

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION: 6/21/2021 10:30 AM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSPECTION TYPE</th> </tr> <tr> <td style="width: 5%;"></td> <td>Initial Application</td> </tr> <tr> <td></td> <td>Conversion</td> </tr> <tr> <td></td> <td>Mandatory Review</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Full</td> </tr> <tr> <td></td> <td>Complaint Investigation</td> </tr> <tr> <td></td> <td>Monitoring</td> </tr> <tr> <td></td> <td>Other</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Follow Up</td> </tr> </table>		INSPECTION TYPE			Initial Application		Conversion		Mandatory Review	✓	Full		Complaint Investigation		Monitoring		Other	☐	Follow Up	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Approved Capacity: 120</th> </tr> <tr> <th>AGES</th> <th>Approved for</th> <th># Enrolled</th> <th># Present</th> </tr> <tr> <td>2's</td> <td>Y ● N</td> <td>0</td> <td>0</td> </tr> <tr> <td>3's</td> <td>Y ● N</td> <td>0</td> <td>0</td> </tr> <tr> <td>4's</td> <td>Y ● N</td> <td>0</td> <td>0</td> </tr> <tr> <td>5's (pre-school)</td> <td>Y ● N</td> <td>0</td> <td>0</td> </tr> <tr> <td>5-15 (school-age)</td> <td>● Y N</td> <td>0</td> <td>0</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>0</td> <td>0</td> </tr> <tr> <td>Head Start</td> <td>XXXXXXX</td> <td>0</td> <td>XXXXXX</td> </tr> </table>		Approved Capacity: 120				AGES	Approved for	# Enrolled	# Present	2's	Y ● N	0	0	3's	Y ● N	0	0	4's	Y ● N	0	0	5's (pre-school)	Y ● N	0	0	5-15 (school-age)	● Y N	0	0	TOTAL		0	0	Head Start	XXXXXXX	0	XXXXXX
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LICENSE #: 101258																																																											
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REGION: 4		COMPLAINT #:																																																									
EXCELS LEVEL:		NURSERY SCHOOL: ☐ Y ☒ N		FATALITY: 0	SERIOUS INJURY: 0																																																						
ACCREDITED: ☐ Y ☒ N		ACCREDITED BY:		EXP DATE:																																																							
WORKERS COMPENSATION INSURANCE COVERAGE: ☒ Y ☐ N				EXP DATE: 6/21/2021																																																							
OPERATOR NAME: Holy Trinity Episcopal Church																																																											
FACILITY NAME: Holy Trinity Episcopal Day School																																																											
ADDRESS: 13106 Annapolis Road Bowie MD 20720																																																											
PERSON(S) INTERVIEWED: Betsy Williams																																																											
TITLE(S): Director																																																											
TELEPHONE: (301) 262-5355		E-MAIL: beckyw@htrinity.org ● Verified ○ N/A																																																									

PART 1 - MANDATORY REVIEW ITEMS

INSTRUCTIONS: (1) Review each regulation that applies to the inspection being conducted.
 (2) The compliance status of an item listed under Part 2 may be recorded when deemed necessary.
 (3) Initial/Resumption/Conversion/Full Inspection - Complete both Part 1 and Part 2.

C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable

<u>C</u> .03.06A	Notifications	<u>C</u> .08.01A	Appropriate Supervision
<u>C</u> .04.01B	Capacity	<u>C</u> .08.03	Group Size and Staffing
<u>C</u> .05.01A	Building Safety	<u>C</u> .08.07	Playground Supervision
<u>C</u> .05.08A	Appropriate Facilities and Supplies	<u>C</u> .10.01A(4)	Emergency Escape Route Posted
<u>C</u> .05.11	General Cleanliness and Disposal of Refuse	<u>C</u> .10.01C	Emergency Contact Posted
<u>C</u> .05.12	Outdoor Activity Area	<u>C</u> .10.03	Safe Use of Materials and Equipment
<u>C</u> .07.02	Abuse and Neglect Reporting	<u>C</u> .10.04	Potentially Hazardous Items
<u>C</u> .07.06	Child Security	<u>C</u> .12.04A	Food Safety

PART 2 – GENERAL COMPLIANCE REVIEW

INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under Part 2.

