

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 Salisbury Boys & Girls Inc. | Licence Number 333020 | Inspection Date October 11, 2022 |
| Facility Name Salisbury Boys and Girls Club | | Telephone Number (506) 372-5873 |
| Address 2699 Fredericton Road Salisbury NB E4J 2E1 | | |
| Name of Early Learning and Childcare Licensing Staff Erin MacLaggan | | Position Title Quality Assurance Monitor |

| Order for Compliance | Regulation | Date to be corrected | Date corrected |
|---|---------------|----------------------|----------------|
| 12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member. | 12(2) | Oct 24, 2022 | |
| Comments: A staff member does not have a SD Check prior to employment. The staff member must leave the facility and cannot return until the check has been completed. Operator to email a copy to the QA Monitor to verify once the check has been completed. | | | |
| 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) | Oct 14, 2022 | |
| Comments: A staff member's file does not contain a copy of the job description. A copy must be placed in the staff 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 (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) | Oct 14, 2022 | |
| Comments: A staff member's file does not contain a copy of the signed statement of understanding. Operator must ensure that staff have read and understood their obligations under the Act & regulations, and sign a statement which must be placed in the staff 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 (vi) a copy of a check with the Department of Social Development. | 24(1)(c)(vi) | Oct 24, 2022 | |
| Comments: A staff member's file does not contain a copy of the SD Check. The Operator must ensure that the staff member's check is placed in the file as soon as the check is returned from SD. | | | |

General Comments

Ratios were respected during the inspection
Educators use a daily reflections sheet to document their observations of emerging interests. There are learning stories on display in the hallway as well as in binders in the classroom for children to re-visit.
Educators and the QA Monitor discussed other forms of documentation and program planning as they are

General Comments

learning about pedagogical documentation.

Operator to email the QA Monitor to verify once the missing documents have been placed in the staff files.

original signed by
Erin MacLaggan

Signature of Early Learning and Childcare Licensing Staff

October 11, 2022

Date

original signed by
Amy Lounsbury

Signature of Operator/Designate

October 11, 2022

Date