

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 YMCA of Southwestern New Brunswick Inc.	Licence Number 283002	Inspection Date November 13, 2024	
Facility Name YMCA - Rothesay - ASP		Telephone Number (506) 271-1754	
Address 230 Eriskay Drive Rothesay NB E2E 5G7			
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
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)	Nov 18, 2024	Nov 13, 2024
Comments: One staff file missing Job Description. Job Description printed, brought to site and added to file during inspection. New staff file review. Ensure all staff files are completed and on site prior to employment. 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 (iv) a signed declaration confirming that the staff member has read and understood his or her obligations under the Act and this Regulation.	24(1)(c)(iv)	Nov 25, 2024	
Comments: One staff file missing signed statement. To be added. New staff file review. One other staff file missing signed statement, however, was printed and added to file during inspection.			
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 13, 2024	Nov 13, 2024
Comments: One staff file missing Criminal Record Check. Criminal Record Check printed, brought to site and added to file during inspection. New staff file review. Ensure all staff files are completed and on site prior to employment. 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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Nov 13, 2024	Nov 13, 2024
Comments: One staff file missing SD Check. SD Check printed, brought to site and added to file during inspection. New staff file review. Ensure all staff files are completed and on site prior to employment. 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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Nov 25, 2024	

Order for Compliance	Regulation	Date to be corrected	Date corrected
Comments: One staff file missing First Aid/CPR certificate. Staff not to be left alone with children until First Aid/CPR is completed and certificate is added to file. Discussed with staff on site during inspection. Two other staff files missing First Aid/CPR certificate. Staff were able to provide proof of completion of course to QA Monitor at inspection. Ensure certificate is added to 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Nov 13, 2024	
Comments: Juniors: Attendance not completed at arrival. Attendance must be completed as the children arrive from school. Staff not aware of how many children were present at the time of inspection. Ensure staff are aware of how many children are present at all times.			
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: (i) menu plans and any substitutions.	24(1)(i)	Nov 13, 2024	
Comments: Menu substitutions not documented. During inspection it was noted that each group of children were given a different snack than what was documented on the menu. Ensure parents are notified of changes to menu on Parent Board daily and substitutions are documented in kitchen.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (a) the daily routine.	25(a)	Nov 25, 2024	
Comments: Daily routine not posted. To be posted.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (b) the weekly menus.	25(b)	Nov 25, 2024	
Comments: Weekly menu not posted. To be posted.			
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 25, 2024	
Comments: Evacuation procedures with floor plan not posted at front and back door. To be posted.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (d) the name of the administrator.	25(d)	Nov 25, 2024	
Comments: Name of administrator not posted. To be posted.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (e) the name and telephone number of the inspector.	25(e)	Nov 25, 2024	
Comments: Names and contact information of QA Monitor and Inspector not posted. To be posted.			
25 An operator of a licensed facility shall post in a clearly visible and prominent place on the premises: (f) the name and telephone number of the members of the board of directors, if applicable.	25(f)	Nov 25, 2024	
Comments: Names and contact information of Board of Directors not posted. To be posted.			
28(2) An operator of a licensed facility shall carry out emergency evacuation and fire drills monthly.	28(2)	Nov 25, 2024	
Comments: Monthly Fire Drills not documented for October 2024. Ensure Monthly Fire Drills are conducted and documented.			
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)	Nov 13, 2024	
Comments: Seniors: Children and staff did not wash their hands after outdoor play. Hand washing routines to be reviewed with staff.			
30(3) An operator shall maintain the indoor play area of a licensed facility to ensure the safety of the children.	30(3)	Mar 03, 2025	
Comments: Indoor play area is in need of painting throughout. Ensure plans are made with Maintenance Team to have indoor play area painted before Renewal Inspection.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
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)	Dec 09, 2024	
Comments: Folding shelving unit (with board games) finish worn off. To be painted or refinished. Previous Comply by Date Sept 9, 2024. Tape residue has been removed since last inspection. Green bench in poor repair. To be sanded and repainted.			

<p>General Comments</p> <p>Monitoring Inspection:</p> <p>Children and educators observed engaged in a variety of activities this afternoon including outdoor play at the field and playground, open-ended art, board games, stories, and loose part play. Each environment is set-up with a variety of materials and invitations for the children to explore. Purposeful planning is evident through documentation on planning sheets and materials that have been added to environments to support the children's current interests (restaurant, doctor, and board games).</p> <p>Next steps - adding photos of children throughout the play areas.</p> <p>New staff file (5) review completed.</p>

original signed by
Britta Garnett

Signature of Early Learning and Childcare Licensing Staff

November 13, 2024

Date

original signed by
H. Oldfield

Signature of Operator/Designate

November 13, 2024

Date