

## 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 October 18, 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
21 A licensee shall post the following documents in a clearly visible and prominent place in the facility associated with the licence: (a) the licence; (b) a report provided under section 23; (c) an order issued under section 28; and (d) a probationary license issued under section 29.	21(a) – (d)	Nov 13, 2023	
Comments: Renewal inspection report and monitoring report not posted on parent board upstairs. To be posted.			
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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Oct 18, 2023	
Comments: Attendance records complete during inspection, however staff was not aware of how many children were in attendance at time of inspection. Ensure regular head counts are conducted throughout the morning. Each staff must know how many children are present at all times.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (c) instructions regarding evacuation in case of a fire as approved by the fire marshal, deputy fire marshal or fire prevention officer.	25(c)	Nov 13, 2023	
Comments: Evacuation procedures and floor plan drawing not at entrance of 3-day room. To be posted.			
28(3) The premises of a licensed facility shall comply with (a) lighting, ventilation and other general health standards under the Public Health Act.	28(3)(a)	Oct 23, 2023	
Comments: Baskets in 2-day group cubbies accumulating debris. To be cleaned.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Oct 23, 2023	
Comments: Loft floor in 3 day room accumulating debris. To be cleaned.			

General Comments
Renewal Inspection: Educators and children observed engaged in variety of activities this morning. Educators observed at children's level engaging in meaningful conversations with children. A variety of art and sensory opportunities are set up for the children to explore.

## General Comments

Discussed including 30 minutes of outdoor play with children each day with administrator during inspection, as it's a daily routine requirement. Administrator stated that staff will begin planning for outdoor play throughout the week. Recommend considering starting or ending day outdoors.

Hand washing routines observed.

Monthly fire drills documented.

Staff files reviewed; all documents are in place.

original signed by

**Britta Garnett**

\_\_\_\_\_  
Signature of Early Learning and Childcare Licensing Staff

**October 18, 2023**

\_\_\_\_\_  
Date

original signed by

**Heather Snow**

\_\_\_\_\_  
Signature of Operator/Designate

**October 18, 2023**

\_\_\_\_\_  
Date