

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 The Corporation of the Anglican Parish of Rothesay		Inspection Date September 10, 2026
Facility Name St Paul's After School Program		Licence Number 2008433
Address 4 Church Avenue Rothesay NB E2E 5G4		Telephone Number (506) 847-1812
Type of Facility Part-time Early Learning and Childcare Centre	Maximum Number of Children 60	Ages of Children SCHOOL-AGE
ELCC 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)	Sep 28, 2026	
Comments: A review of all staff files occurred. * One staff member without current First Aid/CPR training. * One staff member with training not recognized by WorkSafe NB. Staff members cannot be alone with the children until this obtained. Once obtained, a copy is to be added to the staff member's 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: (e) administration of medication records.	24(1)(e)	Sep 28, 2026	
Comments: Licensing observed that the Consent to Administer Medication-On Going treatment was missing for one child. To be completed by parent/guardian and placed with the medication.			
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)	Sep 28, 2026	
Comments: Random review of twenty children's files occurred. Licensing observed the following: * One file was missing two emergency contacts. * One file was missing the address for the emergency contact. Information to be updated in the children's 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 (iii) a description of the staff member's duties and responsibilities.	24(1)(c)(iii)	Sep 28, 2026	
Comments: A review of all staff files occurred. Licensing observed that one staff member was missing a job description. To be completed and added to the staff member's file.			

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)	Sep 28, 2026	
Comments: A review of all staff files occurred. * One staff member without current First Aid/CPR training. * One staff member with training not recognized by WorkSafe NB. Staff members cannot be alone with the children until this obtained. Once obtained, a copy is to be added to the staff member's file.			

General Comments
A renewal inspection was conducted during the afternoon hours of the licence. Upon arrival at the school-age program, Licensing observed educators preparing the learning environments for the children's arrival. When the children arrived by bus, educators were observed signing children in using the mandatory attendance records. Following arrival, one group of children transitioned to indoor activities while the second group transitioned for outdoor play. Within the indoor learning environments, children were observed actively engaged in a variety of activities, including dramatic play, playing with Barbies, block construction, card and board games, and enjoying an afternoon snack. In the outdoor environment, children were observed utilizing the stationary playground equipment at Rothesay Commons, participating in a game of frisbee, and playing with balls. Policy 902 was discussed with the Administrator. Licensing recommended that the policy be reviewed with all educators working within the school-age program to ensure a clear understanding of when the use of digital technologies is permitted and when it is not permitted within a school-age setting. Throughout the inspection, Licensing observed educators interacting positively with the children and consistently implementing appropriate positive child guidance techniques.

original signed by
Jodi Hennessey

Signature of Early Learning and Childcare Licensing Staff

September 14, 2026

Date

original signed by
Sacorra McMullin

Signature of Operator/Designated staff

September 14, 2026

Date

"I hereby acknowledge receipt of this report"