LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:
4/2/2025 10:05 AM

PROVIDER ID:
13163

LICENSE #:
106156

JURISDICTION:

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

☐ Follow Up

Approved Capacity:_____

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

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

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 **[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
N ____.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

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

BC | GVA

Signature of Provider

Signature of Agency Representative

James Sherwood

4/02/2025

Date