MARYLAND STATE DEPARTMENT OF EDUCATION - Office of Child Care – Licensing

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:
3/21/2025 9:30 AM

PROVIDER ID:
13163

LICENSE #:
106156

JURISDICTION:

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

☐ Follow Up

Approved Capacity: 119

AGES	Approved for	# Enrolled	# Present
2's	● Y N	0	0
3's	● Y N	1	1
4's	● Y N	15	15
5's (pre-school)	● Y N	15	15
5-15 (school-age)	● Y N	7	0
TOTAL		38	31
Head Start	XXXXXX	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:
2/20/2026

OPERATOR NAME:
St. Martins Evangelical Lutheran Church

FACILITY NAME:
St. Martins Lutheran Church School

ADDRESS:
1120 Spa Road Annapolis MD 21403

PERSON(S) INTERVIEWED:
Meropi Glava

TITLE(S):
Agent

TELEPHONE:
(410) 269-1955

E-MAIL:
bglava@stmartinsonline.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

N	**.03.06A**	Notifications
C	**.04.01B**	Capacity
N	**.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
D	**.07.02**	Abuse and Neglect Reporting
N	**.07.06**	Child Security
D	**.08.01A**	Appropriate Supervision
C	**.08.03**	Group Size and Staffing
C	**.08.07**	Playground Supervision
D	**.10.01A(4)**	Emergency Escape Route Posted
D	**.10.01C**	Emergency Contact Posted
C	**.10.03**	Safe Use of Materials and Equipment
N	**.10.04**	Potentially Hazardous Items
D	**.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

D	**.03C**	Maintenance of a Continuing Letter of Compliance

CHAPTER 03 MANAGEMENT AND ADMINISTRATION

NA	**.01**	Multi-Site Facilities
C	**.02**	Admission to Care
N	**.03**	Program Records
C	**.04**	Child Records
N	**.05**	Staff Records
C	**.06**	Notifications **[exc. A]**
NA	**.07**	Change of Operation
NA	**.08**	Variances
C	**.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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INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under Part 2.

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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 **[exc. A]**
C ____.09 Lighting
C ____.10 Telephone and Communication
NA ____.13 Swimming Facilities

CHAPTER 06 STAFF REQUIREMENTS

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

CHAPTER 07 CHILD PROTECTION

D ____.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
NA ____.05 Supervision during Water Activities
NA ____.06 Supervision during Transportation
C ____.08 Rest Time Supervision

CHAPTER 09 PROGRAM REQUIREMENTS

C ____.01 Materials and Equipment
D ____.02 Rest Furnishings
C ____.03 Storage

CHAPTER 10 SAFETY

C ____.01 Emergency Safety Requirements **[exc. A(4), C]**
C ____.02 First Aid and CPR
NA ____.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

NA ____.01 Approved Plan

CHAPTER 14 EDUCATIONAL PROGRAM

NA ____.04 Change of Operation

NA ____.06 Personnel Qualifications

NA ____.07 Educational Program

NA ____.08 Child Records

NA ____.09 Health, Fire Safety, Zoning

CHAPTER 15 INSPECTIONS, COMPLAINTS AND ENFORCEMENTS

C ____.02 Inspections

NA ____.06 Emergency Suspension

Signature of Provider

Signature of Agency Representative

James Sherwood

3/21/2025

Date