

## 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 Boys and Girls Club of Charlotte County Inc.	Licence Number 2007101	Inspection Date July 05, 2022	
Facility Name BGCC EARLY LEARNING CENTRE		Telephone Number (506) 466-4314	
Address 54 Disher Lane Dufferin Charlotte Co NB E3L 3H7			
Name of Early Learning and Childcare Licensing Staff Jodi Hennessey		Position Title Inspector	
Order for Compliance	Regulation	Date to be corrected	Date corrected
11 The qualifications and training requirements for administrators and educators are as follows: (a) an administrator and educators must hold a valid first aid certificate and a valid cardiopulmonary resuscitation certificate;	11(a)	Jul 22, 2022	
Comments: Review of staff files: six new staff without First Aid/CPR. Cannot be alone with the children until this completed.			
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)	Aug 12, 2022	
Comments: Renewal Inspection and Follow-up Inspection reports from 2021 not 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: (b) child records that include: (i) the child's name, address, birth date and Medicare number,	24(1)(b)(i)	Aug 12, 2022	
Comments: Random review of files: Medicare missing from one 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: (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)	Aug 12, 2022	
Comments: Random review of files: 2nd Emergency Contact information missing from one 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)	Aug 12, 2022	
Comments: Signed Statement required for one staff.			

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 (vii) a copy of a valid first aid certificate and a valid cardiopulmonary resuscitation certificate for each administrator and educator.	24(1)(c)(vii)	Jul 22, 2022	
Comments: Review of staff files: six new staff without First Aid/CPR. Cannot be alone with the children until this 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: (f) daily attendance records of the children on forms provided by the Minister.	24(1)(f)	Jul 06, 2022	
Comments: 3 Year Old Room: One child not signed in upon arrival.			
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)	Aug 12, 2022	
Comments: Current menu not posted.			
28(1) An operator of a licensed facility shall not change the allocation of space used to provide services or add to or alter any building or facility or any part of them unless the Minister has approved the changes in writing.	28(1)	Jul 06, 2022	
Comments: During inspection it was observed Tots (15-23 months) using an area outside that had been previously used by school-age children. This area is not approved measured outside play space and cannot be used.			
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)	Aug 12, 2022	
Comments: Infant Room: Under change mat accumulating dirt/debris to be cleaned.  Tot's Room: Paint chipped (Blue walls) to be fixed and repainted. White Door to hallway, dirty (grimy) beneath door handle to be thoroughly cleaned. Door casing to infant room, marker on door casing to be cleaned/repainted. Tape/glue residue on door to infant room to be cleaned/repainted.  3's Room: Grey walls beneath windows paint chipped, to be repaired/repainted. Grey walls by educator desk and walls by table at front of room by entry door, paint chipped to be repaired/repainted.			
31(6) The outdoor play area of a full-time or part-time early learning and childcare centre at which services are provided to infants or preschool children shall be enclosed with a fence at least 1.22 m in height with a gate that is secured at all times when the children are present.	31(6)	Jul 15, 2022	
Comments: Fence: Wall separated from end piece of fencing between 3/4's and 2's play area. Fence (end next to gardens) separated. To be repaired.			
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)	Aug 12, 2022	
Comments: Three year old room: Creative art materials lacking. Discussed with educator in the room to have these available/accessible to the children. Discussed storing in clear containers with covers as items with small parts can be used with direct educator supervision.			
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)	Jul 08, 2022	
Comments: Two's Room: Brown vinyl chair seat beginning to rip to be discarded.			
36(4) The rest area of a full-time early learning and childcare centre and an early learning and childcare home shall allow for a space of at least 46 cm between each crib, portable playpen, cot or nap mat.	36(4)	Jul 06, 2022	
Comments: Two's Room: Cots not the required 46 cm apart. Discussed with educator in the room.			

Order for Compliance	Regulation	Date to be corrected	Date corrected
9(1) The child-to-staff ratio is one educator for each of the following groups of children of the same age receiving services at a full-time or part-time early learning and childcare centre: (a) three infants or fewer; (b) five children or fewer who are two years of age; (c) eight children or fewer who are three years of age; (d) ten children or fewer who are four years of age or older, but who are not yet attending school; and (e) 15 school-age children or fewer.	9(1)	Jul 06, 2022	
Comments: PreK Room: During inspection it was observed two children alone in PreK Room. Program administrator, Executive Director and educator were immediately notified. During taking of ratio it was observed one educator with 11 children. Ratio is 1:10. Program Administrator and Executive Director were immediately notified. Another staff was brought in to ensure ratio was being maintained.			

General Comments
<p>A renewal inspection was conducted today. The children were observed during inside play, outside play, going for a walk, water play outside, lunch, handwashing routines, nap/quiet time and afternoon snack.</p> <p>A variety of materials are available for the children in each of the learning environments to interact and engage with.</p> <p>Discussed with Executive Director and Program Director the importance of supervision of children at all times, ensuring child/staff ratio is maintained at all times and that Inclusion Support Workers are not counted as part of ratio but the children in their care are part of ratio.</p> <p>The children's learning is displayed in each of the learning environments in the form of pictures, learning stories, art, charts and personal portfolios.</p> <p>Educators were observed having respectful and responsive conversations with the children in their care.</p>

original signed by  
**Jodi Hennessey**

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

July 05, 2022

\_\_\_\_\_  
Date

original signed by  
**Melinda Moffatt**

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

July 05, 2022

\_\_\_\_\_  
Date