FAMILY CHILD CARE HOME INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:
7/24/2025 12:07 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	3	3	0
3's	● Y N	1	0	0
4's	● Y N	1	1	0
5's (pre-school)	● Y N	0	0	0
5-12 (school-age)	● Y N	1	1	0
TOTAL		8	5	0
Overnight		0	0	XXXXXX
Head Start	XXXXXX	0	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
N	**.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
C	**.05.05**	Outdoor Activity Area
N	**.05.06**	Rest Furnishings
C	**.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
D	**.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.

C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable

CHAPTER 02 REGISTRATION APPLICATION AND MAINTENANCE

C	**.03B**	Continuing Registration
NA	**.04B**	Conditional Status

CHAPTER 03 MANAGEMENT & ADMINISTRATION

NA	**.01**	Advertisement

CHAPTER 03 MANAGEMENT & ADMINISTRATION, CON'T

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

PART 2 – GENERAL COMPLIANCE REVIEW, CON'T

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 04 OPERATIONAL REQUIREMENTS

C ____.01 Hours of Care

C ____.02 Age Group Enrollment

CHAPTER 05 HOME ENVIRONMENT & EQUIPMENT

C ____.01 Suitability of the Home

NA ____.02 Lead-Safe Environment

CHAPTER 06 PROVIDER REQUIREMENTS

C ____.03 Provider Substitute

NA ____.04 Additional Adult

NA ____.05 Volunteers

CHAPTER 07 CHILD PROTECTION

C ____.03 Applicability to Residents

C ____.05 Parental Access

C ____.06 Authorized Release

CHAPTER 08 CHILD SUPERVISION

NA ____.02 Off-Site Supervision

NA ____.03 Water Activity Supervision

NA ____.04 Overnight Care Supervision

CHAPTER 09 PROGRAM REQUIREMENTS

C ____.01 Activities

C ____.02 Materials/Equipment

C ____.03 Rest Periods

CHAPTER 10 SAFETY

N ____.01 Emergency Safety

C ____.03 Outdoor Safety

C ____.04 Water Safety

NA ____.05 Transportation Safety

CHAPTER 11 HEALTH

C ____.01 Child Comfort/Welfare

C ____.02 Exclusion for Acute Illness

C ____.03 Infectious/Communicable Diseases

C ____.04 Medication Administration/Storage

C ____.05 Smoking

C ____.06 Consumption of Alcohol/Drugs

PART 2 – GENERAL COMPLIANCE REVIEW, CON'T

INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under Part 2.

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CHAPTER 12 NUTRITION

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

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

CHAPTER 13 INSPECTIONS, COMPLAINTS & ENFORCEMENTS

C ____ **.01** Inspections

C ____ **.06** Emergency Suspension

Signature of Provider	Signature of Agency Representative	Date
	Audrey Gaines	7/24/2025