LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:
8/12/2024 2:00 PM

PROVIDER ID:
526222

LICENSE #:
260029

JURISDICTION:

INSPECTION TYPE	
	Initial Application
	Conversion
	Mandatory Review
	Full
	Complaint Investigation
	Monitoring
✔	Other Measuring

☐ Follow Up

Approved Capacity: 9

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	9	0
TOTAL		9	
Head Start	XXXXXXX	0	XXXXXX

REGION:
1

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:
11/01/2024

OPERATOR NAME:

FACILITY NAME:
Rockbridge Academy

ADDRESS:
680 Evergreen Road Crownsville MD 21032

PERSON(S) INTERVIEWED:
Brooke Voelp

TITLE(S):
Director

TELEPHONE:
(410) 923-1171

E-MAIL:
bvoelp@rockbridge.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

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

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

C	**.02**	Enrollment and Attendant

CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT

C	**.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
C ____.07 Water Supply
N ____.08 Sanitary Facilities **[exc. A]**
C ____.09 Lighting
C ____.10 Telephone and Communication
NA ____.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
C ____.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

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CHAPTER 11 HEALTH

X ____.01 Exclusion for Acute Illness

X ____.02 Infectious and Communicable Diseases

C ____.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

Dawn Hollenczer

8/12/2024

Date