



**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 Approval .....1  
.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.*