



Issuing Letters of Compliance
(December 2016)

for use with

COMAR 13A.17 Letters of Compliance
(as amended effective 7/20/15)

Table of Contents

COMAR 13A.17.13 ADOLESCENT FACILITIES

.01 Requirements for Approval1
.02 Plan of Operation.....1



.01 Requirements for Approval.

An applicant for a child care program offering care to children attending a middle school or a junior high school shall:

- A. Meet the requirements of this subtitle; or**
- B. Do both of the following:**
 - (1) Submit to and receive prior approval from the office of a written plan of operation for the center that meets the intent of the requirements of this subtitle; and**
 - (2) Operate according to the approved plan.**

.02 Plan of Operation.

A plan of operation submitted pursuant to Regulation .01 of this chapter shall include:

- A. A definition of the population to be served and the criteria for admission;**
- B. Staffing information and a staffing pattern for the program;**
- C. The space, materials, equipment, and furnishings to be used;**
- D. The days and hours of operation;**
- E. Locations other than the facility which will be used for activities;**
- F. Activities to be held at locations other than the facility;**
- G. A method of accounting for children's whereabouts;**
- H. A method for assuring parental approval for activities held at locations other than the facility;**
- I. A method for having a consistent staff member available to each child;**
- J. A transportation plan, if necessary; and**
- K. A nutritional plan as required.**

INTENT for .01 and .02 above): A facility established to serve adolescent children must address the particular developmental needs, challenges, and support requirements of that age-group. To accomplish this, the facility must either meet all applicable requirements of COMAR 13A.17 – Letters of Compliance, or operate on the basis of an approved service plan that meets the Chapter’s health, safety, and welfare requirements as they apply to an older population.

INSPECTION REPORT ITEM: “Approved Plan”

COMPLIANCE CRITERIA: The facility:

- *Meets all applicable requirements of this Chapter, or*
- *Has an approved plan of operation and operates in full accordance with it.*

ASSESSMENT METHOD: *Observe and, as necessary, review facility documentation to determine if:*

- *The facility complies with all applicable requirements of this Chapter, or*

COMAR 13A.17.13 Adolescent Facilities

- *The facility's space, staffing, supervision, equipment, activities, procedures, and support services are fully consistent with the approved plan of operation.*