

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 The Boys & Girls Club of Saint John, Inc.	Licence Number 258008	Inspection Date September 16, 2021	
Facility Name The Boys & Girls Club of Saint John After School		Telephone Number (506) 634-2011	
Address 1 Paul Harris Street Saint John NB E2L 3V9			
Name of Early Learning and Childcare Licensing Staff Breanne Jones		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child.	21	Oct 04, 2021	
Comments: There was no evidence of the children's learning or interests within the environment during today's inspection. Administrator states that educators are documenting their programming on planning sheets, however there is no evidence that the plans are being implemented. Invitations based on the children's interests should be set up for the children daily throughout the rooms. Educators are to add materials and equipment to each environment to support individual interests.			
21 The daily activities of a licensed facility shall be purposely planned in advance and documented and shall respond to the capabilities, needs and interests of each child and shall include (c) opportunities (ii) to explore various forms of literacy.	21(c)(ii)	Oct 04, 2021	
Comments: There were no books displayed or accessible within the boardroom environment today. Age appropriate books and other opportunities for literacy must be present within all environments.			
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: (e) administration of medication records.	24(1)(e)	Sep 29, 2021	
Comments: There was an administration of medication form partially completed for a child who requires an inhaler. Additional information is required as educator was not informed as to under what circumstances this medication should be administered. Educators must be well informed of children's medical conditions and what actions to take in case of emergency. If children have medical conditions-Essential Routine Services and Emergency Plan should be completed. If a child has an extreme allergy-Extreme Allergy Management Plan is to be completed. These should be completed and kept with the child's medication and within the child's file prior to attending facility. There are a number of children with allergies/medical conditions. Licensing staff will follow up on required documentation at follow up inspection. To be completed as soon as possible.			
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)	Sep 27, 2021	
Comments: Random review of child files. Medical practitioner information missing for numerous files.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Sep 27, 2021	
Comments: Random review of child files. Emergency contact listed was for the parent. These must be two other contacts that does not include the parent.			
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: (j) smoke alarm, smoke detector and fire extinguisher inspection and maintenance records.	24(1)(j)	Sep 30, 2021	
Comments: Documented form that is currently being used for documenting fire drills, is missing the fire alarm/detector check. This form must be updated to include all required information as outlined in Appendix 16.			
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)	Sep 24, 2021	
Comments: Evacuation procedures were not posted within the art room. Written evacuation procedure is to be posted with evacuation map within each room as well. Written procedures were missing within the Games room.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (g) whether a child receiving services at the licensed facility has a life-threatening allergy and a description of that allergy.	25(g)	Sep 24, 2021	
Comments: Currently no life threatening allergies are posted. Educators are not aware which allergies are life threatening. This information must be obtained from parents immediately. If life threatening allergies do exist, they must be posted and only posted with the child's name if consent is obtained. All staff must be aware of children's allergies.			
26(2) The operator of a licensed facility shall require the parent or guardian referred to in subsection (1) to sign a declaration confirming that he or she has read and understood the content of the handbook.	26(2)	Sep 30, 2021	
Comments: Random review of child files. Signed statement from parent missing from numerous child files.			
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: (c) permitting the administration of medication in the circumstances set out in section 46.	27(c)	Sep 27, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			
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: (d) permitting the administration of emergency care to the child.	27(d)	Sep 27, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			
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: (f) permitting the child to participate in an outing.	27(f)	Sep 30, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			
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: (g) transporting or providing for the transportation of the child.	27(g)	Sep 27, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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: (j) permitting photographs and videos to be taken of the child for publication or social media.	27(j)	Sep 30, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			
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: (k) posting photographs of the child at the licensed facility to illustrate the child's learning.	27(k)	Sep 30, 2021	
Comments: Random review of child files. Consent form missing from numerous child files.			
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)	Sep 16, 2021	
Comments: Rodent droppings were noted within a corner of the art room during today's inspection. This was brought to administrator's attention and cleaned up promptly. Recommended contacting a pest control company for further direction. Educators should be monitoring this on a daily basis and ensuring that the environment is clean and free of rodent droppings.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Sep 27, 2021	
Comments: Boardroom: Floors were unclean during today's inspection. This requires cleaning immediately. There is a hole in the laundry closet door. Walls and ceiling are in poor condition and require repairs and fresh paint. Jelly decorations are stuck to ceiling, to be removed. K/1 Room: Walls are in poor condition and require painting. Dramatic play closet is dusty and requires cleaning. Boards (wainscoting) in disrepair outside of art room and at the corner to the music room-to be repaired. Music room: Heaters are dusty-to be cleaned. Walls require paint touch ups. Mouse droppings present within this room today. Floors require deep cleaning and disinfection. Art room: Paint touch ups/repairs required near window and sink. Floors were unclean and require attention immediately. This room is collecting clutter and is not organized in a way for the children to use or access materials. The cupboards and drawers are very unclean within this room. This needs to be decluttered, cleaned, disinfected and organized. These cupboards and drawers should be set up for the children to access and enjoy.			
31(3) An operator shall maintain the outdoor play area of a licensed facility to ensure the safety of the children.	31(3)	Oct 04, 2021	
Comments: Lower/small playground: The metal fencing inside the drain tile has come apart on both ends of one side, requires repairs. A battery was found on the ground inside the fenced in play area today and discarded by licensing staff. Outdoor play area checklists are being completed and signed by staff, however, hazardous materials and debris is not being picked up, and other concerns (ex: fence that requires repairs) are not being documented. Recommended that an administrator or supervisor goes over the outdoor play checklist with all staff to ensure the expectations are clear moving forward. Both outdoor play areas do not appear to be maintained. The upper playground is overgrown with weeds and tall grass which limits the children's play space. To be addressed immediately and to be maintained routinely going forward.			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (a) varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	32(1)(a)	Sep 27, 2021	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Music Room: Creative art supplies are depleted. Materials to be added include but not limited to: collage materials, items from nature, loose parts, string, glue, pastels, gel pens, various mark making materials.</p> <p>Boardroom: This room was not set up in an inviting way and was lacking a variety of materials. More materials to be added to creative art area. To be set up using shelving, open baskets, etc. This room also lacked books and requires additional shelving and equipment to set up a cozy area. Adding pieces like area rugs, chairs, soft lighting, and books that are displayed on shelves will invite the children to spend time in this area.</p> <p>Games room: Creative art area was lacking in materials. Requires more glue/glue sticks, scissors, white paper, collage materials, loose parts, popsicle sticks, items from nature, etc. Coloring pages present today. Coloring pages do not support open ended art opportunities.</p> <p>Art room: Lacking in dramatic play, science and opportunities for literacy. This would be a great space for the children to engage in creative art, wood working, science experiments, etc. How could this room be set up to incorporate various interest centers for the children to explore?</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (b) arranged on low, open shelves and accessible to the children receiving services at the licensed facility,	32(1)(b)	Sep 30, 2021	
<p>Comments: Art room: Creative art materials are not accessible to the children. Some art materials are being stored within cabinets or drawers, but this area is unclean, and mislabeled. Creative art materials must be accessible to children at all times. This environment is also lacking in dramatic play materials.</p> <p>Games room: There is an air hockey table but no paddles or puck. Educator reports that they do have the accessories but they are not left out.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (c) in compliance with the Canada Consumer Product Safety Act (Canada) and the regulations under that Act.	32(1)(c)	Sep 16, 2021	
<p>Comments: A child was observed outdoors running around with a balloon in his mouth. Balloons are a choking hazard for children under 8 years of age. Educator was advised by licensing staff that this is not permitted.</p>			
32(1) An operator of a licensed facility shall provide indoor play area materials and equipment that are (d) clean and in good repair.	32(1)(d)	Sep 27, 2021	

