

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 Elsipogtog Band	Licence Number 2010759	Inspection Date February 22, 2024
Facility Name Elsipogtog Headstart		Telephone Number (506) 523-8254
Address 361 Big Cove Road Elsipogtog First Nation NB E4W 2S3		
Name of Early Learning and Childcare Licensing Staff Stephanie Hickey		Position Title Quality Assurance Monitor

Order for Compliance	Regulation	Date to be corrected	Date corrected
12(2) An operator of a licensed facility shall ensure that a criminal record check or a vulnerable sector check, as the case may be, and a check with the Department of Social Development is conducted on each individual before he or she becomes a staff member.	12(2)	Nov 27, 2023	
Comments: This is a second reminder that each staff member must obtain a check with Social Development prior to employment. While the Quality Assurance Monitor was on site for a follow-up, a new relief staff didn't have a valid copy of a check with Social Development. The staff in question was asked to leave the premises and will be able to return as soon as a new check with Social Development is received.			
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 22, 2023	
Comments: This is a second reminder that a description of duties and responsibilities must be in all staff member files.			
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)	Nov 22, 2023	
Comments: This is the second reminder that all staff files must have a copy of staff signed statement regarding obligation under the Act and licensing regulation.			
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)	Nov 27, 2023	
Comments: This is a second reminder that each staff member must obtain a check with Social Development prior to employment. While the Quality Assurance Monitor was on site for a follow-up, a new relief staff didn't have a valid copy of a check with Social Development. The staff in question was asked to leave the premises and will be able to return as soon as a new check with Social Development is received.			
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)	Nov 30, 2023	Nov 30, 2023
Comments: The Quality Assurance Monitor observed that the table that had a loose leg was fixed. Deficiency is now compliant			

General Comments

The Quality Assurance Monitor was on site for a follow-up inspection.
Ratio was respected.

original signed by
Stephanie Hickey

Signature of Early Learning and Childcare Licensing Staff

December 13, 2023

Date

original signed by
Rena Simon

Signature of Operator/Designate

December 13, 2023

Date