

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 Moncton Headstart Inc.	Licence Number 2001445	Inspection Date November 08, 2022
Facility Name Moncton Headstart Early Family Intervention		Telephone Number (506) 858-8252
Address 1111 Mountain Road Moncton NB E1C 2S9		
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
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 08, 2022	Nov 08, 2022
Comments: One staff file is missing a copy of the job description. This was corrected during the inspection. 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Nov 08, 2022	Nov 08, 2022
Comments: One staff file was missing a copy of the Vulnerable Sector Check. The staff member left and returned with the check, which was then placed in their file. 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Nov 08, 2022	Nov 08, 2022
Comments: In one class the times of the children's arrival is not recorded. Attendance records must be accurate and completed each time a child arrives and leaves. This was corrected during the inspection. Deficiency is now compliant			

General Comments
Each classroom is well organized with all play materials available on low, open shelves to allow for independent selection. QA Monitor observed staff crouching down to make eye contact when speaking with children and positioning themselves to support children as they navigated disagreements with their peers.

original signed by
Erin MacLaggan

Signature of Early Learning and Childcare Licensing Staff

November 08, 2022

Date

original signed by
Shawnda Farquhar

November 08, 2022

Signature of Operator/Designate

Date