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CHAPTER 02 APPLICATION AND MAINTENANCE		<u>C</u> .06	Notifications [exc. A]
<u>C</u> .03C	Maintenance of a Continuing Letter of Compliance	<u>C</u> .07	Change of Operation
CHAPTER 03 MANAGEMENT AND ADMINISTRATION		<u>C</u> .08	Variances
<u>C</u> .01	Multi-Site Facilities	<u>C</u> .09	Advertisement
<u>C</u> .02	Admission to Care	CHAPTER 04 OPERATIONAL REQUIREMENTS	
<u>C</u> .03	Program Records	<u>C</u> .02	Enrollment and Attendant
<u>C</u> .04	Child Records	CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT	
<u>C</u> .05	Staff Records	<u>C</u> .01	Building Safety [exc. A]

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CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT, CON'T

- C .02 Accessibility
- C .03 Indoor Space
- C .04 Building Repair and Maintenance
- C .05 Lead-Safe Environment
- C .06 Ventilation and Temperature
- C .07 Water Supply
- C .08 Sanitary Facilities and Supplies [exc. A]
- C .09 Lighting
- C .10 Telephone and Communication
- C .13 Swimming Facilities

CHAPTER 06 STAFF REQUIREMENTS

- C .01 Minimum Staff Age
- C .02 Staff Orientation
- C .03 Suitability for Employment
- C .04 Staff Health
- C .05 Substitutes
- C .06 Support Personnel
- C .07 Volunteers

CHAPTER 07 CHILD PROTECTION

- C .01 Prohibition of Abuse, Neglect, Injurious Treatment
- C .03 Child Discipline
- C .04 Parental Access
- C .05 Authorized Release

CHAPTER 08 CHILD SUPERVISION

- C .01 Individualized Attention and Care [exc. A]
- C .02 Staff Available for Emergencies
- C .04 Variations in Group Size
- C .05 Supervision during Water Activities
- C .06 Supervision during Transportation
- C .08 Rest Time Supervision

CHAPTER 09 PROGRAM REQUIREMENTS

- C .01 Materials and Equipment
- C .02 Rest Furnishings
- C .03 Storage

CHAPTER 10 SAFETY

- C .01 Emergency Safety Requirements [exc. A(4), C]
- C .02 First Aid and CPR
- C .05 Transportation

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CHAPTER 11 HEALTH

- C .01 Exclusion for Acute Illness
- C .02 Infectious and Communicable Diseases
- C .03 Preventing Spread of Disease
- C .04 Medication Administration and Storage
- C .05 Smoking
- C .06 Alcohol and Drugs

CHAPTER 12 NUTRITION

- C .01 Food Service
- C .02 Modified Diet
- C .03 Food Sources
- C .04 Food Storage and Preparation [exc. A]

CHAPTER 12 NUTRITION, CON'T

- C .05 Food Preparation Area and Equipment

CHAPTER 13 ADOLESCENT FACILITIES

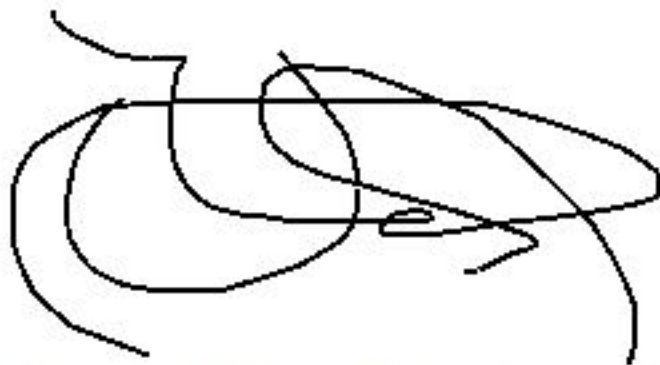
- C .01 Approved Plan

CHAPTER 14 EDUCATIONAL PROGRAM

- C .04 Change of Operation
- C .06 Personnel Qualifications
- C .07 Educational Program
- C .08 Child Records
- C .09 Health, Fire Safety, Zoning

CHAPTER 15 INSPECTIONS, COMPLAINTS AND ENFORCEMENTS

- C .02 Inspections
- C .06 Emergency Suspension



Signature of Provider



Signature of Agency Representative

Amara Davis

6/21/2021

Date

