

## 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 Kindertots Children's Centre Inc. Charlene Dignam-Conroy	Licence Number 2007104	Inspection Date June 12, 2025
Facility Name Kindertots After School Program		Telephone Number (506) 622-4992
Address 24 Nordin Lane Miramichi NB E1V 5N2		
Name of Early Learning and Childcare Licensing Staff Venessa Sullivan		Position Title Inspector

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 (i) the staff member's name, address and birth date.	24(1)(c)(i)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. 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 (ii) the staff member's qualifications including the certificates or training referred to in paragraph 11(b) or (c).	24(1)(c)(ii)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. 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)	Jul 02, 2025	
Comments: 2 staff are missing a signed statement in their file. Staff are required to have a signed statement regarding their obligation under the act and licensing regulation in their 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 (v) a copy of a criminal record check or vulnerable sector check, as the case may be.	24(1)(c)(v)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. Deficiency is now compliant			

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 (vi) a copy of a check with the Department of Social Development.	24(1)(c)(vi)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. 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)	Jun 11, 2025	Jun 11, 2025
Comments: One staff member's file was missing from the staff files. A copy of the required documents was sent to the inspector. 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: (d) associated person records that include (i) a copy of a criminal record check.	24(1)(d)(i)	Jun 11, 2025	Jun 11, 2025
Comments: N/A (No associated persons at this center)			
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: (d) associated person records that include (ii) a copy of a check with the Department of Social Development.	24(1)(d)(ii)	Jun 11, 2025	Jun 11, 2025
Comments: N/A (No associated persons at this center)			
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: (a) permitting the child access to a pool under in the circumstances set out in subsection 34(2).	27(a)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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: (e) permitting the child to leave the licensed facility with a person authorized by the parent or guardian.	27(e)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			

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: (g) transporting or providing for the transportation of the child.	27(g)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			
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)	Jun 11, 2025	Jun 11, 2025
Comments: 2 of the 9 files verified were missing a signed consent form (Appendix 2). Educator asked parent to sign when he picked up the children. Deficiency is now compliant			

**General Comments**

Renewal inspection completed. Ratio was respected during the visit. Discussion was had with administrator regarding play structure. This daycare uses a play structure that is the property of the community centre. It is the daycare's responsibility to ensure that the play structure doesn't pose any risk to children and that she must notify the owner if there are any concerns. Children played outside for the duration of the visit. Children alternated from playing on the play structure, to playing games and playing in the rink.

original signed by  
Venessa Sullivan

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Signature of Early Learning and Childcare Licensing Staff

June 12, 2025

\_\_\_\_\_  
Date

original signed by  
Unable to obtain signature

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

June 12, 2025

\_\_\_\_\_  
Date