

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION: 3/19/2024 10:30 AM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSPECTION TYPE</th> </tr> <tr> <td>☐</td> <td>Initial Application</td> </tr> <tr> <td>☐</td> <td>Conversion</td> </tr> <tr> <td>☒</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>☐</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: 76</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>10</td> <td>5</td> </tr> <tr> <td>3's</td> <td>☒ Y ☐ N</td> <td>21</td> <td>15</td> </tr> <tr> <td>4's</td> <td>☒ Y ☐ N</td> <td>25</td> <td>27</td> </tr> <tr> <td>5's (pre-school)</td> <td>☒ Y ☐ N</td> <td>13</td> <td>13</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>69</td> <td>60</td> </tr> <tr> <td>Head Start</td> <td>XXXXXXX</td> <td>0</td> <td>XXXXXX</td> </tr> </table>		Approved Capacity: 76				AGES	Approved for	# Enrolled	# Present	2's	☒ Y ☐ N	10	5	3's	☒ Y ☐ N	21	15	4's	☒ Y ☐ N	25	27	5's (pre-school)	☒ Y ☐ N	13	13	5-15 (school-age)	☒ Y ☐ N	0	0	TOTAL		69	60	Head Start	XXXXXXX	0	XXXXXX
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REGION: 12		COMPLAINT #:																																																									
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WORKERS COMPENSATION INSURANCE COVERAGE: ☒ Y ☐ N		EXP DATE: 2/15/2024																																																									
OPERATOR NAME: Evangelical Lutheran Church																																																											
FACILITY NAME: Evangelical Lutheran Wee Folk School																																																											
ADDRESS: 26 E. 2nd Street Frederick MD 21701																																																											
PERSON(S) INTERVIEWED: Jo Anne Pritchett																																																											
TITLE(S): Director																																																											
TELEPHONE: (301) 663-5117		E-MAIL: weefolk@twinspires.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>N</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.

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]

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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

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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
C____.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

Sarah Zaccaria

3/19/2024

Date

