

Early Learning and Childcare Facility Inspection Report

Type of Inspection:
Renewal 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 N.B. INC.		Inspection Date May 21, 2026	
Facility Name Sussex Early Learning Centre		Licence Number 227028	
Address 126 Maple Avenue Sussex NB E4E 2N3		Telephone Number (506) 433-2524	
Type of Facility Full-time Early Learning and Childcare Centre	Maximum Number of Children 38		Ages of Children PRESCHOOL
ELCC Licensing Staff Monica Maltais	Position Title Inspector		

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(1) An operator of a licensed facility shall obtain a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development at least every five years.	12(1)	May 27, 2026	May 21, 2026
Comments: The inspector observed that the operator's file contained only a criminal record check. All employee files must include both a criminal record check and a vulnerable sector check, renewed at least every five years. The operator attended the RCMP station and obtained both the criminal record check and the vulnerable sector check. Deficiency is now compliant.			
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: (ii) the name, address and telephone number of the child's medical practitioner.	24(1)(b)(ii)	May 27, 2026	May 21, 2026
Comments: The inspector observed that 1 out of 10 children's files is missing the address of the medical practitioner. All children's files must include the name, address, and telephone number of the medical practitioner. The administrator obtained the missing address and added it to the child's file. Deficiency is now compliant.			
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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	May 25, 2026	May 21, 2026
Comments: The inspector observed that one employee file is missing a description of duties and responsibilities. All employee files must include a description of duties and responsibilities. The inspector informed the operator, who then added this information to the employee's file. Deficiency is now compliant.			
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)	May 27, 2026	May 21, 2026
Comments: The inspector observed that the operator's file contained only a criminal record check. All employee files must include both a criminal record check and a vulnerable sector check, renewed at least every five years. The operator attended the RCMP station and obtained both the criminal record check and the vulnerable sector check. Deficiency is now compliant.			

General Comments

The inspector is on site to conduct the renewal inspection.

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The inspector observed children returning from a morning walk, as well as the lunch and rest periods. In all classrooms, following the morning walk, children are engaged in book reading before lunch.

In the 3 classrooms where children are not sleeping, they are observed playing outside after lunch.

A discussion is held with the operator to clarify that eligible educators must complete the required 10 hours of professional development before the permit expiration date of July 31, 2026.

Another discussion took place with the operator and educators to ensure that all children's personal belongings are labelled with the child's name.

The inspector observed that a new employee's file is missing a First Aid certificate and a CPR certificate; however, a registration letter indicates that the First Aid course is scheduled for next month, in June. A discussion is held with the operator to ensure that the employee is never left alone with children until she obtains her First Aid certificate.

Positive child guidance is observed, such as educators speaking softly to the children and singing songs while changing diapers and assisting them with bathroom use.

In each classroom, children's learning is documented and displayed through webs, artwork, learning stories, and pictures. The documentation is displayed at the children's level, making it easier for them to revisit and reflect on their experiences.

The ratio is respected throughout the inspection.

original signed by
Monica Maltais

Signature of Early Learning and Childcare Licensing Staff

May 21, 2026

Date

original signed by
Natalie Laurin

Signature of Operator/Designated staff

May 21, 2026

Date

"I hereby acknowledge receipt of this report"