

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION: 10/29/2025 10:40 AM		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSPECTION TYPE</th> </tr> <tr> <td>☐</td> <td>Initial Application</td> </tr> <tr> <td>☐</td> <td>Conversion</td> </tr> <tr> <td>☐</td> <td>Mandatory Review</td> </tr> <tr> <td>☒</td> <td>Full</td> </tr> <tr> <td>☐</td> <td>Complaint Investigation</td> </tr> <tr> <td>☐</td> <td>Monitoring</td> </tr> <tr> <td>☐</td> <td>Other</td> </tr> <tr> <td>☐</td> <td>Follow Up</td> </tr> </table>		INSPECTION TYPE		☐	Initial Application	☐	Conversion	☐	Mandatory Review	☒	Full	☐	Complaint Investigation	☐	Monitoring	☐	Other	☐	Follow Up	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4">Approved Capacity: <u>20</u></th> </tr> <tr> <th>AGES</th> <th>Approved for</th> <th># Enrolled</th> <th># Present</th> </tr> <tr> <td>2's</td> <td>☒ Y ☐ N</td> <td>0</td> <td>0</td> </tr> <tr> <td>3's</td> <td>☒ Y ☐ N</td> <td>10</td> <td>0</td> </tr> <tr> <td>4's</td> <td>☒ Y ☐ N</td> <td>13</td> <td>13</td> </tr> <tr> <td>5's (pre-school)</td> <td>☒ Y ☐ N</td> <td>0</td> <td>0</td> </tr> <tr> <td>5-15 (school-age)</td> <td>☐ Y ☒ N</td> <td>0</td> <td>0</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>23</td> <td>13</td> </tr> <tr> <td>Head Start</td> <td>XXXXXXX</td> <td>0</td> <td>XXXXXX</td> </tr> </table>		Approved Capacity: <u>20</u>				AGES	Approved for	# Enrolled	# Present	2's	☒ Y ☐ N	0	0	3's	☒ Y ☐ N	10	0	4's	☒ Y ☐ N	13	13	5's (pre-school)	☒ Y ☐ N	0	0	5-15 (school-age)	☐ Y ☒ N	0	0	TOTAL		23	13	Head Start	XXXXXXX	0	XXXXXX
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WORKERS COMPENSATION INSURANCE COVERAGE: ☒ Y ☐ N		EXP DATE: 4/20/2026																																																									
OPERATOR NAME: Union Bridge Church of the Brethern																																																											
FACILITY NAME: Union Bridge Early Learning Center																																																											
ADDRESS: 124 S Main Street Union Bridge MD 21791																																																											
PERSON(S) INTERVIEWED: Collen Williar																																																											
TITLE(S): Director																																																											
TELEPHONE: (410) 775-2717		E-MAIL: deannas316@yahoo.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

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

C.03C Maintenance of a Continuing Letter of Compliance

CHAPTER 03 MANAGEMENT AND ADMINISTRATION

NA.01 Multi-Site Facilities
C.02 Admission to Care
C.03 Program Records
C.04 Child Records
C.05 Staff Records

C.06 Notifications [exc. A]
C.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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CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT, CON'T

<u>C</u>	.02	Accessibility
<u>C</u>	.03	Indoor Space
<u>C</u>	.04	Building Repair and Maintenance
<u>C</u>	.05	Lead-Safe Environment
<u>C</u>	.06	Ventilation and Temperature
<u>C</u>	.07	Water Supply
<u>C</u>	.08	Sanitary Facilities and Supplies [exc. A]
<u>C</u>	.09	Lighting
<u>C</u>	.10	Telephone and Communication
<u>NA</u>	.13	Swimming Facilities

CHAPTER 06 STAFF REQUIREMENTS

<u>C</u>	.01	Minimum Staff Age
<u>C</u>	.02	Staff Orientation
<u>C</u>	.03	Suitability for Employment
<u>C</u>	.04	Staff Health
<u>NA</u>	.05	Substitutes
<u>NA</u>	.06	Support Personnel
<u>NA</u>	.07	Volunteers

CHAPTER 07 CHILD PROTECTION

<u>C</u>	.01	Prohibition of Abuse, Neglect, Injurious Treatment
<u>C</u>	.03	Child Discipline
<u>C</u>	.04	Parental Access
<u>C</u>	.05	Authorized Release

CHAPTER 08 CHILD SUPERVISION

<u>C</u>	.01	Individualized Attention and Care [exc. A]
<u>C</u>	.02	Staff Available for Emergencies
<u>C</u>	.04	Variations in Group Size
<u>NA</u>	.05	Supervision during Water Activities
<u>NA</u>	.06	Supervision during Transportation
<u>C</u>	.08	Rest Time Supervision

CHAPTER 09 PROGRAM REQUIREMENTS

<u>C</u>	.01	Materials and Equipment
<u>C</u>	.02	Rest Furnishings
<u>C</u>	.03	Storage

CHAPTER 10 SAFETY

<u>C</u>	.01	Emergency Safety Requirements [exc. A(4), C]
<u>C</u>	.02	First Aid and CPR
<u>NA</u>	.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
NA .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

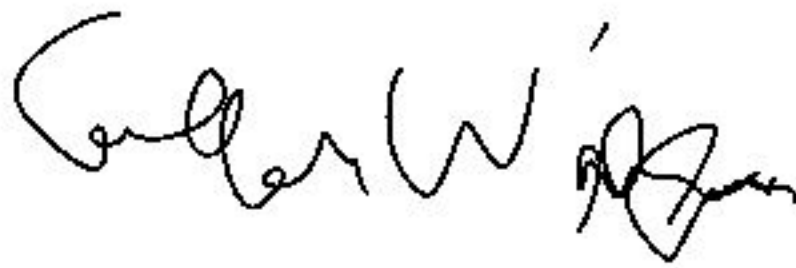
- NA .01 Approved Plan

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

Keisha Greene

10/29/2025

Date

