



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 AMY MCEVOY	Licence Number 2010660	Inspection Date February 14, 2023
Facility Name Little Steps Child Care	Telephone Number (506) 756-3660	
Address 85 Renfrew Street Petitcodiac NB E4Z 4S6		
Name of Early Learning and Childcare Licensing Staff Erika Hickey	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)	Feb 14, 2023	Feb 14, 2023
Comments: During the inspection, the Quality Assurance Monitor verified a new staff record. The description of duties and responsibilities was missing from the records. The operator asked the educator to review the staff handbook and sign that they understand their responsibilities and duties. A signed copy has been inserted into the staff file. Deficiency is now compliant.			

General Comments
<p>The Quality Assurance Monitor is on site to remove a selection of attendance records. A receipt was given to the operator in order to document which attendance records have been taken and to ensure that all documents are returned. The documents shall be returned to the facility as soon as the Quality Assurance Monitor has extracted the information needed.</p> <p>The ratio is respected while the Quality Assurance Monitor is on site. The Quality Assurance Monitor will return to the facility at a later date to return the attendance records that have been removed from the facility.</p> <p>A proof of registration to the online 90hours course was missing from a staff member's records. The operator was able to show compliancy and the Quality Assurance Monitor can confirm that all required staff are enrolled in the 90 hours course.</p>

original signed by
Erika Hickey

Signature of Early Learning and Childcare Licensing Staff

February 14, 2023

Date

original signed by
Amy McEvoy

Signature of Operator/Designate

February 14, 2023

Date