FAMILY CHILD CARE HOME INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:
1/8/2026 3:19 PM

PROVIDER ID:
142727

REGISTRATION #:
151457

JURISDICTION:

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

☐ Follow Up

AGES	Registered for	# Enrolled	# Present	Resident Children
0-23 Months	2	2	0	0
2's	● Y N	2	2	0
3's	● Y N	2	2	0
4's	● Y N	0	0	0
5's (pre-school)	● Y N	0	0	0
5-12 (school-age)	● Y N	1	1	0
TOTAL		7	5	0
Overnight		0	0	XXXXXX
Head Start	XXXXXX		XXXXXX	XXXXXX

REGION:
7

Fatality:
0

Serious Injury:
0

EXCELS LEVEL:
1

COMPLAINT #:

ACCREDITED: ☐ Y ● N

ACCREDITED BY:

EXP DATE:

HOMEOWNER'S INSURANCE COVERAGE: ☐ N/A ☐ Y ● N

EXP DATE:

BUSINESS NAME:

PROVIDER NAME:
Melissa Proctor

CO-PROVIDER:

ADDRESS:
20405 B Leitersburg Pike Hagerstown MD 21742

PERSONS INTERVIEWED:
Melissa Proctor

TITLE(S):
Provider

TELEPHONE:
(240) 329-6721

E-MAIL:
melissa.proctor.mp@gmail.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

C	**.02.01D**	Certificate Conspicuously Displayed
C	**.03.04A**	Emergency Forms
C	**.03.05C-E**	Notification of Changes
C	**.04.03**	Child Capacity
C	**.05.03**	Cleanliness and Sanitation
C	**.05.04**	Rooms Used for Care
D	**.05.05**	Outdoor Activity Area
C	**.05.06**	Rest Furnishings
D	**.06.02**	Training Requirements
C	**.07.01**	Prohibition of Abuse, Neglect, Injurious Treatment
C	**.07.02**	Abuse and Neglect Reporting
C	**.07.04**	Child Discipline
C	**.07.07**	Child Security
C	**.08.01**	General Child Supervision
C	**.10.02**	Potentially Hazardous Items
C	**.10.06**	Rest Time 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 REGISTRATION APPLICATION AND MAINTENANCE

X	**.03B**	Continuing Registration
X	**.04B**	Conditional Status

CHAPTER 03 MANAGEMENT & ADMINISTRATION

X	**.01**	Advertisement

CHAPTER 03 MANAGEMENT & ADMINISTRATION, CON'T

X	**.02**	Admission to Care
X	**.03**	Program Records
X	**.04**	Child Records **[exc. A]**
X	.05	Notifications **[exc. C-E]**
X	**.06**	Variances

PART 2 – GENERAL COMPLIANCE REVIEW, CON'T

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CHAPTER 04 OPERATIONAL REQUIREMENTS

X ____.01 Hours of Care

X ____.02 Age Group Enrollment

CHAPTER 05 HOME ENVIRONMENT & EQUIPMENT

X ____.01 Suitability of the Home

X ____.02 Lead-Safe Environment

CHAPTER 06 PROVIDER REQUIREMENTS

X ____.03 Provider Substitute

X ____.04 Additional Adult

X ____.05 Volunteers

CHAPTER 07 CHILD PROTECTION

X ____.03 Applicability to Residents

X ____.05 Parental Access

X ____.06 Authorized Release

CHAPTER 08 CHILD SUPERVISION

X ____.02 Off-Site Supervision

X ____.03 Water Activity Supervision

X ____.04 Overnight Care Supervision

CHAPTER 09 PROGRAM REQUIREMENTS

X ____.01 Activities

X ____.02 Materials/Equipment

X ____.03 Rest Periods

CHAPTER 10 SAFETY

X ____.01 Emergency Safety

X ____.03 Outdoor Safety

X ____.04 Water Safety

X ____.05 Transportation Safety

CHAPTER 11 HEALTH

X ____.01 Child Comfort/Welfare

X ____.02 Exclusion for Acute Illness

X ____.03 Infectious/Communicable Diseases

X ____.04 Medication Administration/Storage

X ____.05 Smoking

X ____.06 Consumption of Alcohol/Drugs

PART 2 – GENERAL COMPLIANCE REVIEW, CON'T

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CHAPTER 12 NUTRITION

X ____**.01** Nutrition/Food Served

X ____**.02** Food Storage/Cleanliness

CHAPTER 13 INSPECTIONS, COMPLAINTS & ENFORCEMENTS

X ____**.01** Inspections

X ____**.06** Emergency Suspension

Signature of Provider	Signature of Agency Representative Audrey Gaines	1/08/2026 Date