's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**5. CERTIFICATION FOR LEGAL ENTITY PROPERTY OWNERS**

Complete this section only if the property owner is **not** an individual but rather a legal entity such as a corporation, trust, LLC, partnership, diocese, etc. as specified in Step 2 above.

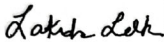
"I hereby submit that I am legally authorized to execute this application on behalf of the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), title(s), signature(s), and date(s) of authorized representative(s) of the legal entity (attach additional page if necessary):

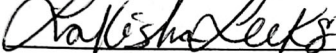
Name of Legal Entity Amazing Childcare and Learning Academy, LLC

Signed by:

Name (printed) Lakisha Leeks (title) Owner/Director

Signature  Date March 24 2024

Name (printed) Lakisha Leeks, Its (title) owner/Director

Signature  Date April 4 2024

Name (printed) \_\_\_\_\_, Its (title) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**6. CERTIFICATION FOR INDIVIDUAL PROPERTY OWNERS**

Complete this section only if the property owner is an individual or individuals.

"I hereby submit that I am the fee-simple owner of this property. I have read this application and it is submitted with my full knowledge and consent. I authorize city staff and representatives to have access to this property for inspection. The information contained in this application is accurate and correct to the best of my knowledge."

Name(s), signature(s), and date(s) of owner(s) (attach additional page if necessary):

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY		
<input type="checkbox"/> Application Form	<input type="checkbox"/> Narrative Statement	<input type="checkbox"/> Supplemental Form (if required)
<input type="checkbox"/> Application Fee	<input type="checkbox"/> Survey Plat	<input type="checkbox"/> Additional materials (if required)



Supplemental Information for  
**Day Care**

Complete this supplement in its entirety and submit with the completed Use Permit application form to the address below:

City of Hampton  
Community Development Department, Planning Division  
22 Lincoln Street, 5th Floor  
Hampton, Virginia 23669

OFFICE USE ONLY  
Date Received:

**JUNE 28, 2024**

Case Number: **UP 24 - 00025**

**1. LOT INFORMATION**

Lot Width 100.39 Lot Depth 479.93 Total Lot Area (ac. or sq. ft.) 1.065 Acre

Area to be Fenced (ac. or sq. ft.) 4,429 sqft Front 1,911 sqft Back Fence Height 48" Fence Type Chain Link

Area of Outdoor Play Area (ac. or sq. ft. – if different from area to be fenced above) \_\_\_\_\_

Current Number of On-site Parking Spaces **25-30** Proposed Number of On-site Parking Spaces \_\_\_\_\_

Please attach a sketch showing the parking area and the circulation to, from and within the parking lot

**2. BUILDING INFORMATION**

Square Footage 3,236 sq ft Stories 1 Number of Classrooms 4-5

Number of Offices 1 Number of Kitchens 1 Number of Toilets 2-3

Number of Washbasins 2-3 Area of Indoor Play Area (sq. ft.) 500

Is this currently an occupied residence?  Yes  No Will this be an occupied residence?  Yes  No

Type of Construction:  Wood Frame with Siding  Wood Frame with Brick  Masonry

Other (describe) \_\_\_\_\_

Please attach a floor plan showing rooms labeled with square footage, use and (for classrooms) ages of children

