

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 WEST SIDE COOP PRESCHOOL LTD.	Licence Number 256001	Inspection Date February 06, 2023	
Facility Name WEST SIDE COOP PRESCHOOL		Telephone Number (506) 635-8294	
Address 50 Dexter Drive Saint John NB E2M 4M4			
Name of Early Learning and Childcare Licensing Staff Britta Garnett		Position Title Quality Assurance Monitor	

Order for Compliance	Regulation	Date to be corrected	Date corrected
11(c)(ii) The qualifications and training requirements for administrators and educators are as follows: (c) at a full-time or part-time early learning and childcare centre, (ii) on and after July 1, 2020, (A) at least 50% of educators must hold a one-year Early Childhood Education Certificate or training that is equivalent in the opinion of the Minister, and (B) an administrator must hold a one-year Early Childhood Education Certificate or training that is equivalent in the opinion of the Minister.	11(c)(ii)	Feb 20, 2023	
Comments: Administrator currently does not hold a one-year ECE Certificate or equivalent. Discussed with administrator during inspection. Plan to be submitted to licensing staff that outlines how this requirement will be met.			
11.1(3) A staff member who works directly with infants or preschool children shall complete in each year 10 hours of training approved by the Minister related to the curriculum used at the designated facility.	11.1(3)	Feb 20, 2023	
Comments: Continuous professional development hours not documented. PD hours to be documented for review during inspections.			
12(0.1)(a)(i-iii) In subsection (1), an operator of a licensed facility includes: (a) in the case of a criminal record check or a vulnerable sector check, as the case may be, (i) in the case of a corporation or unincorporated association, the directors, (ii) in the case of a partnership, the partners, and (iii) in the case of a limited partnership, the general partners;	12(0.1)(a)(i-iii)	Jan 31, 2023	
Comments: The operator (Board of Directors) has not submitted the Criminal Record and Vulnerable Sector Checks to the department. CRC and VSCs of each board member to be submitted and kept on file at the facility.			
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)	Feb 20, 2023	
Comments: Job Description - Missing from four staff files. To be added to each file.			
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)	Jan 27, 2023	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff file missing a valid Criminal Record Check and Vulnerable Sector Check. The CRC that was observed during staff file review was completed by an online agency. CRC and VS checks must be obtained through local police departments. Immediate attention required.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Jan 31, 2023	
Comments: Fire Drills were not completed in October and December 2022. Fire Drills must be conducted each month.			

General Comments
<p>Renewal Inspection: Two- Day and Three-Day Program.</p> <p>Children and educators observed engaged in play within the indoor play area and in the gym. Children were observed exploring art materials, books, blocks and sensory opportunities. Educators observed at the children's level during play and conversations.</p> <p>Each learning environment is set up with a variety of materials for the children to explore. The dramatic play areas include real life props.</p> <p>Discussed with staff and administrator the use of educator lead crafts. These are not examples of open-ended art opportunities. Art opportunities to be open-ended moving forward. A variety of materials, paper and mark making tools to be accessible to children, that allow them to choose freely and explore their individual creativity. Open-ended art pieces to be displayed with child's words documented.</p> <p>Hand washing routines upon arrival observed.</p> <p>Discussed the difference between Incident Logs and Reportable Incidents with administrator. More information can be found in the Operator Manual - Section 6.6 Incidents.</p> <p>Through discussion it was determined that the part-time preschool children do not participate in outdoor play daily. Discussed with administrator working towards including a half hour of outdoor play each day.</p>

original signed by
Britta Garnett

Signature of Early Learning and Childcare Licensing Staff

January 25, 2023

Date

original signed by
Op did not return signed report.

Signature of Operator/Designate

January 25, 2023

Date