Order for Compliance	Regulation	Date to be corrected	Date corrected
<p>Comments: Boardroom: Dramatic play materials were unclean and broken (doll house, and doll accessories, little people car). Remove broken equipment and set up a defined dramatic play area based on the children's interests. Bins being used to store materials were cracked and broken-to be replaced. Foam mats are unclean-to be cleaned or replaced.</p> <p>Games room: Bucket of painting materials was unorganized, and unclean. To be cleaned, organized and set up in an inviting way for the children to explore with paper, and accessories.</p> <p>Games room: Basket balls are tearing and in poor shape-to be replaced. Blue and white shelving unit with waffle blocks is in poor repair (protruding screws). Must be discarded immediately, and replaced. Kitchen center, marble works bin and castle were unclean. Bop It is broken-to be replaced.</p> <p>Art room: Doll carrier and doll tub are unclean, and yellow storage cubes are stained-to be reupholstered or replaced.</p> <p>Music Room: Plastic container storing Jenga blocks is cracked-to be replaced. Book shelf is dusty and requires cleaning</p>			
33(1) An operator of a licensed facility shall provide outdoor play area materials and equipment that are varied and in sufficient quantity for the number and ages of the children receiving services at the licensed facility.	33(1)	Sep 27, 2021	
<p>Comments: Additional outdoor materials and equipment are required. Children were observed playing within their outdoor play space during today's inspection and there were not enough materials present for the number of children. Additional materials include but are not limited to: buckets, shovels, balls, hoops, cars, outdoor gross motor games, tables, nets, etc. Bringing inside materials (ex: books, paper, mark making materials, etc.) outdoors is also highly recommended.</p>			
39(2) A licensed facility shall have a separate locked storage space that is inaccessible to the children for each of the following: (a) toxic products, chemical products and cleaning supplies;	39(2)(a)	Sep 16, 2021	
<p>Comments: Toxic products were not locked up. Baby oil found within cupboard above sink in art room. Aerosol bathroom spray and shaving cream were found within K/1 room unlocked. Products that state "Keep out of reach of children" must be locked up. Shaving cream and baby oil could be used under direct supervision with educators and must be locked up after use.</p>			

General Comments
<p>Renewal inspection was completed today. The children were observed within their indoor and outdoor environments. Hand washing routines were observed. Transportation vehicles appeared clean and were equipped with emergency contacts and first aid kit at time of inspection.</p> <p>Within their indoor environment, children were observed participating in creative art, puzzles, playing basketball and playing board/card games with their peers.</p> <p>Licensing staff discussed the importance of educators being well informed of all medical conditions and allergies, as well as the required need to improve outdoor play area inspections to enhance safety.</p> <p>Educators report that they have just changed over to afterschool care from summer camp and that they are still in the process of setting up their rooms. Setting up these rooms as inviting environments with a variety of interesting materials requires immediate attention and needs to be done daily prior to the children's arrival. It will be important for the educators to spend time exploring the children's interests in order to design their space and plan their program. Discussed purposeful planning with program administrator at time of inspection. Topics of interest should be easily identified within the rooms.</p>

General Comments

A new process has been implemented to collect information for child profiles and this is being completed online. Ensure that the new online system includes all required registration information as outlined in Appendix 1 and 2 of the Operator Manual. Much of this information was missing today within multiple files. Recommending that staff review all child profiles to ensure they have all required information and consent forms.

Ensure that Extreme Allergy Management Plans and Essential Routine Services Plans are completed as required.

original signed by

Breanne Jones

Signature of Early Learning and Childcare Licensing Staff

September 16, 2021

Date

original signed by

Amanda Downey

Signature of Operator/Designate

September 16, 2021

Date