**3. OPERATIONAL INFORMATION**

Number of Clients 51 Age Range of Clients 1-12 Number of Employees 8

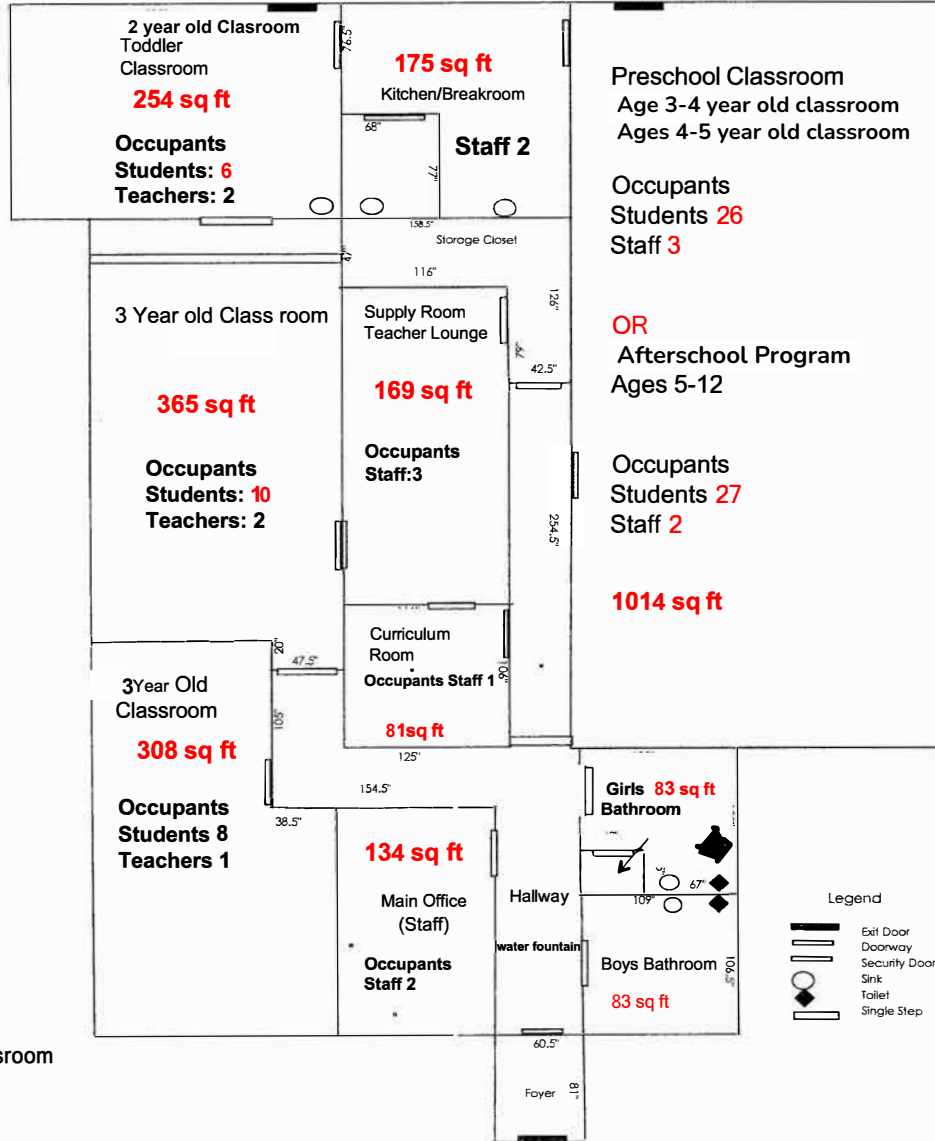
Hours of Operation: Mon 6:00 am-6:00pm Tue 6:00 am-6:00pm Wed 6:00 am-6:00pm Thu 6:00 am-6:00pm

Fri 6:00 am-6:00pm Sat Sun

**4. LICENSING**

Name of State Licensing Agency Virginia Department of Education

Amazing Childcare and Learning Academy  
 Floor Plan - Square Footage and Proposed Occupants  
 May 16, 2024



Notes:  
 Water fountain is located in the hallway between the girls and boys bathrooms.  
 Service sink located in the kitchen inside the supply closet.



Please see Attachment 1 of occupants and sq ft

Student/Staff Breakdown per Classroom

- 2-1/2 & younger
  - Students 6
  - Staff 2
- 3 Years Old
  - Students 10
  - Staff 2
- 4 Years Old
  - Students 8
  - Staff 1
- Preschool Ages 3-5
  - Students 26
  - Staff 3
- OR
- School Age Classroom Ages 5-12
  - Students 27
  - Staff 2

Total Students: 50 or 51  
 Total Staff (min.): 10

June 1, 2024



**Narrative Statement: Amazing Childcare and Learning Academy, LLC**

**To:** Honorable Members of the Planning Commission

**From:** Lakisha Leeks, Owner

**Subject:** *Use permit application Daycare2 Commercial, reopen 1416 Todd's Lane as a childcare facility.*

**Title:** Empowering Tomorrow: A Proposal for a Childcare Center in Hampton

As an entrepreneur and early childhood educator deeply invested in the well-being and future of Hampton, and surrounding cities, we come before you today with a proposal aimed at nurturing the youngest members of our community. Our vision is to establish a childcare center that not only provides a safe and stimulating environment for children but also serves as a cornerstone for families seeking support in balancing work and childcare responsibilities.

**Overview:** The proposed childcare center seeks to cater to 67 children, offering a diverse range of services tailored to meet the developmental needs of each child. Located in a central and accessible area of Hampton, our center aims to provide a nurturing space where children can learn, grow, and thrive under the guidance of qualified educators.

**Educational Philosophy:** At the heart of Amazing Childcare and Learning Academy (ACLA), lies a commitment to holistic education. We believe in fostering a love for learning from an early age, promoting curiosity, creativity, and critical thinking skills. Our curriculum, approved by the Virginia Department of Education, encompasses various learning modalities, including play-based activities, structured lessons, and outdoor exploration, ensuring that each child receives a well-rounded educational experience.

**Safety and Security:** The safety and security of every child entrusted to our care are paramount. We will implement stringent safety protocols, including secure entry systems and video cameras, CPR-certified staff members, and regular emergency drills. Additionally, our facility will undergo regular inspections to ensure compliance with all health and safety regulations outlined by the state of Virginia.

**ACLA's addition to the city of Hampton will help support multiple strategic initiatives.**

- **Community Engagement:** We recognize the importance of forging strong ties with the local community. Our childcare center will actively seek partnerships with nearby businesses, schools, and organizations to enhance the resources available to our families. We also plan to organize regular community events, such as family picnics and parent workshops, to foster a sense of belonging and support among our families.

