

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION: 11/2/2023 10:30 AM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSPECTION TYPE</th> </tr> <tr> <td style="width: 30px;"></td> <td>Initial Application</td> </tr> <tr> <td></td> <td>Conversion</td> </tr> <tr> <td style="text-align: center;">✓</td> <td>Mandatory Review</td> </tr> <tr> <td></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="5">Approved Capacity: 70</th> </tr> <tr> <th>AGES</th> <th>Approved for</th> <th># Enrolled</th> <th colspan="2"># Present</th> </tr> <tr> <td>2's</td> <td style="text-align: center;">● Y N</td> <td style="text-align: center;">12</td> <td colspan="2" style="text-align: center;">12</td> </tr> <tr> <td>3's</td> <td style="text-align: center;">● Y N</td> <td style="text-align: center;">34</td> <td colspan="2" style="text-align: center;">0</td> </tr> <tr> <td>4's</td> <td style="text-align: center;">● Y N</td> <td style="text-align: center;">47</td> <td colspan="2" style="text-align: center;">47</td> </tr> <tr> <td>5's (pre-school)</td> <td style="text-align: center;">● Y N</td> <td style="text-align: center;">1</td> <td colspan="2" style="text-align: center;">0</td> </tr> <tr> <td>5-15 (school-age)</td> <td style="text-align: center;">● Y N</td> <td style="text-align: center;">0</td> <td colspan="2" style="text-align: center;">0</td> </tr> <tr> <td>TOTAL</td> <td></td> <td style="text-align: center;">94</td> <td colspan="2" style="text-align: center;">59</td> </tr> <tr> <td>Head Start</td> <td style="text-align: center;">XXXXXXX</td> <td style="text-align: center;">0</td> <td colspan="2" style="text-align: center;">XXXXXX</td> </tr> </table>		Approved Capacity: 70					AGES	Approved for	# Enrolled	# Present		2's	● Y N	12	12		3's	● Y N	34	0		4's	● Y N	47	47		5's (pre-school)	● Y N	1	0		5-15 (school-age)	● Y N	0	0		TOTAL		94	59		Head Start	XXXXXXX	0	XXXXXX	
INSPECTION TYPE																																																																				
	Initial Application																																																																			
	Conversion																																																																			
✓	Mandatory Review																																																																			
	Full																																																																			
	Complaint Investigation																																																																			
	Monitoring																																																																			
	Other																																																																			
☐	Follow Up																																																																			
Approved Capacity: 70																																																																				
AGES	Approved for	# Enrolled	# Present																																																																	
2's	● Y N	12	12																																																																	
3's	● Y N	34	0																																																																	
4's	● Y N	47	47																																																																	
5's (pre-school)	● Y N	1	0																																																																	
5-15 (school-age)	● Y N	0	0																																																																	
TOTAL		94	59																																																																	
Head Start	XXXXXXX	0	XXXXXX																																																																	
PROVIDER ID: 13080																																																																				
LICENSE #: 94323																																																																				
JURISDICTION: ALLEGANY																																																																				
REGION: 1		COMPLAINT #:																																																																		
EXCELS LEVEL: 5		NURSERY SCHOOL: ☒ Y ☐ N		FATALITY: 0	SERIOUS INJURY: 0																																																															
ACCREDITED: ☒ Y ☐ N		ACCREDITED BY: NAEYC		EXP DATE: 5/01/2024																																																																
WORKERS COMPENSATION INSURANCE COVERAGE: ☒ Y ☐ N				EXP DATE: 9/01/2024																																																																
OPERATOR NAME: St. Margaret's Episcopal																																																																				
FACILITY NAME: St. Margaret's Day School																																																																				
ADDRESS: 1605 Pleasant Plains Road Annapolis MD 21409																																																																				
PERSON(S) INTERVIEWED: Aleshia Marshall																																																																				
TITLE(S): Director																																																																				
TELEPHONE: (410) 757-2333		E-MAIL: smdsdirector@outlook.com ☒ 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

D .03.06A Notifications
C .04.01B Capacity
C .05.01A Building Safety
C .05.08A Appropriate Facilities and Supplies
C .05.11 General Cleanliness and Disposal of Refuse
C .05.12 Outdoor Activity Area
C .07.02 Abuse and Neglect Reporting
C .07.06 Child Security

C .08.01A Appropriate Supervision
C .08.03 Group Size and Staffing
C .08.07 Playground Supervision
C .10.01A(4) Emergency Escape Route Posted
C .10.01C Emergency Contact Posted
C .10.03 Safe Use of Materials and Equipment
C .10.04 Potentially Hazardous Items
C .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.

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

CHAPTER 02 APPLICATION AND MAINTENANCE

X .03C Maintenance of a Continuing Letter of Compliance

CHAPTER 03 MANAGEMENT AND ADMINISTRATION

X .01 Multi-Site Facilities
X .02 Admission to Care
X .03 Program Records
X .04 Child Records
X .05 Staff Records

X .06 Notifications [exc. A]
X .07 Change of Operation
X .08 Variances
X .09 Advertisement

CHAPTER 04 OPERATIONAL REQUIREMENTS

X .02 Enrollment and Attendant

CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT

X .01 Building Safety [exc. A]

PART 2 – GENERAL COMPLIANCE REVIEW

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

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

CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT, CON'T

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

CHAPTER 06 STAFF REQUIREMENTS

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

CHAPTER 07 CHILD PROTECTION

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

CHAPTER 08 CHILD SUPERVISION

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

CHAPTER 09 PROGRAM REQUIREMENTS

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

CHAPTER 10 SAFETY

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

PART 2 – GENERAL COMPLIANCE REVIEW

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

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

CHAPTER 11 HEALTH

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

CHAPTER 12 NUTRITION

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

CHAPTER 12 NUTRITION, CON'T

- X____.05 Food Preparation Area and Equipment

CHAPTER 13 ADOLESCENT FACILITIES

- X____.01 Approved Plan

CHAPTER 14 EDUCATIONAL PROGRAM

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

CHAPTER 15 INSPECTIONS, COMPLAINTS AND ENFORCEMENTS

- X____.02 Inspections
- X____.06 Emergency Suspension



Signature of Provider



Signature of Agency Representative

Nancy Cahlink-Seidler

11/02/2023

Date

