

Early Learning and Childcare Facility Inspection Report

Type of Inspection:
Monitoring Inspection

Pursuant to section 21 of the *Early Childhood Services Act*, operators of licensed early learning and childcare facilities must post their most recent inspection report in a clearly visible and prominent place in the facility.

Name of operator 640758 Inc Operating as Sussex Early Learning Centre	Licence Number 227028	Inspection Date November 18, 2025	
Facility Name Sussex Early Learning Centre		Telephone Number (506) 433-2524	
Address 126 Maple Avenue Sussex NB E4E 2N3			
Name of Early Learning and Childcare Licensing Staff Veronique Berube		Position Title Quality Assurance Monitor	

Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Dec 03, 2025	
Comments: While entering new staff members, the Quality Assurance Monitor noticed that 1 new staff member did not have a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. The Quality Assurance Monitor reminded the operator that the staff member in question can't be left alone with children until the obtention of the CPR certification.			
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Nov 18, 2025	Nov 18, 2025
Comments: In one new staff member's file verified, the vulnerable sector check was missing. Each staff member must obtain a criminal record check/vulnerable sector check prior to employment. The Administrator found the copy of the valid vulnerable sector check, and it was added to the staff's file. Deficiency is now compliant. Not Observed			
12(3) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may, and a check with the Department of Social Development is conducted on each staff member and associated person at least every five years.	12(3)	Dec 03, 2025	
Comments: Not Observed The Quality Assurance Monitor observed a vulnerable sector check that is expired since 2021. Each staff member must have a criminal record check/vulnerable sector check at least every 5 years.			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (iv) the name, address and telephone number of at least two individuals authorized by the child's parent or guardian to pick up the child and to be contacted in case of an emergency if the parent or guardian cannot be reached,	24(1)(b)(iv)	Nov 18, 2025	Nov 18, 2025

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: In 3 of the 7 child records verified, the emergency contact address was incomplete. All child records must contain the name, address, and telephone number of at least one emergency contact. The Administrator must make sure that child records are complete. The Administrator contacted the emergency contact to obtain their address while the Quality Assurance Monitor was on site.</p> <p>In 3 of the 7 child records verified, the emergency contact address was missing. All child records must contain the name, address, and telephone number of at least one emergency contact. The Administrator must make sure that child records are complete. The Administrator contacted the emergency contact to obtain their address while the Quality Assurance Monitor was on site.</p> <p>Deficiency is now compliant</p>			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (b) child records that include: (v) the child's health history and a copy of the record of immunizations or a copy of an exemption.	24(1)(b)(v)	Dec 03, 2025	
<p>Comments: In 1 of the 7 child records verified, the copy of the immunization record or a copy of the exemption was missing. All child record files must contain the child's health history, including a copy of the immunization record or a copy of the exemption.</p>			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (c) staff member records that include (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Nov 18, 2025	Nov 18, 2025
<p>Comments: In one new staff member's file verified, the vulnerable sector check was missing. Each staff member records must contain a criminal record check/vulnerable sector check prior to employment. The Administrator found the copy of the valid vulnerable sector check, and it was added to the staff's file. Deficiency is now compliant</p>			
24(1) For the purposes of subsection 20(1) of the Act, the following records and documents shall be maintained on the premises of a licensed facility: (c) staff member records that include (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Dec 03, 2025	
<p>Comments: While entering new staff members, the Quality Assurance Monitor observed that 1 new staff member did not have a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate. The Quality Assurance Monitor reminded the operator that the staff member in question can't be left alone with children until the obtention of the CPR certification.</p>			
27 An operator of a licensed facility shall obtain the written consent of a parent or guardian of a child receiving services at the licensed facility before doing any of the following: (b) permitting, in the case of illness or soiled clothing, the child to shower or bathe or showering or bathing the child.	27(b)	Dec 03, 2025	
<p>Comments: In 1 of the 7 child records verified, the consent for bathing or showering in the event of illness or soiled clothing is missing. The administrator must ensure that all applicable consents are signed in the children's files.</p>			
47(1) An operator of a licensed facility shall refuse admission to a child if satisfactory proof of the immunizations required by the Public Health Act or the regulations under that Act is not provided.	47(1)	Dec 03, 2025	
<p>Comments: In 1 of the 7 child records verified, the copy of the immunization record or a copy of the exemption was missing. All child records must contain proof of immunizations or an exemption prior to the child's entry.</p>			

General Comments

The Quality Assurance Monitor is on site in the afternoon to conduct a monitoring inspection. The child-to-staff ratio was respected during the monitoring.

The Quality Assurance Monitor verified the following elements:

- Child records

General Comments

- Signed consent in children's file
- Checks
- Indoor play area and equipment
- If all required documents are posted in a visible and prominent place in the facility
- Daily activities
- New staff member's file

The Quality Assurance Monitor had a discussion with the administrator regarding designation requirements. The administrator confirmed that the Quality Improvement Plan is current and all eligible educators are actively completing their required 10 hours of professional learning per renewal year.

The Quality Assurance Monitor had a discussion with the Administrator regarding non-applicable consents for school-aged children left blank in the children's file. The Quality Assurance Monitor recommends that the parents check the non-applicable option when the consent is not a service that the facility offers.

The Quality Assurance Monitor observed the children playing in the indoor play area. The children then transitioned to eating their afternoon snack (lunch box). Children were also observed having a circle time, and the educator reading a story.

original signed by
Veronique Berube

Signature of Early Learning and Childcare Licensing Staff

November 19, 2025

Date

original signed by
Natalie Laurin

Signature of Operator/Designate

November 19, 2025

Date