- Working with formal and informal educational providers to keep, develop, and attract a talented citizenry that will have a positive impact on their community and be able to succeed in the global economy. Strengthen education provider partnerships that support lifelong learning.
- Attract, develop, and retain talented workforce as employees and residents Safe & Clean Community. ACLA will hire, train and retain up to 10 employees.

**Environmental Responsibility:** As stewards of the environment, we are committed to implementing sustainable practices within our childcare center. From using eco-friendly cleaning products to incorporating nature-based learning opportunities into our curriculum, we will strive to instill a sense of environmental consciousness in our children.

**Background:** Amazing Childcare and Learning Academy, LLC is currently located at 613 Brandywine Drive in Newport News, VA and operates as a licensed childcare family day home since April 2020.

Amazing Childcare and Learning Academy, LLC (ACLA) is applying for a Use permit to move our location to 1416 Todd's Lane Hampton, Virginia. ACLA is a small woman- owned, veteran business, founded by Lakisha Leeks in April 2020. She currently serves as owner and director. We focus on social emotional development, cognitive growth, early literacy skills and early foundational learning skills preparing children for kindergarten.

ACLA is poised to assist parents in Hampton and Newport News with their immediate childcare needs, with an active and growing waiting list of over 150 potential students, we will enroll students quickly. Our goal has always been to expand into a larger location to invest in the futures of our children and the community.

**Location:** 1416 Todds Lane Hampton VA 23666.

- The proposed location is 3,236 square feet
- One Existing Building Structure
- Existing parking spaces are 25-30
- Up to 10 Employees, this will be based on enrollment.
- The loading and unloading of children from vehicles shall be conducted on site not on any public street. Access to the site shall be maintained in substantial compliance with the Traffic Circulation Plan.
- The water fountain is located in between the boys and girl's bathroom in the front of building.
- The service sink is located inside the kitchen area inside the supply closet.

**Proposed improvements of the building for beautification include.**

- Painting interior and exterior building.
- New Flooring throughout the building.
- Upgraded lighting fixtures throughout building.
- New Toilets and sinks. Total 3 toilets and 2 sinks
- New Sod grass in front yard outside play area.
- Shrubs planted around the perimeter to provide at least some screening from the street.



## Services

Amazing Childcare and Learning Academy will provide childcare services Monday through Friday from 6:00 am to 6:00 pm to a maximum of 51 children.

The children will be separated into age-appropriate classes:

- 2 years old classroom
- 3 years old classroom
- 3 years old classroom
- Mixed age 3-4 years old classroom
- Mixed age 4-5 years old classroom
- School Aged 5-12 classroom

Amazing Childcare and Learning Academy will remain within the allotted capacity. The large preschool room will be partitioned into separate spaces- designated classrooms to maintain ratio, space requirements and classes based on the age of the child. The core group of students we serve are children ages 2-5 from Monday-Friday 6:00am -6:00pm, preparing them for kindergarten.

Children older than 5 years old will have a separate space in the preschool room for after school care from the hours of 2:15pm-6:00pm. The after-school programming will be offered in the future, year two or three of the business operation.

The Academy will operate with one Director, Assistant Director, Curriculum Coordinator Full-time teachers, part-time staff members to include teacher assistants, and an administrative assistant. We will hire staff based on enrollment and program needs, up to 10 staff members.

The teacher student ratio is:

Age of Student	#of Staff
16month-24months	1 staff per 5 children
2-year- old	1 staff per 8 children
3-5 year-old	1 staff per 10 children
5-9 years old	1 staff per 18 children
9-12 years old	1 staff per 20 children

Amazing Childcare is a Mixed Delivery recipient, accepts Childcare Subsidy and VQB5 participant, a Virginia Department of Education program that scores childcare centers on quality standards. ACLA implements an approved curriculum by the Virginia Department of Education, weekly enrichment activities and a summer program. Amazing Childcare and Learning Academy is a multi-year award winner of the Infant and Toddler Specialist Quality award.

Amazing Childcare and Learning Academy is currently participating in the CACFP USDA food program and provides two meals and an AM snack to the children each day.

The mealtimes are as follows: 7:00 am -7:40 am Breakfast, 10:00-10:30 am Snack 12:15 pm  
1:00 pm Lunch.

Parents will bring their children into the building and sign them in. A digital childcare app will also capture check in and check out information. All children will be picked up at or before 6:00 pm daily.

Utilizing the outside play area as weather permits. Each class will spend a minimum of 1 hour outside daily on a rotating schedule according to the schedule that will be assigned to each class once the new site is opened. Currently, those times vary between 10:00 am -12:00 pm.

**Conclusion:** In conclusion, we believe that the establishment of Amazing Childcare and Learning Academy in Hampton holds immense promise for the future of our community. By providing high-quality care and education to our youngest residents, we can prepare them for Kindergarten Readiness that supports the foundation for an interest in lifelong learning. We respectfully request your support in granting us the necessary use permit to bring this vision to fruition.

Thank you for your time and consideration.

Respectfully,

Lakisha Leeks, Owner  
Amazing Childcare and Learning Academy  
757 895 6914  
[contact@beamazingchildcare.com](mailto:contact@beamazingchildcare.com)